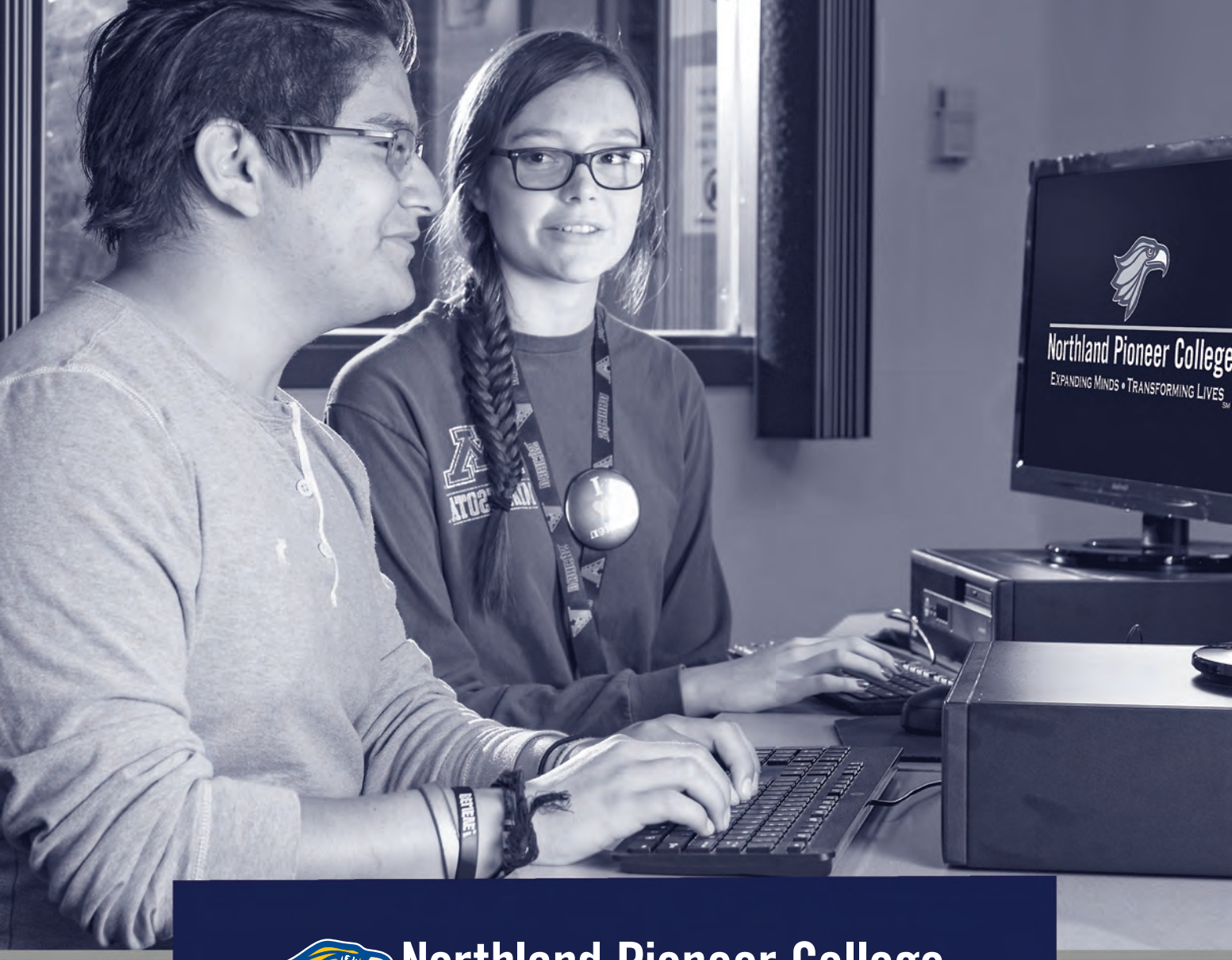


Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES℠

2020–2021 COLLEGE CATALOG

Please note that the 2020 - 21 class schedule is subject to change due to the COVID-19 Pandemic.

Find the most up-to-date information about changes happening at NPC, visit www.npc.edu/covid19.

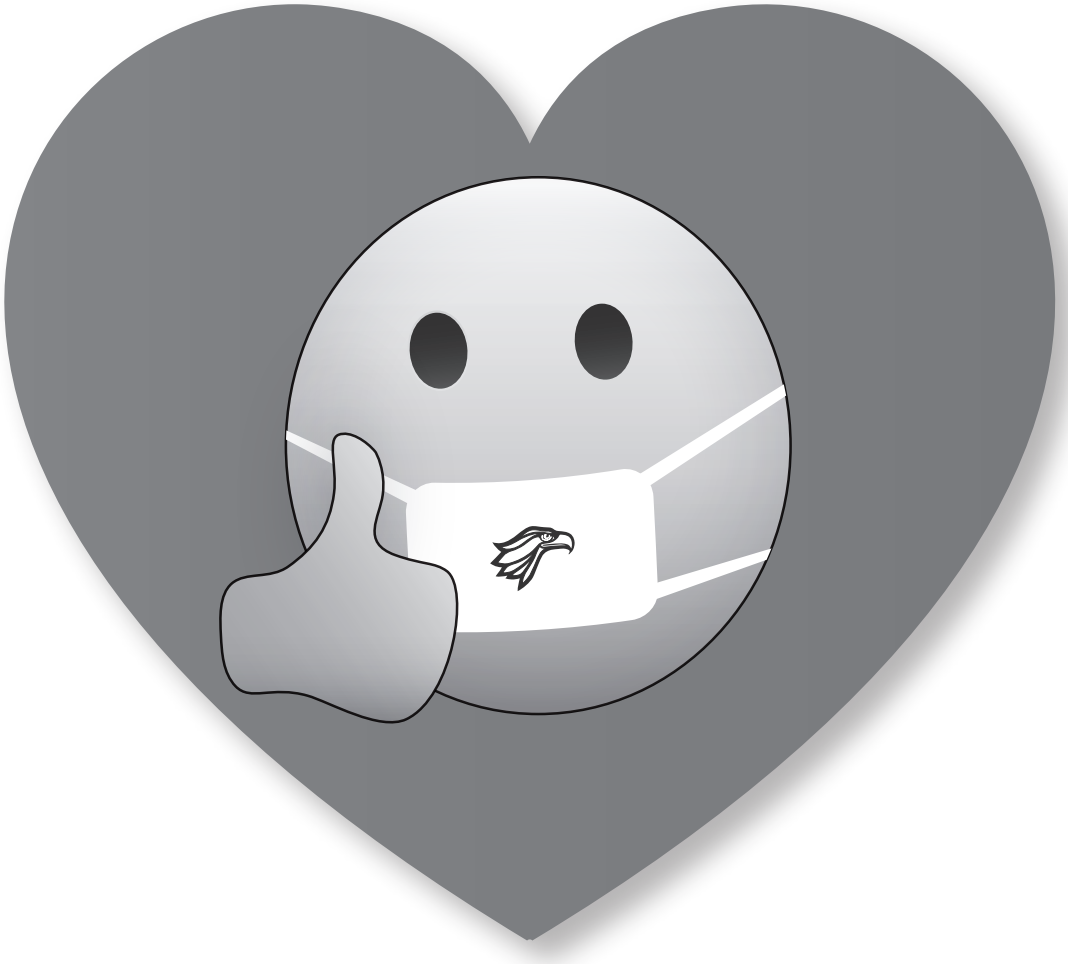
This year NPC is not physically printing copies of this catalog. If needed, limited hard copies can be requested by contacting your NPC campus/center front office. Updates and corrections will be made to this online document throughout the academic year as needed.

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES℠

Working together to keep everyone S A F E

WEARING IS CARING



Everyone is **REQUIRED** to wear a **face cover** and an **ID badge** on NPC property while in indoor & outdoor community spaces. Face coverings and ID badges are available at the **campus/center front office**.

Northland Pioneer College

EXPANDING MINDS • TRANSFORMING LIVES℠

Working together to keep everyone S A F E

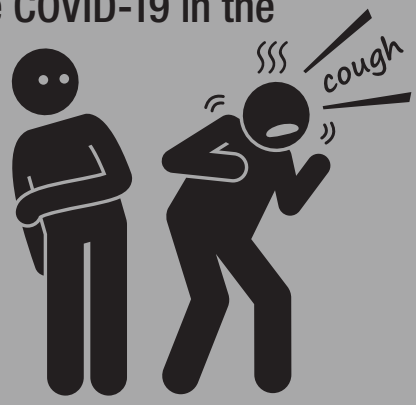
SELF SCREENING

BEFORE you leave your house, answer the following questions:

1 Do you have any of the following symptoms?

- *Cough*
- *Runny nose*
- *Shortness of breath*
- *Sore throat*
- *Chills*
- *Muscle pain*
- *New loss of taste or smell*
- *Fatigue*
- *Nausea, vomiting or diarrhea*

2 Have you had prolonged contact (15 min.) or contact (6 ft.) with someone who is known or suspected to have COVID-19 in the past 14 days?



3 Do you have a fever?

4 Have you tested positive for COVID-19 within the past 14 days?

If you answered YES to any of these questions please STAY HOME and contact your supervisor or instructor.

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Northland Pioneer College: (USPS 024-156)

(Volume 48, Number 2, June, 2019) is published a total of four times per year during the months of April, May, June and November by the staff of Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610. Periodical Postage rates paid at Show Low, AZ 85901 and additional mailing offices.

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President Mark Vest

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Kids College

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Development Center

10 Helpful Telephone
Numbers

NPC Mascot Ernie Eagle

Welcome

Congratulations on making the decision to transform your life! By enrolling at Northland Pioneer, you have chosen a college recognized both within the state and nationally as a leader in academic excellence, career preparation, and instructional technology.

Over 45 years ago, the citizens of our beautiful corner of Arizona decided that a college education should be available to everyone. They insisted that the new college called Northland Pioneer should strive to bring education to as many local communities as possible. We continue to pursue that mission today. NPC maintains nine locations in Navajo and Apache counties, and new partnerships with area school districts have added course availability to students in 16 high schools. We are implementing cutting edge video conference technology in campus classrooms, and piloting new course and student support options designed with your needs in mind.

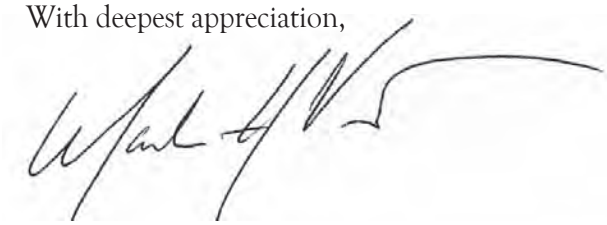
Students arrive at NPC with many different goals and dreams. You have a specific purpose for choosing to invest your time and resources in an NPC education. You may be here to begin a university education, taking advantage of a high-quality, low-cost degree whose courses are guaranteed to transfer to Arizona's state universities. You may be here to prepare yourself for tomorrow's marketplace, in programs ranging from nursing and surgical technology to cybersecurity or welding. You may need to brush up some outdated skills, master a new hobby, or just learn for the love of learning.

No matter what your reason for coming to NPC, we stand ready to help you reach your goal. Take advantage of the support systems we have in place for you. Visit your faculty and talk with them in their office hours. Get to know your academic adviser and identify what services you need – career coaching, accommodations for disabilities, tutoring, or support for veterans, to name just a few.

As president of Northland Pioneer College, I have the privilege of leading the most dedicated, caring, and motivated group of individuals with whom I have ever worked. Our greatest priority is YOU. If you leave NPC with the knowledge and skills you required, with the support you needed, and with the next step in your path firmly in front of you, we will have done our job for you.

We are proud you have selected Northland Pioneer to help you achieve your goals. You have made a commitment to yourself and taken the first step on a journey filled with opportunity. We look forward to being an important part of your education!

With deepest appreciation,



Mark Vest
President, Northland Pioneer College

Who We Are…

The College District

Established in 1972, Navajo County Community College District, or Northland Pioneer College (NPC), is a publicly tax-supported community college located in Navajo County, Arizona. The college's first students enrolled for the fall semester of 1974.

The Navajo County Community College District serves Navajo and Apache counties, an area of 21,158 square miles with a 2017 U.S. Census Bureau permanent population estimate of 180,562. The Navajo, Hopi, White Mountain Apache and Zuni Indian Reservations occupy more than 68.34 percent of the total land in the College service area and account for 57.8 percent of the area's estimated population.

Campuses are located within four of the largest Navajo County communities of Holbrook, Show Low, Snowflake/Taylor and Winslow. Centers are located in Hopi, Kayenta and Whiteriver. Through an intergovernmental agreement with Apache County, NPC has centers in St. Johns and Springerville. Additional educational sites are established as educational needs and opportunities arise.

Accreditation

In order to have the right to award college degrees and certificates, institutions of higher education must be evaluated by a nationally recognized accrediting agency. The Higher Learning Commission (HLC) is charged with evaluating Northland Pioneer College. NPC is proud to report having passed the most recent (2020) evaluation with accrediation reaffirmed through 2030.

The HLC currently has revised its 10-year evaluation schedule to one that continuously monitors excellence of operational and educational standards. This new model ensures NPC students of an up-to-date, nationally recognized and accredited educational experience.

To view the criteria and standards set by the Higher Learning Commission, contact them at 230 South LaSalle St., Suite 7-500, Chicago, IL 60604, (800) 621-7440 or online at ***www.hlcommission.org/***.

College Visitation

The public is always welcome to visit NPC campuses and centers. Visitors are asked to check in at the campus or center office. Visitors will be held to the same standards of conduct as NPC students.

Normally the student lounges, campus/center offices, art galleries, academic advising offices, libraries, parking lots and hallways are open to the public. Classrooms, and faculty offices are reserved for registered students.

While classes are in session, visitors should be considerate of students and not bring small children into classroom, laboratory or library areas.

Soliciting is prohibited on all campuses and centers.

For your safety, please keep out of construction areas. In many instances there will be public open houses when buildings are completed.

Members of the public, age 18 and over, are welcome to use the NPC libraries.* A wide selection of resources are available, including books, eBooks, eAudiobooks, DVDs, newspapers, magazines and more. Computer, internet and wifi access are available to the public for a fee (there is no additional charge for students). *(See also page 9).*

For assistance, call your nearest NPC Library or Center. Our phone numbers are listed on our website (***www.npc.edu/library***). You may also use the "Ask a Librarian" link on the library's website, or use your cell phone to "Text a Librarian" at (928) 351-4204.

* Services for community members are limited and may be subject to a fee.

Mascot and Colors

In 1976, Northland Pioneer College students selected the golden eagle as the college's mascot, and gold, sky blue and red as the college colors. The red was later dropped. Royal blue and gold are now used as the college's official colors.

Ernie Eagle (photo on page 5) represents the college at community and college events and on social media websites. Be sure to join over 1,500 of Ernie's friends on Facebook. Ellie Eaglet is the spokeseagle for the Kids College program.

Mission

Northland Pioneer College provides, supports and promotes lifelong learning.

Our Shared Vision

Northland Pioneer College provides a learner-centered environment, responds to community needs through effective and innovative service to our students, and fosters professional growth and collegial collaboration.

Our Shared Values

NPC upholds the following values:

- A quality learning environment
- Diversity and accessibility
- Integrity and accountability
- Collaboration toward success

Business and Community Services

Community and Corporate Learning

The Community and Corporate Learning Department (CCL) promotes occupational skills and encourages an awareness of social, cultural, intellectual and artistic endeavors — two key missions for Northland Pioneer College. This is accomplished through four targeted areas: corporate education, non-credit classes, Kids College, and excursions.

Within corporate education, NPC can tap its own resources or bring in outside trainers to provide any training that might be needed. By coordinating these efforts, in many cases, the training can be offered at a lower cost. This department provides quality training and workforce development workshops that are customized to meet the needs of business and industry communities NPC's CCL department guarantees satisfaction for training services. If the services NPC provides do not meet your requirements, staff will redo them at no charge.

Training to meet state or federally required certifications is already offered by NPC in our service area, saving businesses the time and financial cost of sending employees to large metro areas. NPC has the educational resources to provide training in a variety of areas, such as computer software implementation, CPR certification, business training, as well as stress or time management skills.

The community services provides non-credit lifelong learning opportunities and support for community and cultural activities to the residents of NPC district communities. Classes and workshops are offered as noncredit opportunities in home crafts and technology, dance, health and wellness, computer applications, cooking specialties, sustainable living strategies and other areas. Classes are added throughout the year to cover a variety of topics and workshops. Local newspaper advertising, Emails, and mailings notify communities of all courses scheduled. You can also view a current list of personal interest classes by visiting ***www.npc.edu/noncredit-classes***.

Suggestions for future course offerings or topics are welcomed. If you are interested in teaching with us, please contact the community and corporate learning specialists.

NPC offers a Kids College to provide young people, ages 6-14, with a fun, secure, structured enrichment programs. These exciting learning opportunities are designed to allow them to explore areas of interest, develop academic skills, develop and make new friends, while introducing them to college programs available at NPC. Classes include a variety of topics including theater arts, STEM, cosmetology, baking, art, and more. This program runs June 1 – July 31. Visit ***www.npc.edu/kids-college*** for registration and course listings.

For adults, 21 and over, check out our new Learning Adventure Excursions program, providing a hands-on continuing education experience. You'll explore, experience and relax as NPC transports you to different locations in Northern Arizona to learn about local art, history, culture and scenic sights. Excursions are offered May through October and have included locations such as Rock Art Ranch, Starry Night at the Petrified Forest, and Petroglyph Park in Holbrook. Seating is limited, so sign up early for these memorable experiences.

Visit ***www.npc.edu/learning-adventure-excursions*** for a current schedule and more information.

To request to be on the contact list of course offerings, please contact the community and corporate learning specialists, (800) 266-7845, ext. 6244, or email ***ccl@npc.edu***.

Talon Gallery

The Talon Gallery, located in the Aspen Center on the Show Low – White Mountain Campus exhibits work by students, regional and nationally-recognized artists. When classes are in session, the gallery is open to the public, Monday through Thursday, 7:30 a.m. to 7:30 p.m.; Fridays, 7:30 a.m. to 4 p.m. For information on current or upcoming exhibits visit ***www.npc.edu/TalonGallery***.

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

Small Business Development Center

The Small Business Development Center (SBDC) was established in 1989 by Northland Pioneer College and the Small Business Administration to help increase the number of successful small businesses in Northeastern Arizona. The SBDC joins 11 Service Centers and 15 satellite and/or meeting sites in Arizona providing access to professional business counselors, analysts and technology specialists all dedicated to help you succeed.

Our partnerships with the Small Business Administration (SBA) and the Association of Small Business Development Centers puts nationwide resources within your reach.

Northland's center serves Navajo and Apache counties. Its programs, resources and services focus on a broad range of business issues. The SBDC small business advisors work with determined clients who want to start, grow or sustain a successful business. The SBDC provides quality educational programs, access to resources and one-on-one counseling to small business owners throughout the region.

The SBDC offers confidential, no cost advising services to small business owners. Counseling is offered in various locations throughout the region, usually in facilities operated by Northland or other participating agencies, or remotely via computer and internet. The no cost counseling is offered in Winslow, Holbrook, Snowflake/Taylor, Show Low, Pinetop/Lakeside, St. Johns, Springerville/Eagar, and on the Navajo, Hopi and Apache reservations.

The SBDC hosts and co-sponsors seminars and noncredit workshops for small businesses, covering topics such as starting a new business, writing a business plan, financing, accounting and bookkeeping, marketing, management and doing business with the government workshops on topics like exporting, clean technology, hubzone, women-owned business, SBA loan programs and veteran's services. The Small Business Development Center's services are normally accessed first through a call to the SBDC main office in Show Low at (800) 266-7845, ext. 6170.

Workshops and seminars are promoted at campuses and other sites with posters and fliers. To attend a session, phone the number listed on the poster, flier or newspaper press release or visit ***www.npc.edu/sbdc***.

The SBDC updates the media regularly with press releases and articles concerning small business topics and events. Referrals from banking institutions, cities, chambers of commerce, economic development organizations, SBA and other clients are often the best sources of new clients for the counseling program. Access these services online by visiting the SBDC website at www.npc.edu/sbdc to either complete a Request for Counseling form or by using email and other communication links.

The Small Business Development Centers are partially funded by the Small Business Administration. The support given by the U.S. SBA through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s) opinions, products or services.

For more information or assistance, call SBDC Director Richard Chanick, (800) 266-7845, ext. 6706 or email richard.chanick@npc.edu.

Public Access to NPC Computers & Internet Services

Non-students wishing to use Northland Pioneer College's computers or wireless internet access may purchase a $2 single day-pass or a $47 semester-long pass from the campus/center office. This fee is used to help offset the cost of media services for all community members and students. Please note that this fee is also charged to NPC students, in addition to tuition and specific course fees.

NPC students have priority over the use of any computers.

Users must be 18 years or older and comply with all federal and state laws and with college policies governing conduct and the viewing of images in public areas.

Helpful Telephone Numbers

Dial toll-free (800) 266-7845

Then, at the prompt, enter the last four digits as the extension number.

You can also call direct, using the local number. NPC's Area Code is (928)

Online, find maps and office hours for NPC locations at ***www.npc.edu/locations***; and college closures and other important dates at ***www.npc.edu/calendar***

Extension

Holbrook– Painted Desert Campus

Campus Office..... (local 524-7311) 7311
Michael Saline, Academic Adviser..... 7342

Show Low– White Mountain Campus

Campus Office..... (local 532-6111) 6111
Donna Krieser, Academic Adviser/GED.....6142

Snowflake/Taylor–Silver Creek Campus

Campus Office.....(local 536-6211) 6211

Winslow– Little Colorado Campus

Campus Office.....(local 289-6511) 6511
Dawn Palen, Academic Adviser 6541

Hopi Center

Center Office.....(local 738-2265) 7605
Cara Joe-Dukepoo, Center Manager..... 7602
Janalda Nash, Center Technician/Adviser 7604

Kayenta Center

Center Office.....(local 697-8333) 7649
Myrtle Dayzie-Grey, Center Manager 7648
Chantal Kescoli, Center Technician/Adviser..... 7649

Springerville/Eagar Center

Center Office.....(local 333-2498) 7639
Tamara Osborne, Center Manager 7638
Michael Colwell, Academic Adviser 7635

St. Johns Center

Center Office.....(local 337-4768) 7616
Nicole Ulibarri, Center Manager.....7637
Michael Colwell, Academic Adviser 7635

Whiteriver Center

Center Office.....(local 338-5185) 7661
Ricardo Aguilar, Center Manager..... 7664
Monique Fowler-Pacheco, Center Technician/Adviser .. 7663

Extension

Other Contacts

Apache County Programs Coordinator
Nicole Ulibarri 7637
NPC Online Bookstore.....General Questions 7480
Business Office .....General Questions 7480
Third-Party Billing..... Olivia Jaquez 7485
Student Billing..... Business Office 7480
Career Services .....Benjamin Sandoval 6246
Community and Corporate Learning
Wes Wright..... 6244
Katie Matott..... 6544
Disability Resource and Access Coordinator
Sandy Manor 6246
Early College Coordinator
April Horne.....6272
Early College Advisor
Ryan Orr 892.3116
Karen Zimmerman.....892-9102
Early College Advisor (vacant)..... 536-6272
Financial Aid .....General Questions 7318
GED® Testing – Holbrook and Show Low 6127
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Records and Registration
General Questions.....7459
NPC Academic Transcripts .....Celia Iguado 7465
Graduation, Degrees,
Transfer Credit Evaluations.....Deena Gillespie 7365
Recruiting ..... Rebecca Hunt 6271
Small Business Development Richard Chanick 6706
Student Government/Activities..... Ryan Orr 6241
Support Center (NPC online course access problems)....7447
Veteran Certifying Official .....Chelsea Hager 7469

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Admission

Welcome to NPC!

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

Admission Classification

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

Admission of Regular Students

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

Admission of Students Under 18 Years of Age

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

Admission of Students in Special Status

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

No applicant is automatically guaranteed admission to a specific degree program or to all courses offered by NPC. NPC may limit the number of semester credit hours in which a student may enroll.

Federal and Arizona laws, and the policies of the Navajo County Community College District Governing Board govern admission.

Residency Requirements

United States Residency Verification

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

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

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

Note: Although some documents may instruct the holder not

to photocopy them, the USCIS has advised the Department of Education that these documents and others may be photocopied if done for lawful purposes, such as documenting citizenship for the purpose of determining eligibility.

Students registering for noncredit classes will not be required to submit residency verification. Current high school students will not be required to submit residency verification because it is already a requirement of our high school partners.

For other acceptable documents or the latest information on the U.S. residency verification process at NPC, please visit the NPC Records and Registration Office webpage at ***www.npc.edu/records-registration*** and view the Residency tab.

In-State Residency Requirements

Classification of Students for Tuition Purposes

Students that have not established residency in Arizona by residing here for at least one year, will be charged out-of–state resident rates. Students that would like to be considered for in-state tuition, may choose to fill out the Domicile Affidavit. Please be aware that in order to approve or deny a domicile, the Records and Registration Office may require and request additional documentation to prove residency. A student must file a Domicile Affidavit every semester if there is an in-state residency question.

Arizona Revised Statute: §15-1801

Definitions

In this article, unless the context otherwise requires:

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

Arizona Revised Statute: §15-1802

In-state Student Status

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

B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

   1. The domicile of the person's parent is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
   2. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.
   3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aide at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
   4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

A.R.S. §15-1802 Continued

C. The domicile of an unemancipated person is that of the person's parent.

D. Any unemancipated person who remains in this state when the person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which the person is currently enrolled, as long as the person maintains continuous attendance.

E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona Board of Regents. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

F. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

G. A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver's license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

H. A person who, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three (3) years after the veteran's discharge from active duty service of ninety (90) or more days or within three (3) years after the service member's death in the line of duty following a period of active duty service of ninety (90) or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver's license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

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

J. A person who has participated in the AmeriCorps program or the Volunteers in Service to America program for at least one year in this state is entitled to classification as an in-state student.

Admission Requirements

New Students

All students must be admitted to Northland Pioneer College to enroll in courses at the college. Admission is made by fully completing all the required information on an NPC Admissions Application. All applicants will be issued an official letter confirming their admission to NPC. The acceptance letter will contain very important information about decisions and deadlines, and the student must comply with these deadlines.

All new students must submit their high school transcript with a graduation date or GED test scores for placement purposes. New students who have transferred from another college need to submit official transcripts from their prior college.

Former and Continuing Students

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

Transfer Students

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

International Students

International students interested in attending Northland Pioneer College should request an International Student Admission Application packet from the Records and Registration Office.

International students must meet college admission standards and certify other requirements before registering. International students should apply for admission to NPC at least 90 days prior to the beginning of the term they wish to attend. For questions concerning student rights and obligations, contact the United States Department of Citizenship and Immigration Services. The Citizenship and Immigration Services website is ***uscis.gov***.

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

Students with Disabilities

Students requiring accommodations may contact the Disability Resource and Access Coordinator, White Mountain Campus, Northland Pioneer College, P.O. Box 610, Holbrook, AZ, 86025, or by calling (800) 266-7845, ext. 6178. (See page 28.)

Acceptance

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

Incoming Credit Acceptance Policy

Regionally Accredited Institutions

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

Students must earn credits in residency at NPC to complete any degree or certificate program. For more information, see Degree and Certification Graduation Requirements, page 57.

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

Other Credit Sources

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

NPC can also evaluate your prior learning certified through military, industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program.

For more information, contact your academic adviser.

Note: Additional fees may apply for credit by evaluation.

Registration Information

Registration Dates

Dates for registration are published in the Academic Calendar, both online (***www.npc.edu/academic-calendar***) and on page 23 of this catalog. Please note that early registration is encouraged for students and that courses lacking sufficient enrollment may be canceled.

In addition to campus and center registration, returning students may register online at ***https://mynpc.npc.edu/ics***. Students cannot register online if class prerequisites have not been met or the student's account has been placed on "hold." Academic advisers are available to assist students in planning their program of study.

All college tuition and fees must be paid by the dates listed at ***www.npc.edu/tuition-fees/payment-due-dates***. A student is not officially registered until all applicable tuition and fees are paid or payment arrangements have been made. A student who has a delinquent account with the college will not be allowed to register until all prior school obligations are met.

Placement Testing

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

- Students enrolling in courses with placement prerequisites who have not previously taken a placement test. Courses that require placement testing include all mathematics, English, and general education courses, as well as some program-specific courses, such as ATO courses, NAT 101 and EMT 131 or EMT 246.
- Students pursuing an NPC associate degree of any type, a Certificate of Applied Science of any type, or the Arizona General Education Curriculum (AGEC).

There are three avenues for placement into NPC courses:

- Avenue 1 – For high school or charter school students and recent graduates or students with some college.
  - ◊ High school transcript with GPA of 2.6 or above (within 5 years) AND for Math courses refer to adviser for placement.
  - ◊ And/Or college transcript with GPA of 2.0 or above in applicable general education or developmental education courses (within 5 years).
  - ◊ And/Or ACT/SAT scores (within 5 years)
- Avenue 2 – For students with a recent accredited High School Equivalency transcript.
  - ◊ Completed GED® transcript dated after 1/1/14
- Avenue 3 – For students who do not meet above criteria or who are applying to programs that require standardized reading and math competency scores.
  - ◊ Use ACCUPLACER computerized test (within 5 years)

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

- Students providing proof of an accredited associates degree or higher, unless the degree includes no college-level mathematics.
- Students providing ACCUPLACER placement scores less than five years old from another institution.
- Students providing official transcripts listing a grade of "C" or better for College Composition I (reading/writing requirement) and/or college-level mathematics (mathematics requirement).
- Students providing ACT or SAT scores that meet NPC placement minimum standards.
- Students taking courses for "Audit" grade only. The Audit grade exemption applies only to courses with a placement prerequisite. Course prerequisites may not be waived by this exemption.

General guidelines for the placement process are as follows:

1. Students should contact the campus or center academic adviser to begin the placement process. NPC uses the ACCUPLACER computer-based placement test as its primary placement tool. If technical difficulties prevent the use of the ACCUPLACER test, students will need to schedule a time to return and complete the ACCUPLACER test;
2. A complete battery of ACCUPLACER assessments typically takes three hours. Depending upon the ACCUPLACER results, some students may need additional placement testing in one or more areas;
3. At the conclusion of the ACCUPLACER test, the academic adviser will meet with the student to discuss the placement results;
4. Students needing placement testing pay a $20 annual fee. This fee allows up to three tests within the academic year.
5. Placement test scores, whether from NPC or another institution, are effective for a maximum of five years. If more than five years have elapsed since the testing date, the student must re-test before enrolling in a class.

Placement results will be used to make initial placement for students in mathematics and English courses. Depending upon their placement results, some students may need to enroll in

College and Career Preparation (CCP) courses to develop the skills needed to succeed in college-level courses.

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

Certain program-specific courses, such as NAT 101 and EMT 131 or 246, also have required placement minimums. Please contact your academic adviser for more information regarding required placement scores for NPC courses.

Placement testing is available at all campuses and centers during advising office hours. Consult with the campus or center academic adviser to schedule a placement session. Students are strongly encouraged to complete testing prior to the registration period. Early placement testing gives students the opportunity to retest if needed and gives the academic adviser more time to discuss placement results with the student. Placement testing may be done during registration. Testing is typically available during registration hours, though students should plan to start testing no later than two hours prior to the end of the registration day.

College Success Strategies Course

The College Success Strategies Course (CSSC) is a six-week course intended to introduce students to college. Students will learn to access various college resources, guidance and support from faculty, staff and peers to fully develop academic and life skills. Emphasis is placed on increasing student success through personal growth, study skills development and educational planning. The topics studied promote learning, understanding, critical thinking and perseverance in college. First-time NPC students and returning or transfer students with 12 or fewer credits are required to complete the CSSC. Students taking only noncredit and online POS NPC classes are exempt.

The CSSC is designed to address student questions and concerns about NPC registration, services and educational planning. The CSSC is provided at no cost to students.

Courses are scheduled at various times at each campus and center during the fall and spring semester registration periods through the second week of classes. To register for a CSSC, contact your campus/center office or the NPC Records & Registration Office. A complete listing of CSSC locations and times can be found at ***www.npc.edu/college-success-strategies.***

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

Your academic adviser can answer questions about CSSC.

Proof of Computer Competency

NPC has implemented a program to improve student learning in internet-based classes. Students enrolled in NPC internet classes* for the first time are required to demonstrate or develop basic skills necessary for online learning. You need to complete the online readiness course (***http://bit.ly/npcreadiness***) by the end of the first week of class. You may be restricted from registering for additional online courses if you do not complete the course. Visit the ICT website (***http://eresource.npc.edu/readiness***)** for more information about the procedure and requirements.

*(POS 221 & 222 are exempt: These two classes are considered Open Entry, but must be completed within one (1) year of the date of enrollment. See page 18.)

**The ICT website will provide detailed information on how to log into Moodle and access the readiness module, and how to sign up for face-to-face ICT 095 classes if needed.

Load Classification

Full-Time Student

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

Part-Time Student

A student enrolled for fewer than 12 credits per semester:

- ¾ time: 9 to 11.9 credit hour load
- ½ time: 6 to 8.9 credit hour load
- Less than ½ time: 5.9 or fewer credit hour load

Excess Course Load

Students may not carry course loads greater than 18.75 credits during the fall or spring semesters without special permission from an academic adviser. Students wishing to carry excess course loads must have attained at least a "B" average in the previous semester while completing a minimum of 12 credits in that semester. Students wishing to carry 24 or more credits during the fall or spring semesters or more than 12 credits during a summer session must send a written request to the Vice President for Learning and Student Services, who has the sole authority to approve or deny the request.

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

Short-term Credit, and Noncredit Classes

Various classes are offered on a short-term schedule. Some are targeted to specific student populations.

The Community Learning Department is responsible for offering avocational classes and workshops and short-term workshops, seminars or classes as noncredit opportunities. Dates are published in special booklets, in news releases to the public and on their web page, ***www.npc.edu/noncredit-classes***. Registration can take place online, during regular registration periods or any time prior to the start of the classes. You should register at least three (3) days prior to the start of the class to ensure it is not canceled due to insufficient enrollment.

Contact your local campus or center or Community and Corporate Learning, (800) 266-7845, ext. 6244 for more information about short-term or noncredit courses.

The Corporate Learning Department and the Small Business Development Center offer specialized training for the needs of the business and industry sector. (see page 8)

Open Entry Classes (POS 221 & POS 222)

These two classes – AZ Constitution (POS 221) and U.S. Constitution (POS 222) – are considered Open Entry. The student must complete the class by the end of one (1) year of first enrolling The student will receive an "I" grade (incomplete) at the end of the first semester enrolled. If not completed by then, the student will receive an "F" grade if they do not fully complete the class. The Arizona Department of Education utilizes these two classes for teacher certification.

Course Changes

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

Adding a Course

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

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

Eight-Week and Summer Sessions: To add a course on the second day of the session, instructor's permission is required. Beginning the second week of the session, both instructor and dean permission is required. A late registration fee may apply.

Short Term Classes (less than 8 weeks): To add a course on the second day, instructor's permission is required. Beginning the third day, both instructor and dean permission is required. A late registration fee may apply.

Dropping a Course

"When dropping a course after the first week of Fall, Spring, Summer or other eight-week sessions, instructor permission and a Last Day of Attendance (LDA) are required." See "Last Day to withdraw without 'W' on Transcript" on the "Academic Calendar" on page 23. For refund information, refer to page 21.

Withdrawing from a Course

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

To avoid having a "W" (withdrawal) on your transcript, you need to complete the withdrawal process BEFORE the Withdrawal Deadline, usually the second week of the semester, or the first week of an eight-week or summer session, or after the first day of a short-term class (less than eight weeks). It is the STUDENT'S RESPONSIBILITY TO OFFICIALLY WITHDRAW FROM CLASS IF THEY ARE NO LONGER ATTENDING CLASS. Not doing so may result in getting a failing grade for the class. Your Last Date of Attendance (LDA) must be noted on your withdrawal form. An NPC academic adviser can help you.

Updating Contact Information

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

NPC requires students to update their address and telephone number at any local campus or center within ten (10) business days of moving. It is the student's responsibility to provide NPC with the most up-to-date contact information. If the student fails to keep their contact information current, the college has no responsibility for any issues resulting from lack of communication.

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

Tuition, Fees and Payments

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

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

Tuition

Textbooks are not included in tuition. Tuition rates are set annually by the Navajo County Community College District Governing Board.

In-State	$40/credit *$79/ credit base tuition rate reduced to help students who are negatively impacted by the economic downturn associated with COVID-19."
Non-Resident	$380/credit
2020 Summer Session	50% of the Base Tuition Rate
CCP Classes	50% of the Base Tuition Rate
Senior Citizens	50% of the Base Tuition Rate
WICHE	150% of the Base Tuition Rate

In-State Resident Base Tuition

The base tuition rate charged to students meeting the qualifications of an Arizona resident (see Residency Requirements, page 12) and supplying verification of United States residency.

Non-resident Base Tuition

Students who do not qualify as an Arizona or United States resident for tuition purposes are assessed the Non-Resident base tuition rate.

Apache County

Fees for Apache County are determined by intergovernmental agreement and may vary.

New Mexico Residents

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

Summer Session

Tuition for Summer classes will be 50 percent of the base Fall or Spring session tuition rate. Only one discount can be applied.

College and Career Preparation (CCP) Classes

Adult Basic Education (ABE) classes offered through College and Career Preparation (CCP) will be charged 50 percent of the base tuition rate. Only one discount can be applied.

Senior Citizens

Students 60 years of age and older, regardless of residency, may qualify for a reduced tuition rate at 50 percent of the base tuition rate. This reduced tuition rate may not be combined with any other tuition reductions available in a given semester. All other fees will be assessed at the full rate for seniors. The tuition reduction is NOT applicable for enrollment in noncredit seminars, classes or programs.

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

June 1 for Summer session enrollment.

January 1 for Spring semester. enrollment.

August 1 for Fall semester enrollment.

WICHE/WUE

Students enrolling under the Western Interstate Commission for Higher Education (WICHE) Western Undergraduate Exchange (WUE) are charged 150 percent of In-State Base Resident Tuition.

Late Registration Fee

Students registering for classes on or after the first day of the semester (August 24 for Fall 2020, January 19 for Spring 2021, June 1 for Summer 2021) will be charged a $30 Late Registration Fee, which is non-refundable.

Overview

A $30.00 late registration fee is charged to all students who register on or after the first day of the semester. Short term classes will also have a late fee assessed according to the start date. For more information, see our website: ***www.npc.edu/late-registration-fee*** under the Fees tab.

Exceptions

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

1. Registering only for courses listed on the webpage above.

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

Petition to Waive Late Registration Fee

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

Procedure

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

Estimated Student Costs

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

Tuition	*$1,948
Fees	$480
Books & Supplies	$1,400
Off-campus Housing & Meals	$8,076
Personal/miscellaneous	$3,490
Transportation	$2,010
Total	$17,404

* NOTE: *with the 2020-2021 tuition waiver for in-state students, the effective tuition costs will be $960.

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

Media Fee

All students enrolling in 3 or more credits are assessed a $47 per semester Media Fee.

This fee is used to help offset the cost of media services that are available to ALL NPC students such as computers, audio and video equipment, electronic library resources and Internet. Please note this is a general fee and additional fees may apply to specific courses offered at NPC.

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

Instructional Course Fees

Some classes have an additional charge, shown in the course listings as FEES, to cover special supplies, materials or equipment used for instruction. The typical fee is $10 to $35. Other courses require special insurance, national exams, materials, private instruction or travel expenses. A full list of all course fees is available online at ***www.npc.edu/tuition-fees***. Students may still be responsible for providing other supplies or tools.

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

Special Fees

Late Registration Fee	$30
Replacement Diploma or Certificate	$15

Transcript (Unofficial)	available Free on MyNPC
Transcript Online Order (each)	$10
Transcript Online On Demand (each)	$15
Transcript Paper Order (each)	$15
Transcript Paper Order On Demand (each)	$20
Transcript Priority Delivery (each)	$20*
Not Sufficient Funds (NSF) Check Collection**	$35
Replacement "Money Card"	(Active *or* Inactive) $10
Nursing Program Admission Test (HESI)	$44
ACCUPLACER Testing (with two Retests)	$20
Credit by Exam	50% In-State Tuition
Credit by Evaluation***	50% In-State Tuition
Credit by Evaluation Fee (non-refundable)	$15
Student ID Replacement Fee	$5

* Plus current USPS Priority Shipping Rate

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

*** Evaluation of Learning Certificates from business, industry, government and non-regionally accredited institutions without waiver agreement. No charge for evaluation of military training.

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

Student Payments

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

Student Responsibilities for Debt

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

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

Non-Payment

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

Collection Fees

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

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

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

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

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

Payment Plan

All college tuition and fees must be paid by the dates listed online at ***www.npc.edu/payment-due-dates.*** Students may take advantage of the e-Cashier Payment Plan online via the NPC website. A fee or down payment may be required.

Refunds

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

Financial Aid Refunds

A student's financial aid refund is paid through BankMobile, using the option selected in the Refund Selection Kit you received when you applied for financial aid at NPC.

Other Refunds

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

Tuition and Fees

College refund policies vary based on the type of course for

which a refund is requested. Course refund policies for courses are as follows and online at ***www.npc.edu/tuition-refund-policy***.

Regular Semester Course

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

Eight-Week and Summer Sessions

100 percent prior to the first day of the session; 50 percent through first week of the session. No refund after first week.

Short Term (less than eight weeks)

100 percent prior to the first class; 50 percent through the second class. No refund after second class session.

One- and Two-Day Workshops

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

Online Course Refund

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

Media Fee Refund

Students enrolled in three or more credits, who have been charged the Media Fee and who subsequently drop credits and fall below a three credit total for a given semester will have the Media Fee refunded, provided they qualify for a tuition refund under the normal college refund process or receive an exception to the refund process from the Vice President for Learning and Student Services.

Course Change Refund

NPC strives to be fair in the processing of Course Change Forms to determine possible tuition and fees refunds. If a student registers in a course he or she no longer wishes to take, or the schedule changes after the student has enrolled in a course, Student Services must determine if a 100 percent or 50 percent tuition and fee refund is warranted to students dropping a class within the first two weeks of the semester.

A 100 percent refund is given only under certain circumstances – such as when the college must change an initial course schedule. Therefore, students should be aware that the amount refunded varies. Refund cases will be reviewed on an individual basis.

Students dropping a course from their class schedule after the first two weeks of the semester will be held responsible for full payment of tuition and fees.

Cancellations

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

Exception Refunds

Students who wish to request an exception to the regular refund policy may do so in writing by completing an Exception Refund Request Form. Approval must be obtained from the Vice President for Learning and Student Services, or designee, for one of the following reasons:

1. Serious illness or injury of the student, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The student must submit documentation prior to the end of the semester for which they are requesting the refund.
2. Death of a student or an immediate family member, if the request is made prior to the end of the semester in which the death occurs. The student or the student's survivor must provide death certificate or newspaper obituary notice and proof of relationship (birth certificate, marriage license).
3. Military service of a student in the Armed Forces or Arizona National Guard who is called to active duty and assigned to a duty station, verified by a copy of the orders, will be allowed to withdraw and receive a 100 percent refund of tuition, provided courses have not been completed.
4. Requests for refund due to an institutional error will be evaluated on a case-by-case basis.

Any refund that may be due to a student will first be applied to any outstanding debts owed to the college. If a student received federal financial aid, grants or scholarships, funds will be returned to the applicable federal financial aid program/grantor(s).

Examples of ineligible requests include: academic issues, financial issues, transportation issues, child care issues, course too easy, course too difficult, time conflict, faculty member conflict, never attending. All decisions made by the college are final.

BankMobile refund options

NPC processes student financial aid refunds through the BankMobile system. Students have the option of receiving these refunds through several options, including a BankMobile VIBE checking account, by direct deposit into their existing bank account or by check. Students who chose to receive their refund via BankMobile VIBE are establishing a bank account through BankMobile, a division of Customers Bank.

Questions? Call the Business Office, (800) 266-7845, ext. 7480. For more information about your refund options, visit ***www.npc.edu/financial-aid-disbursement.***

Academic Calendar

For updates, ***www.npc.edu/academic-calendar***. For Financial Aid dates, see the ***Calendar*** on page 28.

Fall Semester 2020

Veterans Priority Registration Day ..... May 29
Fall Registration Begins ..... June 1
No registration ..... August 3 & 4
Most NAVIT classes begin ..... August 4
(Note: NAVIT will notify you if there are schedule changes. The Fall 2020 schedule is subject to change)
Convocation (College Closed)..... August 17
Class cancellations for insufficient enrollment..... August 20
Last day to register online for regular semester classes ..... August 23
Last day to request 100% refund for regular semester classes ..... August 23
Fall Semester classes begin..... August 24
Late Registration Fee applies after..... August 24
Students must get instructor permission to register for or drop classes* (LDA required) ..... August 31
Last day for students to withdraw from classes without a "W" on transcript..... September 4
Last day to request 50% refund for regular semester classes ..... September 4
Labor Day (College Closed/No Classes)..... September 7
Dean and instructor approval required for course adds..... September 7
Last day to file for December graduation ..... October 23
Veterans Day (College Closed/No Classes)..... November 11
Thanksgiving Recess ..... November 26 – 27 (College Closed/No Classes)
Last day of Fall Semester..... December 11
Students' Winter Break..... December 13 – January 19
Winter Break (College Closed/No Classes) ..... December 24 - January 1

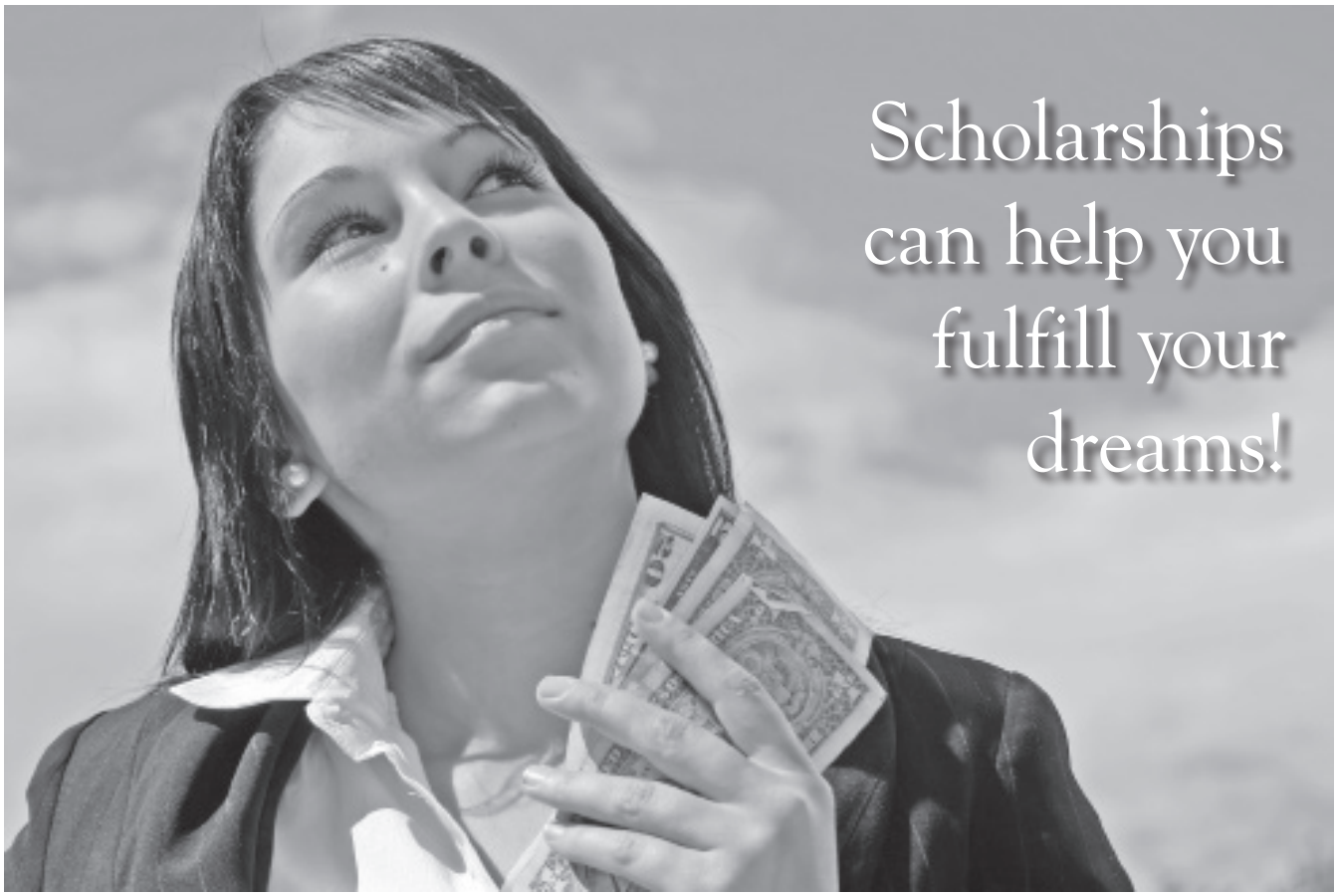
Spring Semester 2021

Veterans Priority Registration Day ..... November 23
Spring registration begins ..... November 30
Cosmetology and Most NAVIT classes begin..... January 21
(Note: NAVIT will notify you if there are schedule changes. The Spring 2021 schedule is subject to change)
No registration ..... January 4 & 5
Last day to register online
Convocation (College Closed)..... January 11
Class cancellations for insufficient enrollment..... January 14
for regular semester classes ..... January 18
Last day to request 100% refund for regular semester classes ..... January 18
Martin Luther King, Jr. Civil Rights Day..... January 18 (College Closed/No Classes)
Spring Semester classes begin ..... January 19
Late Registration Fee applies on or after..... January 19
Students must get instructor permission to register for or drop classes* (LDA required) ..... January 26
Last day for students to withdraw from classes without a "W" on transcript..... February 1
Last day to request 50% refund for regular semester classes ..... February 1
Dean and instructor approval required for course adds..... February 2
Presidents' Day (College OPEN) ..... February 17
Spring Break..... March 15 – 19 (Most College Offices Closed/No Classes)
Veterans Priority Registration Day for Fall..... March 22
Last day of Spring Semester..... May 15
46th Annual Commencement Ceremony ..... May 15

Summer Session 2021

Veterans Priority Registration Day ..... March 22
Summer registration begins..... March 29
No registration ..... May 24 & 25
Class cancellations for insufficient enrollment..... May 27
Memorial Day (College Closed/No Classes)..... May 31
Last day to register online for regular summer classes ... May 31
Last day to request 100% refund for summer classes... May 31
Summer Session begins ..... June 1
Late Registration Fee applies after..... June 1
Instructor approval required for course adds..... June 2
Last day to request 50% refund for summer classes..... June 7
Last day for students to withdraw from classes without a "W" on transcript..... June 7
Dean and Instructor approval required for course adds.... June 8
Students must get instructor permission to drop classes* (LDA required) ..... June 8
Independence Day (College Closed/No Classes) ..... July 5
Last day of Summer Session ..... July 23

* Includes internet courses, but excludes "Open Entry/Exit" and noncredit courses. Drops require Last Date of Attendance (LDA).



Turning dreams into reality sometimes requires a little assistance.
That's where a federal **Pell Grant** and scholarships can help, by providing funds to help you meet educational and other expenses.
Start by applying for the **Free Application for Federal Student Aid (FAFSA)** at

studentaid.ed.gov/sa/fafsa

Many scholarships, including those offered by NPC, require completion of the FAFSA.
You should start the process at least 4-6 weeks before the **Priority Deadlines** *(Fall: April 15; Spring: October 15; Summer: March 15)* to ensure all of your paperwork is completed prior to registration for the upcoming semester. For important Financial Aid dates, see the Financial Aid Calendar on page 28.

After you complete your FAFSA, check out

www.npc.edu/scholarships

for additional scholarships, including NPC's Friends & Family Scholarships, Finish Line and other institutional and private awards, scholarships and grants.

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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

Advisers Contact Information/Phone Numbers Adviser's schedules vary by location to accommodate meeting with students during day and evening hours. For a list of adviser's phone numbers, visit ***www.npc.edu/advising***, or refer to page 10.

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

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

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

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

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 adviser to check student academic progress. Only after the student has met with their academic adviser will the hold be removed to register for classes.

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

Advisers Contact Information/Phone Numbers

Adviser's schedules vary by location to accommodate meeting with students during day and evening hours. For a list of adviser's phone numbers, visit ***www.npc.edu/advising***, or refer to page 10.

Alternative Education Services

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

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

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

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

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 noncollege courses in the private, government or military sectors. Additionally, the student must provide documentation of course content and classroom hours.

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

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 64 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 adviser 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 advisers.

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.

3. Credit By Examination

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

An appropriate fee must be paid for the type of credit by examination selected as stated in the fees schedule, listed on page 19, 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 nonaward) by examination will be sent to the student and the Records and Registration Office.

4. Non-accredited Transfer Credit

Transfer credit from nonaccredited postsecondary institutions may also be awarded if NPC is satisfied that such credits represent equivalent or higher-level work and other measures of the quality of the work completed are evident. This provision 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 adviser. 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 NPC's Early College Coordinator at (800) 266-7845, ext. 6272.

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 adviser 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 adviser.

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 allows 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 Jobs Connection

Career Services provides job seekers access to NPC Jobs Connection to post resumes and search career opportunities with public, private and nonprofit organizations. Local and national employers post job, internship, and volunteer opportunities. These opportunities are posted on NPC's campus/center bulletin boards, Career Services Facebook page, and on NPC Jobs Connection. Students, alumni, and community members can register for a free account and access NPC Jobs Connection at ***www.collegecentral.com/npc/Student.cfm***

Internships

"Internships give students the opportunity to gain valuable applied experience and make connections in a professional field they are considering for a career path; and give employers the opportunity 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, and employer, and a 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 allows for the appropriate match between students and the courses that best fit his or her learning needs and goals. Courses are offered at a variety of instructional levels from basic literacy to high school equivalency to prerequisites for college-level classes.

In each course, reading, writing, math, science, social studies and workforce skills are integrated to provide meaningful application. College and Career Preparation provides students with a variety of support services: placement testing, small class size, tutoring (see page 44) and the use of the Student Writing Center (see page 42). Your first steps to academic success begin here.

To assist you with these steps, an Adult Basic Education Program (ABE) Tuition Scholarship is available to students who are seeking a high school equivalency diploma. The scholarship is designed to provide public access to adult basic education through College and Career Preparation (CCP) courses. ABE scholarships pay for tuition and fees for qualifying courses and are offered to students meeting eligibility criteria on a first-come, first-served basis.

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

Disability Resource and Access

Northland Pioneer College is committed to ensure all of its students are provided equal access to a quality education that complies with all federal regulations with regard to

nondiscrimination of persons with disabilities. Eligible students with properly documented disabilities will be provided reasonable and appropriate accommodations to instruction and services.

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

Disclosure of Required Documentation

Students seeking accommodations must provide the Disability Resource and Access (DRA) office with the following:

1. Completed IA Application which can be found online at ***www.npc.edu/dra***.
2. Proof of Disability
    a. Provide an evaluative report describing functional limitations or medical information certifying a qualifying disability.
    b. Include evidence that the evaluator has the professional credentials and/or specialized training, which qualifies him or her to offer a diagnostic determination.

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

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

Disability Grievance Process

1. Contact DRA Coordinator at (800) 266-7845 ext. 6246 to try to resolve the concern.
2. Contact the Dean of Instructional Innovation at (800) 266-7845 ext. 6164 if concern persists.
3. Request a review by the Disability Access Board through the DRA Coordinator.

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

DRA service application forms are available on ***www.npc.edu/dra***.

The Disability Resource and Access office serves the entire college district from an office on the Silver Creek Campus in Snowflake. The telephone number is (800) 266-7845, ext. 6246; Fax: (928) 532-6199.

Financial Aid Information

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

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

The purpose of financial aid is to assist students and their families who have documented need with educational expenses, such as tuition and fees, books and supplies, room and board and transportation when their own resources are inadequate to cover such costs. However, the primary responsibility for financing a college education lies with the student and his or her family.

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

What is a "Priority Deadline"?

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

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

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

Financial Aid Information Continued

Steps to Apply Online for Federal Student Aid at *fafsa.ed.gov*

Step 1: Create your FSA ID:

Go to ***studentaid.ed.gov/sa/fafsa*** or download the myStudentAid app for iOS or Android. Select "Start Here," "I am the student," and "Create FSA ID," if you do not yet have a FSA ID. The FSA ID is a username and password that you are required to use to log in to complete your Free Application for Federal Student Aid (FAFSA) and access certain U.S. Department of Education (ED) websites. If you are a parent of a dependent student, you will need to create your own FSA ID to electronically sign your dependent's FAFSA. If you are a parent with more than one dependent attending college, you can use the same FSA ID to electronically sign all applications. Each FSA ID user, including parent, must have their own email address.

Step 2: Gather the following information:

Your (and spouse's) social security number and your parents' social security numbers (if you are providing your parent information); Alien Registration Number if you are not a U.S. citizen; you and your spouse's (parents' if you are providing your parents' information) most recent Federal Tax Return Transcript (available at ***www.irs.gov*** or by calling (800) 908-9946), and all W-2s, untaxed income, such as untaxed portion of individual retirement account (IRA) distributions, untaxed portions of pensions, tax exempt interest income, child support received, housing, food allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits), Veteran's Non-educational Benefits, etc.; information on savings, investments and business and farm assets.

Financial Aid Calendar

Also see, 2020-21 Academic Calendar on page 21
For updates to Financial Aid dates, click
www.npc.edu/academic-calendar

Fall Semester 2020

Priority deadline for application for Fall 2020 ..... April 15
No registration ..... August 3 & 4
Financial Aid disbursement begins ..... August 4
Business Office processing
Financial Aid Refunds ..... August 5 & 6
Financial aid refunds available to students ..... August 7
Last day to request 100% refund
for regular semester classes ..... August 23
Fall Semester classes begin ..... August 24
Late Registration Fee applies on or after ..... August 24
Last day to request 50% refund
for regular semester classes ..... 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 2021

Priority deadline for application for Spring 2021 ..... Oct. 15
Financial Aid disbursement begins ..... January 3
No Registration ..... January 4 & 5
Business Office processing
Financial Aid Refunds ..... January 5 & 7
Financial aid refunds available to students ..... January 8
Last day to register online ..... January 18
Late Registration Fee applies on or after ..... January 19
Last day to request 100% refund
for regular semester classes ..... January 18
Spring Semester classes begin ..... January 19
Last day to request 50% refund
for regular semester classes ..... February 1
Last day to make course schedule changes for financial aid purposes –
no award adjustment after this date ..... February 1
Last day of Spring Semester ..... May 15

Summer Session 2021

Priority deadline for application for Summer 2021 . March 15
Financial Aid disbursement begins ..... May 23
No registration ..... May 24 & 25
Business Office processing
Financial aid refunds ..... May 26 & 27
Financial aid refunds available to students ..... May 28
Last day to register online ..... May 31
Last day to request 100% refund
for regular semester classes ..... May 31
Summer Session begins ..... June 1
Late Registration Fee applies on or after ..... June 1
Last day to request 50% refund
for regular semester classes ..... June 7
Last day to make course schedule changes
for financial aid purposes – no award adjustment
after this date ..... June 7
Last day of Summer Session ..... July 23

Financial Aid Information Continued

Students are now able to file a FAFSA starting October 1 for the following academic year. This pushed the application date up by several months from the previous January 1 opening date. Students are also able to use tax information from two years earlier.

Why is this important?

Filling out a FAFSA is the first step in getting federal money, including Pell Grants and a work-study job at NPC. The information on your FAFSA is also used by colleges, state governments and private scholarship programs to determine if you qualify for some other types of financial aid or scholarships.

Nearly 20 million FAFSA filers get access to federal grants and loans each year – the vast majority of American college students. Yeah, it's kind of a big deal.

> The biggest mistake you can make with federal aid is assuming you don't qualify, so even if you don't think you'll be eligible, you should apply.

According to education advising site ***Edvisors.com***, two million students who would have qualified for the Pell Grant in a single school year missed out because they didn't fill out a FAFSA.

More time to weigh options

By applying in October instead of January, students will find out earlier if they are eligible for aid, giving them time to consider college costs and weigh their options.

The convenience of using so-called "prior-prior-year" tax data also makes it easier for students to get college applications in before many scholarship deadlines, which are frequently set in January and February.

This widened window of time will enable families to determine the true costs of going to school once financial aid is factored in.

Streamlined process

The changes simplify the FAFSA a great deal. Students who apply early can expect to have their financial aid released to them before classes start and before the initial drop date per semester.

Students who choose to have federal tax information transferred from the IRS into their FAFSA application can potentially decrease processing time if selected for verification.

The FAFSA is far less of a headache than it used to be. Once upon a time (not so long ago), filing for financial aid involved a 10-page workbook and pouring over your family's paper documents. Today, less than one-half of one percent of applicants fill out the paper version.

Now through an online form at ***studentaid.ed.gov/sa/fafsa***, or an iOS and Android app called myStudentAid, many of the application's 108 questions will be auto-populated using data already on file with the government through the IRS.

According to the U.S. Department of Education, this will cut the filing time down to about 20 minutes on average.

How do I know if I'm an independent student?

If you answer Yes to any of the following questions:

- Will you be age 24 before January of the year you will enroll?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between this July and next June of the fiscal year??
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through next June of this fiscal year?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Step 3: Begin filling out your FAFSA:

The Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA (for continuing students), must be completed each school year at ***studentaid.ed.gov/sa/fafsa*** or through the myStudentAid app. NPC's school year is Fall 2020, Spring 2021 and Summer session 2021. NPC's Federal School Code is 011862.

Financial Aid Information Continued

When will I receive the FAFSA results?

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

Step 4: Check your FAFSA status online:

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

Assistance with Financial Aid Application

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

Financial aid forms are available at the Financial Aid Student Portal, if selected for verification or requesting a review of income or dependency status for financial aid due to an extenuating circumstance. Forms available online are limited to the FAFSA signature page and the 4506T to request federal tax record information visit ***www.npc.edu/financial-aid-scholarships/forms-worksheets.***

Federal Student Aid Programs

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

1. The Federal Pell Grant is the foundation of all aid consideration. The grant is designed to assist students with documented need who have not earned a bachelor's degree. If the student is eligible for a Federal Pell Grant and meets the priority deadline, he or she will be considered for other types of financial assistance.

   Limit on Federal Pell Grant Eligibility. Students are limited to 12 full-time semesters (or 600 percent) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where a student received their first Federal Pell Grant. Students who have received 600 percent Federal Pell Grant eligibility will no longer be eligible to receive a Federal Pell Grant. You may view your percentage of Federal Pell Grant used by logging into "My Aid" using your FSA ID at ***https://studentaid.gov/fsa-id/***.
   The Department of Education keeps track of your Federal Pell Grant Lifetime Eligibility Used by adding together the percentages of the Federal Pell Grant awards that you received for each award year. Your "Lifetime Eligibility Used" percentage will be displayed in the "Grants." Additional information is available online at ***https://studentaid.gov/fsa-id/***
2. A Federal Supplemental Educational Opportunity Grant (FSEOG) is an award designed to assist exceptionally needy students with college education costs. FSEOG recipients are Pell-eligible students who demonstrate exceptional financial need and complete their financial aid files early.
3. The Federal Work Study (FWS) program offers students with financial need an opportunity to earn money working on a job at the college or at certain off-campus agencies while attending classes. In addition to earning funds for college costs, FWS offers students the opportunity to gain experience and develop references for future employment.

   Please note that NPC does not participate in any Federal student loan programs, including Stafford, PLUS, FFELP, Perkins and Direct loans.
4. The Arizona Leveraging Educational Assistance Partnership (AzLEAP) establishes a state and institutional partnership to provide student financial assistance in the form of need-based grants to low-income Arizona resident students who are enrolled at half-time (6) or more credit hours. [Contingent upon Arizona State funding.]

Student Financial Aid Eligibility

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

1. A student must be degree-seeking in an eligible NPC degree or certificate program. Lists of eligible degree and certificate programs approved by the U.S. Department of Education are available from academic advisers, the Financial Aid Office, or by viewing the eligible program list at ***www.npc.edu/financial-aid-status-degree-programs.***
2. Federal methodology calculations and the FAFSA form determine need-based financial aid. Students must have documented financial need as prescribed for federal aid programs;
3. Preference will be given to applicants whose financial aid file is completed by the priority deadline;
4. Students must possess a high school diploma that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or appropriate state educational agency or certificate of equivalency (GED®). Home school students may be required to submit their official home school transcript to the Financial Aid Office.
5. For students in an "eligible career pathway program," documentation that they passed an approved ATB test or successfully completed at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by NPC. College and Career Preparation (CCP),

including formerly BSK and TLC coursework, do not count toward this requirement.

6. A student must make Satisfactory Academic Progress (SAP) toward the completion of an NPC degree or certificate;
7. An individual must meet the appropriate citizenship requirements as defined by federal regulations; and
8. Must be registered with Selective Service, if required.

Verification Proces

The Financial Aid Office is required to verify that information provided by the student, spouse (and/or parents) on the FAFSA form is complete and accurate, under the Federal Financial Aid Program rules (34 CFR, Part 668). Applicants are required to verify household size, number in college, high school diploma, official high school transcript with graduation date, certificate of equivalency (GED®) or home school requirement as well as the following income: tax income, certain types of untaxed income and benefits, such as Social Security benefits, child support, IRA/Keogh deductions, foreign income credit, earned income credit, interest on tax-free bonds.

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

Students are now able to log in to ***npc.verifymyfafsa.com***, a new Financial Aid Student Portal, to upload documents and track their verification status

NPC Scholarships

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

Scholarship Search Website

NPC scholarships, local and national, including merit and non-need-based scholarships, are listed at the NPC website at ***www.npc.edu/scholarships***. Students should review the application process – including deadlines and scholarship requirements before applying. Incomplete applications are not accepted.

Other Scholarship Award Criteria

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

Financial Aid Disbursement

The disbursement of financial aid is approximately two weeks before the first day of classes each semester. Check the Financial Aid Calendar (see page 30) for finalizing your registration for financial aid disbursement, disbursement date(s) for Fall, Spring and Summer sessions and last date to make changes to your class schedule for financial aid purposes. Financial aid disbursement will be delayed for late applicants and students who register late. Adding a course after last date to make changes to your class schedule does not increase your financial aid award. Disbursements are made through BankMobile, a financial services company. Students may choose to have the disbursement made to their BankMobile card, (see page 21), direct-deposited to their bank account, or paid to them by check.

Satisfactory Academic Progress

All students who receive federal financial aid, are required to maintain certain standards of academic performance called Satisfactory Academic Progress (SAP). A student must make satisfactory academic progress toward the completion of his or her degree or certificate program. Academic progress toward the degree/certificate program will be measured at the end of each semester.

NPC has a qualitative, quantitative, and maximum credit hour measure of academic progress:

1. Qualitative Requirement: Maintain a minimum cumulative grade-point average (GPA) of 2.0 or above;
2. Quantitative Requirements: Satisfactorily complete at least 67 percent (rounded up) of the cumulative credits in which the student is enrolled. Satisfactory completion means earning a passing grade of A, B, C, D, or P. Grades of W or F are not considered passing grades;
3. Maximum credit hour allowance for completion (max timeframe): Students may receive financial aid funding for up to 150 percent of the published credit hours for a degree or certificate program.

The quantitative and maximum credit hour measures include all attempted NPC credits, as well as all accepted transfer and assessed credits. In addition, this includes all semesters with or without financial aid assistance. For example, an associate degree that requires 64 credit hours to complete will have a maximum credit hour allowance of 96 credits.

Transfer students applying for financial aid may submit official transcripts of all previous college work to the Records and Registration Office. Evaluated credits will assist advisement prior to enrolling in classes at NPC. Transferred credit hours will be counted as both attempted and completed hours for the quantitative measure.

Satisfactory Academic Progress Continued

1. A student may repeat a previously passed course one time only (with a prior passing grade). A student may repeat a class four times (if a passing grade is not received) and receive financial aid funding provided all academic progress requirements are met. Also, students may receive funding for a maximum of six repeatable special projects or special classes. For courses that are repeated, SAP calculations will only consider the GPA of the class with the highest grade.
2. Eligibility for federal financial aid is limited for students required to take "pre-college" remedial work at NPC. Students are limited to the equivalent of one year or 30 credit hours of CCP courses. Ineligible CCP (formerly BSK and TLC) courses will not be funded and will be counted toward the 30-credit-hour limit.

The following CCP courses are eligible for funding:

Prefix	#	Course Title
CCP	072	Reading & Writing Applications III Science
CCP	074	Reading & Writing Applications III Social Science
CCP	078	Math Applications III
CCP	082	Reading & Writing Applications IV
CCP	088	Beginning Algebra with Applications
CCP	103	Workforce Skills
CCP	104	Workforce Skills II

The list of eligible CCP courses is also available online at ***www.npc.edu/college-preparation-adult-basic-education.***

Incomplete Grades

Incomplete grades will not be factored into a student's SAP calculation until a final grade has been posted to the student's transcript. Changes to prior semester grades, including incomplete grades will be taken into account during the next SAP calculation following a completed semester. SAP calculations for incomplete grades may be made earlier upon request by the student.

Failure to Meet Satisfactory Academic Progress Requirements

If a student fails to meet Satisfactory Academic Progress requirements:

1. The first time, the student is placed on Financial Aid Warning.
2. The second time, the student is placed on Financial Aid Probation.

- An appeal is required.
- The student must submit a petition for reinstatement.

Financial Aid Warning

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

Students will be removed from the warning status once they meet the cumulative 2.0 GPA and 67 percent completion percentage requirements.

Financial Aid Probation

Recipients of financial aid assistance will be suspended from aid if they fail to meet the 2.0 minimum cumulative gradepoint average, or satisfactorily complete 67 percent of their cumulative enrollment for two consecutive semesters of academic work. Students that are not able to finish a certificate or degree program within the maximum credit hour allowance for completion are put on probation from the time that it is mathematically impossible for them to complete the program within the maximum credit allowance. A student who has been suspended from financial aid assistance may continue to enroll in classes at NPC without receiving financial aid assistance.

Appeal is Required if Placed on Financial Aid Probation

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

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

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

progress will be considered an eligible student. A student may continue to receive financial aid assistance only as the result of a successful appeal.

Schedule Changes on Financial Aid

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

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

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

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

When Dropping and Adding a Course

Students who plan to drop and add a course as an even exchange are allowed to do so under the following conditions:

- During the first week of class students may only exchange a course for the same course (for example ENL101 for ENL101*).
- During the second week of class students may only exchange a course for the same course AND the same instructor (for example MAT152 for MAT152* both taught by Dr. Brown).

*If the same course is not available, students should meet with an academic adviser to identify an appropriate alternative."

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

Withdrawal Before the First Day of Classes

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

Non-Attendance or No Show

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

Canceled Course

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

Withdrawing Without "W" on Transcript

Students who withdraw on or before the last day to withdraw without a "W" on their transcript (see "Academic Calendar" page 23 in this catalog or online at ***www.npc.edu/academic-calendar***) may register for another course with equal credits to avoid return of "over-awarded funds."

Noncredit and Audit Courses

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

Complete Withdrawal From All Classes

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

1. Federal Pell Grant
2. Federal SEOG

NPC does NOT participate in the following: National SMART Grant, TEACH Grant or Federal Student Loans.

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

Federal Return of Title IV calculation consists of the following:

a. Title IV Aid Disbursed.

b. Institutional Charges: tuition, fees, etc.

c. Percentage of Title IV Aid Earned: the withdrawal date is the completed days divided by total days in the semester. Excluding scheduled breaks of five or more days and approved leave of absence.

d. Amount of Title IV Earned by Student: Multiply (a) by (c).

e. Amount of Title IV to be Disbursed or Returned: (a) minus (d).

f. Amount of Unearned Title IV Aid for Institution to Return: (b) multiplied by (1)
1 Equals Percentage of Unearned Title IV Aid: 100 percent minus (c)

g. Initial amount of Unearned Title IV Aid Due from Student: (e) minus (f).

h. Title IV Aid for Student to Return: (f) minus (2)

Complete Withdrawal Continued

2 Equals Amount of Title IV Grant protection:
(a) multiplied by 50 percent.

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

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

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

Withdrawal date provided by NPC's faculty:

- Attendance record
- Class record

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

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

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

It is the student's responsibility to contact NPC's Business Office to make payment arrangements and to continue to make satisfactory payments. You may make your payment at your NPC campus/center or payment arrangements can also be made at ***www.npc.edu/e-cashier***. If a student neglects to pay or no satisfactory payments are made after 45 days for the "over-awarded funds," the student will be reported to the Department of Education, which will prevent the student from receiving federal financial aid from any institution.

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

Student Financial Aid Rights and Responsibilities

1. Students are required to read materials, follow instructions and call the Financial Aid Office regarding their financial aid status. Your status may also be viewed at **MyNPC** or the new Financial Aid Student Portal at ***npc.verifymyfafsa.com***.
2. The Family Educational Rights and Privacy Act of 1974 prohibits the release of financial aid information without the student's written consent. All information provided will be kept confidential.
3. The financial aid award year for NPC includes fall semester, spring semester and summer session(s).
4. A student must file a new Free Application for Federal Student Aid (FAFSA) each financial aid award year. The FAFSA is available October 1 for the following academic year.
5. A student may only receive Title IV Aid from one institution per semester.
6. The Financial Aid Office must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) by the student's last date of attendance for the semester enrolled for financial aid consideration.
7. If a student's cost of attendance exceeds NPC's standardized budget, he or she may request a budget review with supporting documentation.
8. Students are required to review the accuracy of information and notify the Financial Aid Office with changes in their financial, academic or personal situation that affects their eligibility. This includes information not reported on the original FAFSA form.
9. If a student is selected for "verification," he or she must provide all requested documentation, including a Federal Tax Return Transcript and all W-2's, report all untaxed income and complete a verification worksheet to the Financial Aid Office at ***npcverifymyfafsa.com***.
10. Students are required to pursue an approved degree or certificate program in order to be eligible for Title IV Aid. Lists of eligible degree and certificate programs are available from academic advisers, Financial Aid Office or ***www.npc.edu/financial-aid-status-degree-programs***.
11. Students who withdraw from courses are responsible for understanding NPC's Institutional Refund Policy. For additional information, students may contact the NPC Business Office. A student has the right to know the types of aid available at NPC, the method and frequency of disbursement, and the terms and conditions of receiving financial aid.
12. The NPC Payroll Office mails checks or makes direct deposit to Federal Work-Study (FWS) students on the 15th and last day of each month. Students are encouraged to sign up for

electronic deposit through direct deposit or Brink's money paycard with the NPC Payroll Office.

13. A student is required to register for and attend all classes for which he or she is awarded aid. Any changes in enrollment or a withdrawal from NPC must be reported to the Financial Aid Office. A student must consult with his or her instructor(s) and an academic adviser before making enrollment changes.
14. Financial aid recipients have the right to know the Federal Return of Title IV Aid procedure at NPC. Aid recipients withdrawing from all classes may be required to return a portion of the funds disbursed to them for the semester enrolled. A copy of the Return of Title IV Funds calculation is available upon request from the Financial Aid Office.
15. Courses added after the student has received his or her financial aid "refund" may not result in an increase to his or her award for the semester.
16. A student must verify all tuition and fees, if entitled to a "refund." Students should contact the NPC Business Office regarding discrepancies in their billing charges.
17. A student has a right to know the standards of Satisfactory Academic Progress (SAP), the criteria for continued eligibility and the criteria for reestablishing eligibility.
18. A student must maintain SAP standards to be eligible for financial assistance. Students with academic problems are encouraged to seek tutoring assistance, available for free.
19. A payment arrangement through e-Cashier Payment Plan is not intended to allow financial aid applicants to defer all payments until financial aid is approved. Students who have applied for financial aid, but have not been awarded financial aid, must make the scheduled payments. The student's signature on, or approval of a payment arrangement, is an agreement to make payments.
20. NPC does not participate in any Federal Student Loan Programs – including Stafford, PLUS, FFELP, Perkins and Direct loans.
21. If a student has received a student loan from another institution, the student is required to keep the lending agency informed of any change in address, change in enrollment status, withdrawal from school or graduation.
22. Financial aid recipient must be in good standing and not in "default of student loans" and not owing an "overpayment of federal financial aid" to any college/university. Student may call (800) 433-3243 or log on to ***studentaid.ed.gov/sa/repay-loans***.
23. A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.
24. A student may submit a Consortium Agreement form from their parent school to the Financial Aid Office. A Consortium Agreement will not be completed unless the student is enrolled at NPC. Student must pay or make payment arrangements for tuition, fees and book charges at the time of registration. A Consortium Agreement does NOT defer payments and is not considered a third-party payment.

Additional Information

Requests for additional information regarding financial aid may be directed to the Financial Aid Office, (800) 266-7845, ext. 7318, during normal business hours:
8 a.m. to 5 p.m., Monday through Thursday;
8 a.m. to 4 p.m., Friday.

GED®/High School Equivalency Diploma

For adults who did not receive a high school diploma, College and Career Preparation (CCP) offers an orientation designed to improve their chances of successfully completing the High School Equivalency (HSE) diploma or General Education Diploma (GED®) exams. The "Opportunities Through Education (OTE)," CCP 055x, orientation introduces students to the advantages of education while providing learning tips to success, how to set and achieve goals, and how to discover and utilize services to support their learning. During the two-day,ten-hour orientation, students will complete the Test of Adult Basic Education (TABE) and prepare a writing sample. At the end of the orientation, instructors will recommend signing up for the HSE/GED® test or taking additional preparation courses.

These orientation sessions will be offered several times a semester at NPC campuses and periodically at NPC centers to meet local demand. For available session dates and locations, contact College and Career Preparation (CCP) at any NPC location, or check the online Class Schedule for CCP 055x at ***www.npc.edu/class-schedule***.

Scholarships 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. The orientation program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program's purpose is to increase the HSE/GED® pass rate and to assure that candidates are well informed about the High School Equivalency options.

Disability-related accommodations for taking the "Opportunities Through Education" orientation class can be initiated by completing the Disability Resource and Access (DRA) Office application online at ***www.npc.edu/dra***.

Disability-related accommodations for taking the online GED®

GED® Continued

test must be requested four (4) weeks in advance of registering to take the GED® test. Accommodation information and forms are 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 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 HES/GED® orientation and preparation courses contact CCP staff at your campus or center or contact Gail Campbell, 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*** or contact NPC's Computer-Based Test Administrator at (800) 266-7845, ext. 6142.

Requirements for Testing

Please contact College and Career Preparation for the current ***Opportunities Through Education*** policy.

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.

Meet the minimum age requirement of 16. (16- and 17-year–olds must create an account at www.ged.com before submitting to the NPC campus/center office both a NOTARIZED parental consent form AND an official withdrawal form from the last school attended).

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, 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 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

Library services and resources for students, faculty, staff and the community* are available at the four campuses and five centers.

Here are some of the services and resources we provide:

- Library catalog of books, videos and more.
- On- and off-campus access to databases for scholarly journals, articles and popular magazines.
- Full-text access to e-Books and eAudiobooks.
- Research and writing resources and websites.
- Citation assistance and plagiarism avoidance strategies.
- Reference and research help (face-2-face and online via "Ask a Librarian").
- "Text a Librarian" service.
- Information literacy instruction (ask your instructor to arrange class instruction.)
- Comfortable spaces to study or relax.
- Test monitoring for distance courses.
- Courier delivery of student assignments to instructors from all NPC locations.
- Computers and wireless access for research and writing.
- Interlibrary loan for materials not owned by NPC.

Students must bring their NPC identification card to the library to register for services.

Visit the Library website at www.npc.edu/library.

*Services for community members are limited and may be subject to a fee.

Merit™ Student Achievements

NPC is recognizing and celebrating student accomplishments through Merit! Merit pages allow NPC to publicize YOUR achievements, such as making the president's or dean's list, earning a certificate or degree, participating in a club or event and more! Merit pages assist NPC in sending press releases about a student's accomplishments to their hometown newspaper, as well as publish these news stories on the web.

How does Merit work?

- Students participate in events and activities at NPC.
- The NPC Marketing Department gets a list of students who participated and writes a short article about the event.
- An article is published to NPC's Merit webpage (***npc.meritpages.com***) and the local newspaper of each student is notified.

- Students involved receive an email to their NPC student email account informing them they were awarded a merit badge. To view your award, click on the "view my achievement" link in your student email.
- Students can share their achievements with family and friends on Facebook or Tweet them!
- Students can customize their Merit pages by adding photos, additional activities and work experience.

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. Available programs include college governance, special events, educational trips, recreational opportunities, intercollegiate activities, performing arts, publications and special interest clubs.

For information on student activity policies and procedures contact the student activities coordinator at (800) 266-7845.

Cosmetology Club

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

Students interested in learning more about the Cosmetology Club should contact their cosmetology instructor or Chloe Fagotti, Cosmetology faculty adviser, at (800) 266-7845, ext. 6702 or email ***chloe.fagotti@npc.edu***.

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 adviser Shandiin Deputee at (800) 266-7845, , ext. 7343, email ***shandiin.deputee@npc.edu***.

Somos Enlace Education Club

The Somos Enlace Club is open to any NPC student. We support the professional development of the early childhood workforce in our community, and provide opportunities to share, network and raise awareness of the field of Early Childhood Education. See Facebook page for meeting and events information or visit ***https://www.somosenlace.org*** or ***npc.edu/activities-clubs/somos-enlace-education-club***

For additional information, call (800) 266-7845 ext. 7335 Dr. Allison Landy, ECD faculty chair, email ***allison.landy@npc.edu***.

Ham Radio Club

NPC's very own Ham Radio club invites all students, staff, and their families to join in this fascinating, socially interactive, and low-cost hobby. The NPC Ham Radio Club is ready to assist in acquiring FCC licensing, training on equipment, and putting these new-found skills to practical use.

Amateur operators today communicate via Morse code, voice, pictures, video, and even digital data. Ham operators can communicate with other hams around the world and even off it – many astronauts are also hams and have been known to communicate with the more Earth-bound of us fairly often. Let's get started!

Learn more at ***npc.edu/student-clubs/ham-radio-club***

Contact faculty advisers Kevin Jones, 532-6168, or Brian Burson, 532-6167.

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 at the beginning of each semester. Posters advertising events are posted at all locations and announced in local media and posted at the NPC website at ***www.npc.edu/pac-shows***. To request a calendar brochure of Performing Arts events, please contact the PAC Box Office, at (800) 266-7845, ext. 6250.

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

Outdoor Club

The Outdoor Club coordinates group events for current NPC students, i.e. day trips include hiking and snowshoeing. Learn more at ***npc.edu/student-clubs/outdoor-club***

Organizations and Activities Continued

Interested students should contact the student activities coordinator Ryan Orr at (800) 266-7845, ext. 6241 or email ***ryan.orr@npc.edu***.

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 Recruiting Office, (800) 226-7845, ext. 6271, or by calling faculty adviser Andrew Hassard, ext. 6213, or email ***andrew.hassard@npc.edu.***

Student Ambassador Program

The NPC Student Ambassador Program is a group of outstanding students who are selected to represent the college to prospective students, their families and the community at large both on- and off-campus. They provide campus tours, assist new students transition to NPC, promote opportunities to be actively involved on campus and advance the ideals of higher education.

Ambassadors develop valuable leadership and communication skills; make meaningful connections with prospective and new students by sharing their experience and knowledge of NPC; work closely with NPC faculty, staff and administration; enhance their personal résumé; receive ambassador attire; and receive a scholarship ($500 stipend during regular semesters).

Interested students should contact Student Ambassador coordinator at (800) 266-7845, ext. 6271, or email ***admissions@npc.edu***.

For additional information and application forms, log-in to ***https://mynpc.npc.edu/ics*** and click on ***NPC_Life/Student_Ambassador_Program.jnz***
or go to ***npc.edu/student-ambassadors***

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***

Students interested in the SGA should contact the student activities coordinator Ryan Orr at (800) 266-7845, ext. 6241 or email ***ryan.orr@npc.edu***.

Study Abroad Opportunity

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

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

The SGA Study Abroad Scholarships are designed to recognize students with a desire to travel abroad while taking courses in a foreign language. SGA wants to support and encourage continuing education by providing scholarships to those students who have proven their ability to excel in their studies. Scholarship applicants must be current NPC students, including NAVIT and dual enrollment high school students, enrolled in at least six credits for the spring semester, with a cumulative 3.0 grade-point average.

Interested participants by March 1, 2020 should complete the "Interest Form" ***npc.edu/study-spanish-costa-rica***
or contact the Study Abroad coordinator Richard Harris at (800) 266-7845, ext. 6145 or email ***richard.harris@npc.edu.***

Records and Registration

The Records and Registration Office staff members are responsible for final grade rosters. After instructors post grades, students may view their grades on MyNPC, utilizing their student log-in (excluding those on financial hold).

Any changes to existing grades (see Appeal of Grade, page 180) 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 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 Office. Once the evaluation of transfer credit is completed, the accepted transfer credits are posted to the student's transcript and can be used toward an NPC degree/certificate where applicable.

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file. When the student is ready to graduate, he or she submits an application for graduation. After graduation requirements have been met, please allow three to six weeks after the semester ends for diplomas to be mailed. Note: Diplomas are only ordered three times a year.

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

- Admission and Enrollment Verification Letters
- New Mexico Waivers
- Domicile Verification
- Veterans Certification
- Student Records, including transcripts and grades
- Graduation Certification
- Western Undergraduate Exchange (WUE)
- International Students

Transcripts

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

The Records and Registration Office accepts orders for Official NPC transcripts through the National Student Clearinghouse (visit ***www.npc.edu/records-registration*** for more information). 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 transcript is to be sent, contact phone number, signature, date and payment – $10 per transcript (online ordering).

Students may request priority transcript delivery. Priority delivery requests must be received by 10 a.m. to be processed that day. Additional fees apply for rush processing and delivery charges. (See Special Fees, page 20 and 21)

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

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

Recruiting Office

All new students must submit an NPC Admissions Application which is available on the homepage of ***www.npc.edu***. Click the "apply now" button on the right hand side. 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 Recruitment Office. 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 Email

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

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

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

How do I get My Username?

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

Student Health 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 Housing

Northland Pioneer College offers financial assistance through the Student Housing Scholarship program to students who must relocate to an NPC campus or center community so you can pursue your educational dreams. Scholarship amounts are limited and vary based on availability and student need, to a maximum of $1,000 per semester. If you are relocating, check out resources for housing options at ***www.npc.edu/student_housing***. An adviser can explain Housing Assistance Scholarships eligibility or visit ***www.npc.edu/scholarships/housing-assistance-scholarship***. Apply early through the Financial Aid Office.

Student Writing Centers

Help with college writing assignments is always available free to NPC students at the Student Writing Center. 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. Student Writing Centers are located at all NPC campuses and centers in the CCP.
Note: You must complete a brief orientation to use the resources of the Student Writing Center.

NPC STUDENT EMAIL

– the college's official method of communication

If you're not checking your student email account at least **twice a week**, you're missing important information and deadlines from instructors and NPC!

Don't want to look at another email account? Set your student email to **forward** to your **personal email** so you don't miss a thing. It's easy!

1. Log in to your NPC student account and click on email.*
2. Click the sprocket icon in the top left corner and select "settings."
3. Click on the blue link across the top that says, "Forwarding and POP/IMAP."
4. Click the "Forward a copy of incoming mail to" button. Then type in the email address where you want your student messages forwarded.
5. We recommend you select "keep Northland Pioneer College Mail's copy in the Inbox."
6. Be sure to click the "Save Changes" button at the bottom.

http://web.mail.npc.edu

*Don't know your username and password? Call the Support Center at x7447.

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 ISBN numbers 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 internet connection
2. Downloadable Version – can be loaded on to your computer or electronic device, but only accessed on that device.

Rental Textbooks

Students can rent selected textbooks for a semester or set period of time. Additional days can be added to the rental period if needed. 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

1. After registering for classes, students can go to the NPC website, ***www.npc.edu/textbooks*** for a step-by-step instruction sheet.
2. Other ways to place an NPC Online Bookstore order:
   - Use an NPC computer at any NPC location during normal business hours.
   - Submit your order via email to ***bookstore@ecampus.com***.
   - Call the NPC Online Bookstore (859) 209-6958.

Payment Options

There are several payment options to choose from:

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

NOTE: Rental orders CANNOT 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 e-Cashier or a credit/debit card. If you use 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, excludes 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 3–4 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 24 hours a day, seven days a week, on the website. Click the "Sell Textbooks" button, enter the ISBN number (13-digit numerical code below the bar code), from the back of the textbook and an instant quote for the textbook will appear.

- Buy back shipping is FREE! Print a prepaid shipping label, send your textbooks to NPC Online Bookstore and receive a check in the mail or have money directly deposited to your account.
- Students who sell back books will receive premium buy back prices for any textbook being reused by NPC the following semester.
- Students can also return rentals online! For more information, visit: ***www.npc.edu/textbooks***.

IMPORTANT: Students are NOT required to purchase their textbooks from the NPC Online Bookstore and can chose to purchase textbooks from another vendor. The directions provided are in relation to the NPC Online Bookstore only.

Students should be aware of any vendor's return policy, as NPC classes can be canceled. Students assume all liability for the cost of purchased textbooks and the ability to return those textbooks should their classes be canceled.

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). This system offers a number of helpful features that allow you to:

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

To access the Arizona Course Equivalency Guide, visit their website at ***www.AZTransfer.com***.

NPC partners with other regionally-accredited colleges and universities 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 ***www.npc.edu/transfer-agreements*** if you have any questions or need more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Tutoring

NPC 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 Veteran Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code and selected reservist 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.

All VA students receiving educational benefits are required to complete a VA Orientation. VA students that fail to complete this orientation will have their account placed on hold until they have completed the orientation. VA students will receive an email with instructions for completing the VA Orientation after they have registered for classes.

For questions about NPC Veterans Services, visit our website, ***www.npc.edu/veterans-services***, or contact the Veterans Certifying Official, (800) 266-7845, ext. 7469, or ext. 7365, or email ***veterans@npc.edu***.

Educational Benefit Eligibilit

NPC's VA Certifying Official doesn't determine student eligibility for VA Educational Benefits. Only the VA is authorized to determine a student's eligibility and will ultimately make the final decision.

VA Eligibility is based on a student's application with the VA and what the VA approves them for. Students that have not applied for VA Educational Benefits will need to apply with the VA at ***www.benefits.va.gov/gibill/apply.asp***.

The VA will determine a student's payment rate based on the type of benefit for which they are eligible and the number of hours in which they are enrolled. Students can check the VA website to find out the basic payment rates: ***www.benefits.va.gov/gibill/comparison_tool.asp***.

Under the Post 9/11 GI Bill®, students may receive: tuition & fees (paid directly to the school) not to exceed the tuition & fees at the most expensive state Institution of Higher Learning (IHL). For a listing of the maximum tuition & fees for each state visit: ***www.benefits.va.gov/gibill/post911_gibill.asp.***

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at ***www.benefits.va.gov/gibill***.

A monthly housing allowance based on the Basic Allowance for Housing (BAH) for an E-5 with dependents. This amount is

Veterans Services Continued

based on the ZIP code of the location of the campus/center the student is attending. To determine the BAH for your ZIP code visit: ***www.defensetravel.dod.mil/site/bahCalc.cfm.*** An annual book stipend of $1,000 is paid proportionately based on enrollment.

For more information on benefit comparisons go to ***www.benefits.va.gov/gibill/comparison_tool.asp.***

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.

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 must verify their enrollment monthly using the Web Automated Verification of Enrollment (WAVE) or by calling the toll-free Interactive Voice Response (IVR) telephone. To be eligible, students must have:

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

Chapter 31: VA Vocational Rehabilitation

Students must have a service connected disability and applied for vocational rehabilitation services through the Department of Veterans Affairs at (800) 827-1000.

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® willbecome effective for training on or after August 1, 2009.

Tuition and Fees: 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 www.npc.edu/veteran-services/veteran-faqs***.

Money for Housing: If you are enrolled more than half-time, the VA bases your monthly housing allowance on the cost of living where your school is located.

Money for Books and Supplies: You can receive up to $1000 per academic year.

How VA Calculates Your Benefits: The specific amount will depend on how much active service you've had since September 10, 2001. VA calculates this amount based on a percentage of the maximum benefit.

If you had 90 days of active service, you would qualify for 40% of the maximum amount. If you served for 3 years, you would receive 100% of the maximum benefit. Note: this will change August 1, 2020 to 90 days of service will receive 50% of the maximum benefit.

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

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

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

- ◊ A veteran who died or is permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- ◊ A veteran who died from any cause while such service-connected disability was in existence.
- ◊ A 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.

Chapter 33 Benefits Continued

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

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency and refresher courses may be approved under certain circumstances.

Students must verify their enrollment monthly using the Web Automated Verification of Enrollment (WAVE) or by calling the toll-free Interactive Voice Response (IVR) telephone. To be eligible, a selected reservist must:

- ◊ Be enlisted, reenlisted or extend an enlistment obligation in the selected reserve so that the reservist has/had an enlistment obligation to serve for a period of not less than

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/center or by phone:

You must have an NPC ID#.

Any prerequisite overrides must be completed for all classes you want to take.

Placement testing must be complete.

There are no "holds" on your account.

U.S. Residency Form (Prop. 300) must be verified for in-state tuition rates.

To register in person at a campus or center:

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/center office and you can register early!

Any veteran using VA Educational Benefits must also submit the Continuing Enrollment Status Report form and Promissory Note when they register.

To register, bring copies of your or your spouse's/dependents' military documents and registration form to the campus/center office to register early!

Chapter 33 Benefits Continued

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 IDAT.

The WAVE and IVR System

Chapter 30, and 1606 students must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR) (877) 823-2378. Your enrollment can be verified on the last calendar day of the month using the Web Automated Verification of Enrollment (WAVE) a ***https://www.gibill.va.gov/wave*** or by calling the toll-free Interactive Voice Response (IVR) telephone line at (877) 823-2378.

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 adviser or the Veterans Certifying Official for assistance.

Prior Credit Evaluation

The VA administration requires NPC to evaluate prior credit. This includes military transcripts and official transcripts from any other College/University attended. VA students have until the end of their second semester to submit them.

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

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 Adviser to declare a Program of Study (major), file a Degree Intent and complete additional paperwork
- Complete the VA Orientation module in Moodle by the end of the first semester
- 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

Chapter 30, 35 and 1606 VA Educational Benefits are paid based on training time. The number of credits enrolled in determines the amount of benefits the VA student will receive. Classification of enrollment includes: full time, 3/4 time, 1/2 time and less than 1/2 time, corresponding to Title IV definitions. Students enrolled in less than 1/2 time will be reimbursed for tuition and fees only. Summer sessions are calculated on an accelerated basis and training time will depend on the number of credit hours taken and the number of weeks of the class.

Chapter 31 and 33 VA Educational Benefits are paid directly to the school.

Chapter 30, 35 and 1606 VA Educational Benefits are paid directly to the student and the student is responsible for paying any outstanding balances to the school. It is the student's responsibility to contact NPC's Business Office to make payment arrangements and to continue to make satisfactory payments.

The processing of benefits for first-time VA students can take 8 to 10 weeks in some cases. VA students may utilize a VA Promissory Note during registration to defer tuition and fees until benefits come in. The student will clear those charges when they receive their first monthly benefit check.

If the VA recipient withdraws from their class(es), 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. A student receiving VA benefits may not receive a "W" grade from their instructor; they will receive an "F" grade at the end of the term.

Satisfactory Academic Progress

All students, including those who receive federal financial aid, are required to maintain certain standards of academic performance called Satisfactory Academic Progress. A student must make Satisfactory Academic Progress toward the completion of his or her degree or certificate program. VA students are required to:

- 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, 63.)

REVISED
3:59 pm, Sep 14, 2020

Certified Copy Signed: Mark H Vest
Mark H Vest (Sep 15, 2020 08:16 PDT)

Chapter 33 Benefits Continued

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 adviser 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 and/or if the VA Orientation module has not been complete through Moodle. 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 adviser 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.

Title 38 United States Code Section 3679(e) School Compliance s

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and each educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

• Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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.

Your policy must ensure that your educational institution 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, on any covered individual 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.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

In addition, statute allows your policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Your policy 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.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the SAA by **July 30, 2019**. You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers of this requirement may be granted by VA. The VA will send communication about obtaining waivers at a later date. If and when you receive a waiver, please send that documentation to the SAA so we may correctly document your compliance.

REVISED
3:59 pm, Sep 14, 2020
Certified Copy Signed: Mark H Vest
Mark H Vest (Sep 15, 2020 08:16 PDT)

How to Keep Informed

If an emergency occurs on campus, you want to know about it right away. Northland Pioneer College employs the RAVE Emergency Text Messaging System to send text or voice messages to subscriber's phones and/or email addresses.

This system may be activated when:

- a severe weather warning is issued for the immediate area surrounding any of the campuses/centers.
- a major chemical spill occurs on or near campus.
- a major criminal event resulting in, or having potential to result in, widespread personal injury occurs on campus.
- a NPC campus/center will be closed due to a weather-related or other emergency.
- a Campus/Center Crime Alert is issued.
- occasions are deemed appropriate by college officials.

An "All Clear" text message will be sent (if required) when the situation has been resolved.

Any faculty member, staff member or NPC student can sign up for this service by logging onto "MyNPC" and signing into the RAVE portlet. More than one phone number may be added by the user, to provide NPC emergency notifications to family members or other interested parties.

Check your RAVE information

Make sure your NPC RAVE Notification information is current. To check on the status of your RAVE account, log in to "**MyNPC**" and then on the bottom right section of the welcome (home) page you will see a box labeled "RAVE User Portlet," or directly to "***https://mynpc.npc.edu/ICS/Welcome_Back.jnz?portlet=Rave_User_Portlet***."

Within the box, you will see a subsection with email, mobile phones and voice only line contacts (home phone). If there is nothing in the box, that means you are not signed up for the NPC RAVE Notification system and you will need to do so if you want to be on the RAVE notification system. If your listed information is wrong, just go to the update tab located at the bottom of the RAVE box and it will enable you to update your information.

It is recommended students enter at least a cell phone number as NPC will use text messages for emergency notifications. If something were to happen on campus while you were there, it wouldn't be of much help to call your home phone. If you receive email on your cellphone on another account instead of your NPC email account then list that email also.

Know Where To Find Emergency Information

The NPC homepage, ***www.npc.edu***, will have the most current information in an emergency.

You can access NPC's Emergency Operations Plan from the home page on ***https://mynpc.npc.edu/ICS.***

Crisis Manager App

Download the FREE Crisis Manager – Education App from your App Store for specific information about what to do in a variety of emergency situations.

Further information about downloading this free app for your smart phone is posted on the Emergency Operations Plan tab on ***https://mynpc.npc.edu/ICS.***

Area Emergency Information

For information regarding area-wide emergencies in southern Navajo and Apache counties, you can call 311 from any Frontier landline phone. From a CellularOne of Northeastern Arizona phone, dial *311 (star) when in the home coverage area. Verizon customers can dial #311 (pound). From other cell or non-Frontier

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 providing their cell phone number on NPC's course registration form (and not checking the opt-out box) or by sending a text from their phone to an official NPC texting phone number and completing the sign-up process.

Students can opt-out of receiving text messages at any time by replying "STOP" to any non-emergency NPC text message. This will permanently 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 text message to an official NPC texting phone number. Signing up by providing a cell phone number through the course registration process is no longer an option. 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.

system phones, call (928) 333-3412. Long distance charges may apply.

You'll receive information about prescribed burns, smoke conditions and other emergencies. DO NOT CALL 9-1-1 unless you have an actual emergency.

You can also get updated information on the web at:

- www.311info.net
- www.facebook.com/311info.net
- https://twitter.com/Az311info
- inciweb.nwcg.org
- Ready Navajo County Alert System – https://member.everbridge.net/index/453003085612436#/login
- Ready Apache County Alert System – https://member.everbridge.net/index/453003085613269#/login
- www.ein.az.gov (for statewide reports)
- Arizona road conditions www.az511.com or call 511

Campus/Center Closings and Class Cancellations

If weather conditions or other emergencies force the closure of an NPC campus or center, an announcement will be made over radio stations serving the affected area. The notice will also be posted on the college's website, www.npc.edu, and the RAVE alert system, which can send notifications to students and staff via land line, cell phone, email or text message.

The decision to close an NPC facility while classes are in session will be made by the Vice President for Learning and Student Services, based on information from local law enforcement and NPC personnel. Instructors may cancel individual classes with the permission of the department dean. When time permits, students will be notified by phone of individual class cancellations. Students are responsible for making up any missed work.

General Principles

1. Short of a two-county disaster area being declared, the college as a whole rarely closes because of weather. If such a disaster occurs, the decision to close will be made by the College President.
2. In the event of a very severe weather or other emergency situation, an individual campus or center might be closed for a period of time. If such a situation occurs, a decision to close a campus or center while classes are in session will be made by the Vice President for Learning and Student Services (VPLSS). If the VPLSS is not available, or if classes are not in session, the Chief Operations Officer will make the decision.
3. As a general rule, classes will not be canceled, so faculty and students need to exercise judgment regarding travel to campuses and centers for classes in severe weather conditions.
4. If a class is missed because of weather conditions, it needs to be made up. If a faculty member is unable to teach a class, he or she must call the appropriate academic dean/director and the campus/center office as soon as possible to let them know. If possible, the campus/center office will notify students of the faculty member's class cancellation to forestall an unnecessary trip to the campus/center by the students.

Reporting Emergencies

Call 9-1-1 or 9-9-1-1 from any college phone.

Get the appropriate first responders coming to handle the emergency situation. Give the dispatcher as many details as possible, and be specific about which NPC location, building, room or parking area. Your call from a college phone also alerts the campus office of an emergency. College personnel will be responding to help as well.

Once the "emergency" nature of the situation is resolved, or for "non-emergency incidents," the reporting person should contact the designated campus/center managers (listed at each location) who handle emergencies, and collect and distribute the following information:

1. Who made the call: name, classification (student, townsperson, faculty, etc.)
2. What is the nature of the call: report of theft, fire, etc.
3. Where did it happen: in the building, if so which one, etc.
4. When did it happen: date and time, if known.
5. When were local fire/police or medical personnel advised?
6. When was president or member of president's staff advised of the situation?

Other pertinent information such as witnesses of the event, etc. and action taken if any, should be noted. The reporting party needs to sign the report.

[NPC Procedure #2510, based on Policy #1310]

Campus/Center Security Information, Policies

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. 102, the Northland Pioneer College provides an annual security report, posted online at ***www.npc.edu/crime-statistics***.

In addition to annual crime statistics, links are provided to the college's security plan, alcohol and drug policy, and procedure for reporting crimes on college facilities.

Written copies of the annual report are available from the office of the Vice President for Learning and Student Services, (800) 266-7845, ext. 6141.

Communication is Key at NPC

FORWARD NPC student email messages to your preferred email account

Instructions:

1. Login to your NPC student email account.
2. Click on email.
3. Click on the sprocket icon (⚙) in the top right and select "Settings."
4. Click on the link that says, "Forwarding and POP/IMAP." Under "forwarding," click on the button that says "Add a forwarding address" and then type in the email address to which you want to forward your NPC student email.
5. Be sure to click **SAVE CHANGES** at the bottom of the page.

Note: We recommend that you select "keep Northland Pioneer College Mail's copy in the Inbox" so you will have duplicate copies of your student mail in your student account.

Receive text messages from instructors/ advisErs in regard to your success at NPC

Instructions:

1. Login to your Starfish account.
2. Click on the menu in the top left corner; then click on your name; then click on institutional profile.
3. Enter cellphone number with *@cellphoneprovider* in this format: *9281234567@vtext.com for Verizon users* or *928123456@c1sms.com for CellOne* users. For other cell providers you have to hover over the little cell phone to the right of the "alternate email" box.

Note:
Starfish doesn't have a list of all providers. If you use a provider other than Verizon or CellOne, please contact your provider to ask if they have an address "@cellphoneprovider.com" that works for their services.

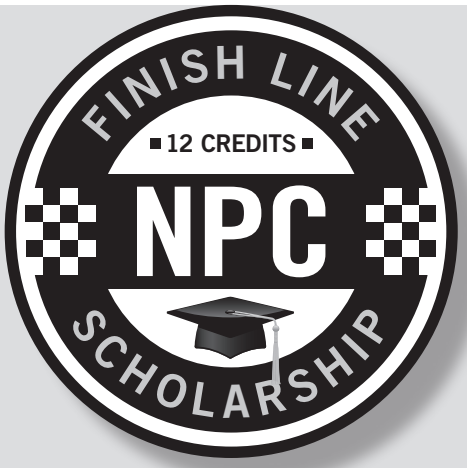
Update your contact information on MyNPC

Instructions:

1. Go to *www.npc.edu,* click on the hamburger menu (☰) at the top right. Click on the MyNPC link.
2. Login to your MyNPC account by entering your username and password in the boxes on the top right.
3. Click on the person icon or photo in the top right corner.
4. Click on My profile & settings.
5. Click on Contact information on the left hand side of the screen.
6. Update your addresses (including email address)

Note:
It is imperative that NPC has your most recent contact information so that we are able to contact you when needed.

YOUR USER NAME & PASSWORD: Your user name will be in the format of 1st initial, last name and a possible number (Example: JDoe2). Your initial password, based on your birthdate, will be dd-Mmm-yy (Example: January 11, 1988 will be 11-Jan-88 – *Remember to Capitalize the first letter of the month.*) If you call the support center to have your password reset, it will be reset in this new format. If you have a problem logging into MyNPC, please call the Support Center at 1-800-266-7845 ext. 7447.



Earn your last 12 credits of a degree tuition FREE!

Funds are limited so apply today.

THIS IS A SCHOLARSHIP

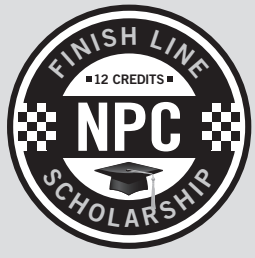
- Finish Line Scholarship covers the last 12 credits required for a degree. Repeat courses are not covered.
- Credits covered by this scholarship must meet associate degree completion requirements. Scholarship does not cover certificates.
- This scholarship is a tuition waiver, not a cash award. Does not cover books or fees, only tuition.
- Scholarship covers one academic year. Students who need longer to complete their last 12 credits can file a petition for continuation of this scholarship with the NPC financial aid office.
- Student must be an Arizona resident.

HOW TO APPLY

- Student must FIRST meet with an NPC academic adviser to see if they qualify.
- Student must complete the NPC financial aid process including the FAFSA as well as the Finish Line Scholarship application. Application is available online at www.npc.edu/FinishLine.
- Student must have an up-to-date degree AUDIT attached to their Finish Line application. Degree audits are available through an NPC academic adviser.
- Recipients to be selected by the NPC award committee.

APPLICATION DEADLINE

Fall Semester: June 1st
Spring Semester: November 15th



Programs and Degrees

WHAT AREAS INTEREST YOU?

Open doors and propel your career. Select an area of interest
for program descriptions, requirements and career opportunities.

Computing

Energy/Industrial Tech

Nursing/Allied Health

Pharmecy Technology

University Transfer

Check out these and other options at:
www.npc.edu/areas-of-interest

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Transfer Agreements

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Instructional Divisions and Programs

Dr. Jessica Clark, Vice President for Learning and Student Services

Arts and Sciences

Rickey Jackson, Dean

Anthropology
Art
Biology
Chemistry
Child and Family Studies
Early Childhood Studies
Economics
English
Film and Digital Video
Geography
Geology
History
Honors Colloquia
Human Services
Humanities
Languages
Mathematics 125 and higher
Music
Philosophy
Physics
Political Science
Psychology
Sociology
Speech/Theatre

Education and College and Career Preparation

Gail Campbell, Associate Dean

College and Career Preparation
Education
Human Development
Mathematics - BUS 133, HES 101, MAT 101 - 112

Apache County Programs

Nicole Ulibarri, Coordinator

Center Programming (Apache County)
Springerville/Eagar
St. Johns

Career and Technical Education

Peggy Belknap, Dean

Automotive Technology
Business
Community and Corporate Learning
Computer Information Systems
Construction Technology
- Drafting
- Masonry

Cosmetology
- Cosmetology Instructor
- Hairstyling
- Nail Technician

Dept. of Corrections
Energy & Industrial Technician
Fire Science
Health and Physical Education
Industrial Arts Technology
Law Enforcement Academy
Welding
Carl Perkins Vocational Funding

Nursing and Allied Health

Peggy Belknap, Dean
Ruth Zimmerman, Director of Nursing and Allied Health

Allied Health – Health Sciences
- CNA to Direct Care Worker
- Pharmacy Technician
- Phlebotomy

Medical Assistant
Nursing Assistant Training (NAT)
Nursing Program
- LNA to RN
- LPN to RN
- Paramedic to RN
- Continuing Nursing Education

Paramedicine (EMT)
Pharmacy Technology
Surgical Technology (SGT)
Therapeutic Massage (TMP)

General Education Values

Northland Pioneer College places general education at the center of its mission. More than a perfunctory set of courses, general education serves as an important foundation for lifelong learners. Critical thinking and effective communication are the backbone to general education, and these skills serve as an important bridge to a plethora of different fields of study. The purpose of general education is to give each student the fundamental skills associated with higher education and the cultivation for a lifetime of learning, problem solving, and responsibly informed decision making. Specifically, Northland Pioneer College, through its general education program, aims to:

- offer a comprehensive set of foundational skills so students can fully engage their educational intent;
- offer an integrated curriculum that will set the stage for lifelong learning;
- represent a wide cross-section of the arts, humanities and sciences;
- require students to engage in thoughtful and precise writing and critical thinking; quantitative, qualitative, and informational literacies;
- introduce students to the diversity of the natural and social worlds;
- promote academic curiosity;
- offer university transferable courses articulated through the general education Articulation Task Force (ATF).

Assessment at NPC:

Northland Pioneer College agrees with the Association for the Assessment of Learning in Higher Education's mission statement that assessment is "...a tool to improve student learning and institutional effectiveness in fostering student success" (2016).

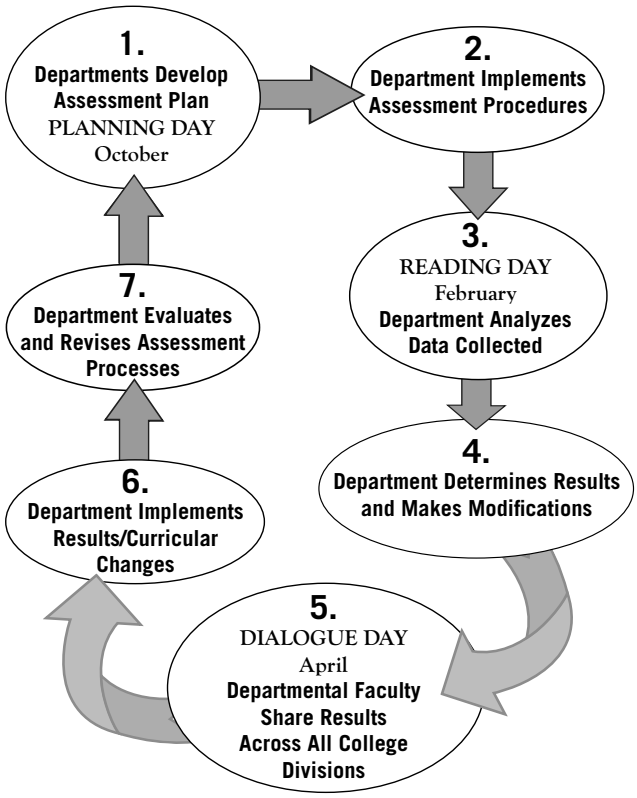
The college uses a continuous assessment process that is outlined in the diagram at the right.

Planning Day is where departments and programs examine their assessment procedures, consider tools and review data collected from previous cycles. Departments and programs are encouraged to align their outcomes and process with one or more of the topic areas addressed in the college's general education outcomes, which include:

- NPC 1: Critical Thinking/Critical Inquiry
- NPC 2: Effective Communication
- NPC 3: Quantitative Reasoning
- NPC 4: Scientific Inquiry
- NPC 5: Information Literacy
- NPC 6: Diversity

After making any needed adjustments to their assessment plan, the department implements the process. Reading Day is conducted near February when departments and programs analyze data. Following this analysis, the department or program modifies curriculum as needed and submits a report detailing their process to the Assessment of Student Knowledge Committee (ASK). In April, the college faculty gather to participate in Dialogue Day, when departmental/program results are shared with the college as a means of promoting a college-wide discussion on best practices and insights gained through the current year's process.

Following Dialogue Day, departments and programs may adjust curriculum, instruction or program design based on the results of the data collected.



Degrees & Certificates Offered

DEGREES: AA – Associate of Arts • AAEC – Associate of Arts in Early Childhood (AAEC)
AAEE – Associate of Arts Elementary Education • ABus – Associate of Business • AS – Associate of Science
AAS – Associate of Applied Science • AGS – Associate of General Studies
‡ indicates degrees guaranteed to transfer to the state's three public universities

CERTIFICATES: CAS – Certificate of Applied Science • CP – Certificate of Proficiency

AGEC – Arizona General Education Curriculum

Program	Awards
Associate of Arts‡	**AA**
Associate of General Studies	**AGS**
Associate of Science‡	**AS**
Automotive Technology (ATO)	**AAS/CAS**
Automotive Service Operations	CP
Electrical Systems and Engines	CP
Business (BUS)	
Accounting	AAS/CAS
Accounting Fundamentals	CP
Associate of Business‡	**ABus**
Entrepreneurship	AAS/CAS
Entrepreneurship Fundamentals	CP
Management and Leadership	AAS/CAS
Management and Leadership Fundamentals	CP
Medical Office Administration	AAS/CAS
Medical Office Administration Fundamentals	CP
Modern Office Technologies	AAS/CAS
Modern Office Technologies Fundamentals	CP
Computer Information Systems (CIS)	
Computer Information Systems	AAS/CAS/CP
Cybersecurity	AAS/CAS/CP
Software and Web Development	AAS/CAS/CP
Construction Technology (CON)	**AAS/CAS/CP**
Drafting (DRF)	CP
Masonry	CP
Cosmetology (COS)	**AAS/CAS/CP**
Cosmetology Instructor	CP
Hairstyling	CP
Nail Technician	CP
Early Childhood Studies (ECD)	
Associate of Arts in Early Childhood‡	**AAEC**
Early Childhood Studies	AAS/CAS/CP
Education (EDU)	
Associate of Arts in Elementary Education‡	**AAEE**
Education Professions	CP

Program	Awards
Energy and Industrial Technician (EIT)	
Electrical	AAS/CAS/CP
Electrical and Instrumentation	AAS/CAS/CP
Industrial Electrical, Motors and PLC's	AAS/CAS/CP
Industrial Mechanics and Fluid Power	AAS/CAS/CP
Industrial Plant Operations	AAS/CAS/CP
Instrumentation	AAS/CAS/CP
Mechanical Maintenance	AAS/CAS/CP
Operations/Maintenance	AAS/CAS/CP
Film and Digital Video (FDV)	**AAS/CAS/CP**
Visual Communications Fundamentals	CP
Fire Science (FRS)	**AAS/CAS**
Driver/Operator	CP
Firefighter	CP
Leadership	CP
Medical Assistant (MDA)	**AAS/CAS/CP**
Nursing (NUR)	
LNA to RN	AAS
LPN to RN	AAS
Paramedic to RN	AAS
Practical Nursing	CAS
Nursing Assistant (NAT)	**CP**
Paramedicine (EMT)	**AAS/CAS/CP**
Pharmacy Technology	**CP**
Surgical Technology (SGT)	**AAS**
Therapeutic Massage Program (TMP)	**AAS/CAS/CP**
Welding (WLD)	**AAS/CAS**
Welding Level I – Entry Level Welder	CP
Welding Level II – Intermediate Welder	CP
Welding Level III – Advanced Welder	CP

Programs and Degrees

What Degree Programs are Available?

Northland Pioneer College offers an Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus), and Associate of Science (AS) degrees designed for students transferring into four-year college or university programs. The general education requirements (see AGEC, page 65) for these degrees are specifically designed to transfer to Arizona's public universities, fulfilling their lower division general education requirements.

All courses included in these degrees must transfer to the three Arizona public universities as direct equivalents, departmental elective credits or general elective credits. Students should work with their NPC academic adviser to facilitate a smooth and efficient transfer to a four-year college or university.

The Associate of Applied Science (AAS) Degree and the Certificate of Applied Science (CAS) are awarded at the completion of programs designed to prepare graduates for employment. Public universities in Arizona now offer many AAS to BAS pathways. Visit ***www.aztransfer.com*** for more information or speak to your academic adviser. Certificate of Proficiency (CP) and Certificate of Completion (CRT) are also awarded in certain occupation-specific programs. Not all degree programs are offered at every NPC location. Consult with an academic adviser for offerings at your campus or center, or information about a housing assistance scholarship if you need to re-locate to attend specific classes.

The Associate of General Studies (AGS) Degree is intended for nonmajors seeking greater flexibility in planning their education. Although many courses within this degree program may transfer to a four-year college or university, students should not assume that all courses will transfer.

Information about degrees and pathways, common courses, Course Equivalency Guides, transfer guides and Arizona college and university catalogs is available through an NPC academic adviser or at ***www.AZTransfer.com***.

Graduation Requirements

Degrees and Certificates

Associate Degrees

- Associate of Arts (AA)
- Associate of Arts in Early Childhood (AAEC)
- Associate of Arts in Elementary Education (AAEE)
- Associate of Business (ABus)
- Associate of Science (AS)
- Associate of General Studies (AGS)
- Associate of Applied Science (AAS)

A student pursuing a certificate or degree needs to declare a degree plan with an academic adviser. The declared degree plan is then posted to the student's file. Degrees and certificates will be posted to transcripts three to six weeks after each semester.

A student who files an Application for Graduation by the appropriate deadline and is approved for graduation will be invited to participate in the Commencement Ceremony in May. A student who is late in filing an Application for Graduation may participate in the Commencement Ceremony the following year by sending a notification to the Records and Registration Office by the following spring deadline (email: ***evaluations@npc.edu***).

A student who will complete their degree or certificate in the upcoming summer semester may also participate in the Commencement Ceremony by submitting their summer graduation application by the spring deadline.

A student must complete an Application for Graduation with their academic adviser and have their application submitted to the Records and Registration Office during the semester in which the student expects to complete requirements for their degree or certificate:

- October 23, 2020 for Fall graduation
- February 19, 2021 for Spring graduation
- July 2, 2021 for Summer graduation

A student must remove any indebtedness to the college and resolve any outstanding holds on their account prior to the Application for Graduation deadline. Upon verification of completed degree or certificate requirements, NPC may automatically award degrees or certificates for students without a graduation application.

Graduation Requirements Continued

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

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the Application for Graduation deadline listed on page 57.
2. File an Application for Graduation with the Records and Registration Office by the deadline listed on page 57.
3. Be credited with not less than 64 applicable semester credits in the Records and Registration Office (except for the AAS Paramedicine degree where 63 credits are required and the AAS LPN to RN degree where 57 credits are required). No course numbered below the 100 level can be used to satisfy the requirements for any degree.
4. Have a cumulative grade-point average of 2.0 or better in courses taken at NPC. No 'D' credit will be allowed in the AA, AAEC, AAEE, ABus or AS degrees. For AGS or AAS degrees, (except for degrees with explicit requirements – refer to specific degree and certificate requirements for more details) no more than nine units of 'D' credit will be allowed and only in unrestricted electives.
5. Have no more than 12 credits of 'P' grade applied toward graduation credit for the AAS and AGS degree requirements. No 'P' credit will be allowed in the AA, AAEC, AAEE, ABus or AS degrees. Additional 'P' grades may only be applied toward a degree as allowed by the college for extenuating circumstances.
6. Have a minimum of 16 semester credits in residence at NPC that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog (see "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Applied Science (CAS)

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

The candidate for the Certificate of Applied Science must:

1. Satisfy the certificate requirements as published in the applicable NPC catalog prior to the date of graduation at which the certificate is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the Application for Graduation deadline listed on page 57.
2. File an Application for Graduation with the Records and Registration Office by the deadline listed on page 57;
3. Have a minimum of 12 semester credits in residence at NPC that apply toward the certificate being pursued and meet the requirements for the applicable NPC Catalog (see "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Proficiency (CP)

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

Certificates of Proficiency will be awarded when the student:

1. Satisfies the requirements for the certificate as published in the applicable NPC catalog;
2. Files an Application for Graduation with the Records and Registration Office by the deadline listed on page 57;
3. Completes successfully, with a grade of 'C' or better, all courses to indicate the achievement of technical skills and competence in a specific area of endeavor;
4. Has a minimum of 75 percent of the credits required for the certificate in residence at NPC. Credits obtained by assessment cannot be used toward the residency requirement.

Applicable Catalog

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

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

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

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

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

Degree Exclusions and Exceptions

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

1. Students who complete an AAS degree offered by NPC may complete an AA, AAEC, AAEE, AS, ABus or AGS degree. For each degree students must complete 12 additional credits transferable to all three Arizona state universities. Students must meet all requirements specific to the degree they wish to earn.
2. A student may earn any number of CAS or AAS degrees; however, students must earn a minimum of nine additional credits that apply to each new area of specialization.

Due to Arizona State Board of Nursing requirements, nursing students must complete all general education requirements for the Certificate of Applied Science Practical Nursing and the Associate of Applied Science Registered Nursing.

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

Petitions for Exceptions

Students seeking exceptions to degree requirements should meet with an academic adviser for assistance in completing the petition forms. These forms, accompanied by supporting information such as copies of transcripts, course descriptions, and articulation rules, are forwarded to the Dean responsible for the degree program being petitioned. The Dean makes a recommendation and forwards the paperwork to the Director of Enrollment Services for review, then to the Vice President for Learning and Student Services for a final decision and distribution of the copies of the petition form. For acceptance of courses over eight years old, students should work with an academic adviser to follow the petition process. Courses petitioned based solely on the age of the course, require only adviser and dean approval before being sent to the Director of Enrollment Services for processing.

Grades

Student Appeal of Grade, see page 180

Grade System

Grade	Points	Explanation
A	4.0	Excellent
B	3.0	Good
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing
I	0.0	Incomplete, not computed in GPA
P	0.0	Pass, not computed in GPA
W	0.0	Withdrawal, not computed in GPA
AU	0.0	Audit, not computed in GPA
AS	0.0	Assessed Credit, not computed in GPA
IP	0.0	In Progress, not computed in GPA

National Exams (carry 0 points, not computed in GPA)

AP	Advanced Placement Exam
CI	Cambridge International Exam
CL	CLEP – College Level Exam Program
DS	DSST – DANTES Subject Standardized Tests
IB	International Baccalaureate

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

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

Audit ('AU') Grades

A student may choose to enroll in a course for an Audit grade which allows a student to fully participate in all aspects of the course, without graded assignments, without affecting the student's grade-point average.

The Audit grade does not count for credit and does not count as successful completion of the course for prerequisite purposes nor for any degree or certificate program requirements. Students may not switch from a letter grade (including 'P') to an Audit grade for a course once they have registered for a letter grade. Students registering for an Audit grade may not file for a change of grade to a letter grade at the end of the course.

When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Courses taken for an Audit grade do not appear on official transcripts. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. Students taking courses for Audit grades pay regular tuition and fees for audited courses.

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

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

1. Beginning with the first day of the semester or summer session, a student must obtain a course Registration Form and an Audit Request Form from an academic adviser who can determine whether there is available space in the course. The student signs the Audit Request Form indicating that the student understands the limitations of auditing a course.
2. The student then checks with the instructor to see if the instructor will allow the student into the course as an auditing student. If so, the instructor signs the Registration Form and the Audit Request Form.
3. The student then takes the forms to the campus/center office to complete the registration process. The student receives a copy of the completed Audit Request Form. A copy of the Audit Request Form is attached to the Registration Form and sent to the Records and Registration Office.

Pass ('P') Grades

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

- A 'P' grade is NOT available in any course designated as general education courses.
- All 'P' grades taken in the core requirement area of a degree must be approved by the appropriate dean.
- A 'P' grade MAY not be accepted for transfer credit to a postsecondary institution, and NPC only accepts 'P' grades in special circumstances as approved by the college.
- No 'P' credits are allowed for the following degrees: AA, AAEC, AAEE, ABUS or AS.
- For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
- Because 'P' grades will satisfy course prerequisites as a "'C' or

better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.

- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

  Process

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

  Grades of 'P' earned in Spring 2020 only will be allowed to count toward a degree or certificate requirement as an exception to the general rules and will be accepted in transfer by Arizona universities. However, a grade of 'P' will not satisfy a course or program prerequisite where the requirement is a grade of 'B' or higher. The college reserves the right to change the terms and program applicability of courses with 'P' grades.

Incomplete ('I') Grades

An incomplete grade may be given to support student success when extenuating circumstance exists (but not to delay a final grade when a student is performing poorly). To award an incomplete grade of 'I,' the student must be passing the course with at least a 'C' or otherwise demonstrating satisfactory performance as determined by the instructor. A student receiving an incomplete grade has the responsibility of completing all work as outlined in an Incomplete Grade Agreement for removal of the incomplete grade.

Once all work is completed and graded, the instructor will submit a Change of Grade form with a copy of the Incomplete Grade Agreement. If an incomplete is not removed within one semester (Fall or Spring) from the end of the semester in which it was awarded, it is automatically converted to a grade of 'F.'

Withdrawal ('W') Grades

A student or an instructor can initiate a grade of 'W.' Withdrawal from classes during the first two weeks of the semester (for semester length classes) will not be reflected on the student's transcript. The grade of 'W' will appear on the student's transcript for each class withdrawn from after the end of the second week of the semester. Students withdrawing from 8-week sessions have one week to withdraw without receiving a 'W' on their transcripts. All other nonsemester-length classes (usually identified as short-term classes) will show a 'W' regardless of when the withdrawal occurs after the class begins.

The course instructor may initiate an administrative withdrawal for a student after the 45th day of the semester and up to the final day of the semester by submitting a course change form or assigning a 'W,' which will be reflected on the student's transcript at the end of the semester, with the exception of veteran benefits recipients. Once an instructor assigns a 'W' grade, the student will be withdrawn from the course by the Records and Registration office within one week of the assigned grade.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be included with the withdrawal request.

Withdrawal from Class(es)

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

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

Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the Vice President for Learning and Student Services for further action. (See Student Conduct Code, Procedure 2625, on page 182) Grade changes can be made only by the instructor with approval of the Dean and/or the Vice President for Learning and Student Services. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student must follow the Appeal of Grade process. Students who disagree with a grade may file a grade appeal as outlined in the Appeal of Grade section (See page 180).

Raising Grades

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

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 34, note 1. Transfer credits cannot be used to raise a grade. See page 15 under Regionally Accredited Institutions.

Repeating Courses

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

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 34, note 1.

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

Reporting of Grades

Instructors post final grades after each semester. Students can view their grades and obtain unofficial transcripts by logging in to ***MyNPC***. Transcripts and grades will not be released until all financial obligations to the college have been met.

Scholastic Honors – Graduation

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

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

Outstanding Graduates

Each year, NPC selects five (5) students, one (1) from each degree area (AA, ABus, AS, AGS and AAS) as Outstanding Graduates. The Outstanding Graduates are chosen based on the highest cumulative GPA from students who attended classes that are open to the general student population eligible to receive a given degree. In the case of a tie in GPAs, the student with the most credits earned at NPC is awarded the recognition. Students who utilize any transfer credits from other colleges to meet the degree requirements at NPC are not eligible for this recognition. Students must have all degree requirements either completed or in progress to be eligible for Outstanding Graduate consideration. Students must not have any documented current or prior disciplinary infractions.

Scholastic Honors – President's & Dean's Lists

The President's List recognizes students who achieved a perfect 4.0 grade-point average during a specific semester. The Dean's List honors those with a 3.5 to 3.99 grade-point average during a specific semester. To be eligible for these distinctions, students must have completed 12 or more credits in 100-level or above courses. Students will receive letters of recognition, and the honor will be noted on their transcripts.

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

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

Criteria for selection:

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

Membership in Phi Theta Kappa is not required. Fliers announcing the application process are posted at all campus and center locations and on ***www.NPC.edu /all-arizona-academic-team*** in early October.

Satisfactory Academic Progress

All students are required to maintain certain standards of academic performance called Satisfactory Academic Progress (SAP). A student must make satisfactory academic progress toward the completion of his or her degree or certificate program.

The measure of satisfactory academic progress is the maintenance of a minimum cumulative grade point average of 2.0 or above.

Failure to Meet Satisfactory Academic Progress Requirements

1. After the first semester in which the student earns a cumulative grade point average that falls below 2.0, the student is placed on Academic Warning.
2. After the second semester in which the student earns a cumulative grade point average that falls below 2.0, the student is placed on Academic Probation.

Academic Warning

Any student who fails to meet a minimum cumulative grade point average of 2.0 or above will receive an Academic Warning. The Academic Warning serves as a caution to the student that he or she did not maintain satisfactory academic progress during their last semester of attendance at NPC.

Students will be removed from Academic Warning status after completing the next semester in which they are enrolled in good academic standing: the cumulative GPA must be 2.0 or above.

Academic Probation

Any student on Academic Warning who fails to meet a minimum cumulative grade point average of 2.0 or above in any subsequent semester will be placed on Academic Probation. Academic Probation status is a point at which the student, working with an academic advisor, should reconsider academic strategies that are not working.

Students will be removed from Academic Probation status only after completing a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

Removal from Probation – The Academic Plan

An academic plan is a formal process by which a student, in consultation with an academic advisor, maps out a strategy for success in subsequent college classes. The student, working with an academic advisor, must decide on a strategy to bring the cumulative grade point average above 2.0 in future semesters. That strategy must be documented on the Academic Plan Agreement form. The student will remain on Academic Probation status until they have completed a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

Students on Academic Probation will not be allowed to enroll in classes without an approved Academic Plan in place. The Academic Plan must be reviewed, re-written, and signed for each semester in which a student remains on Academic Probation.

Students will be removed from Academic Probation status after completing a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

University Transfer Agreements

NPC partners with other regionally-accredited colleges and universities, both within and outside of Arizona, through articulation agreements that assist students make a smooth transition from NPC to a participating four-year institution without having to duplicate coursework. NPC students participating in transfer agreements are able to fulfill the four-year college's requirements by completing articulated courses at NPC.

Students interested in learning more about transfer opportunities should contact an NPC academic adviser for more information regarding the partnerships available to NPC students. A listing of current transfer agreements can be found at ***www.npc.edu/transfer-agreements***.

Please note that articulation agreements are subject to change without notice. Students are encouraged to meet as early as possible and periodically with an academic adviser both at NPC and at the transfer institution to confirm choice of classes and to develop an education plan for transfer.

It is the final responsibility of the student to successfully meet all transfer requirements.

Elective Courses

Choose carefully based on lower division and common course requirements for majors at the college or university to which you plan to transfer. To ensure you are selecting appropriate courses, see your academic adviser. The electives component must consist of credits that transfer to all three public Arizona universities as defined in the Course Equivalency Guide for the year in which the course is completed. Access to information about degrees and pathways, common courses, Course Equivalency Guides and Arizona college and university catalogs is available through an academic adviser or directly on the internet at ***www.AZTransfer.com.***

SUN

NPC courses that transfer directly to other Arizona public community colleges and three state universities now have an additional notation in the NPC College Catalog: the Shared Unique Number (SUN).

The SUN number consists of the SUN# symbol followed by a unique three-letter prefix and four-digit course number. For example, NPC offers its transfer course General Biology I with the designation BIO 181. Now the listing also includes its SUN number, SUN# BIO 1181.

Watch for SUN numbers. When you enroll in an NPC course having this unique identifier, you know those class credits will be accepted by the three Arizona state universities and community colleges.

For additional information about the SUN System, visit ***www.aztransfer.com/sun***.

SUN course numbers are included on your college transcript for courses completed after January 2012.

Course Delivery Methods

Northland Pioneer College uses multiple methods for delivering classes at its campus and center locations, educational sites and area high schools through dual enrollment programs. Some courses are also offered online via the internet.

Stand Alone Learning Environment (SA)

Stand-alone courses with the instructor present in the classroom for traditional lecture, discussion, and/or hands-on laboratory or studio.

Connected Course Learning Environment (CC)

NPC expands course offerings by using interactive instructional video and multimedia technologies linking all of our locations. In CC courses, the instructor may or may not be in your actual classroom. Many instructors do travel during the semester to be present with students at distance locations.

Multi-Course Learning Environment (MC)

This type of nontraditional instruction allows a single teacher to instruct 16 to 18 students in several classes at once. In these classes, students work at their own pace with individualized instruction materials. The teacher becomes a facilitator working with each student, one-on-one, as the need arises.

MC classes allow the teaching of subjects where there are often only one or two students at any given time. At NPC, "MCs" are used in studio art, business, computer science, film and digital video and several other subjects.

Online Courses (OL)

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

Requirement: NPC has implemented a program to improve student learning in internet-based classes. Students enrolled in NPC internet classes for the first time are required to demonstrate or develop basic skills necessary for online learning. Please complete the online readiness module (***http://bit.ly/npcreadiness***) by the end of the first week of class. Visit the ICT website (***http://eresource.npc.edu/readiness***)* for more information about the procedure and requirements. (POS 221 & 222 are exempt: These two classes are considered Open Entry, but must be completed within one (1) year of the date of enrollment. See page 17.)

*The ICT website provides detailed information on how to log into Moodle and access the readiness module, and how to sign up for face-to-face ICT 095 classes if needed. See Proof of Computer Competency on page 17.

For information on online classes, including prerequisites and registration instructions, visit ***www.npc.edu/online-classes***.

Hybrid Courses (HY)

NPC also offers some blended courses that take advantage of the best aspects of stand-alone and online learning. A hybrid course is designed to integrate face-to-face and online activities, reinforce, complement and develop upon one another.

Alternative Learning (AL) (See also, page 26)

NPC offers alternative learning methods that allow students to earn course credit. A dean-approved individual learning contract negotiated with faculty can meet your specific degree completion requirements.

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

Note: Additional fees may apply for credit by evaluation. Ask your academic adviser for details. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits.

Course Offering Limitations

NPC offers courses at a number of locations throughout the district utilizing college-owned or leased facilities. Through its regular offerings and alternative study programs, NPC attempts to provide as many courses as possible for completion of degrees and certificates at each learning site. However, many vocational programs require specific tools and equipment that may not be available at all locations. Prospective students should check with the academic adviser at the NPC location they plan to attend to determine which programs are available. Housing assistance scholarships may be available for students needing to relocate for a specific vocational degree program.

Students/Advisors are encouraged to use the checkboxes ☐ on the course pages provided to track academic progress toward programs and degrees.

What is AGEC?

Guaranteed Transferability

AGEC stands for Arizona General Education Curriculum, a state-wide 35- or 36-credit block of lower division courses that fulfill general education requirements at Arizona's public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A).

In most cases, all courses used to satisfy the AGEC will apply toward graduation requirements of the university major for which the AGEC was designed. AGEC is the best way to make your credits count for most transfer degrees.

- AGEC-A satisfies ALL lower-division requirements in many liberal arts majors, as well as other majors that articulate with the Associate of Arts, (e.g., social sciences, fine arts, humanities) at all Arizona public universities.
- AGEC-B satisfies ALL lower division business studies requirements at all Arizona public universities.
- AGEC-S satisfies ALL lower division general education requirements in mathematics and math-intensive science programs at all Arizona public universities.

Why complete an AGEC?

- When you complete an AGEC, all admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGEC. Arizona residents need to have a minimum AGEC GPA of 2.5. This does not mean that the college or university will accept ALL transferable courses. Please see an adviser to discuss which courses will be counted toward the university's graduation requirements.
- Save money by completing your lower-division requirements at NPC. On average, Northland Pioneer College tuition rates are about one-third of the Arizona public universities' tuition.
- Classes are generally smaller than university freshman and sophomore liberal studies classes.
- If you have high school concurrent enrollment credits, transfer credits from another accredited college or university and/or CLEP credits that satisfy our General Education requirements, these credits may be counted toward an AGEC. An academic adviser can assist in determining whether those credits can be applied toward AGEC requirements.
- Students transferring from other institutions must complete a minimum of 15 credits of AGEC courses at NPC.

AGEC Completion

Students who satisfactorily complete ALL AGEC courses will have the AGEC designation noted on their transcripts. Students may also apply for an AGEC Award of Completion. Your academic adviser can help you apply for an AGEC.

What happens if you don't complete an AGEC block?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university requirements, which may or may not be the same as Northland Pioneer College's General Education requirements.
- Your General Education courses will be evaluated on a course-by-course basis using the Course Equivalency Guide (CEG) and may not meet the specific general education requirements at the university.

AGEC Requirements

To fulfill AGEC General Education requirements, you must complete 35-36 credits from the list on page 66:

AGEC-A • 35 credits See AA Degree, page 68

- ☐ ***Communications*** ..... ***6 credits***
- ☐ ***Mathematics*** ..... ***3 credits***
- ☐ ***Arts and Humanities*** ..... ***9 credits***
- ☐ ***Physical and Biological Sciences*** ..... ***8 credits***
- ☐ ***Social and Behavioral Sciences*** ..... ***9 credits***

AGEC-B • 36 credits See ABus Degree, page 72

- ☐ ***Communications*** ..... ***6 credits***
- ☐ ***Mathematics*** ..... ***4 credits***
- ☐ ***Arts and Humanities*** ..... ***6 credits***
- ☐ ***Physical and Biological Sciences*** ..... ***8 credits***
- ☐ ***Social and Behavioral Sciences*** ..... ***6 credits***
- ☐ ***Computer Science*** ..... ***3 credits***
- ☐ ***General Electives*** ..... ***3 credits***

  An unduplicated course from either the Arts and Humanities or Social and Behavioral Sciences lists.

AGEC-S • 36 credits See AS Degree, page 70

- ☐ ***Communications*** ..... ***6 credits***
- ☐ ***Mathematics*** ..... ***4 credits***
- ☐ ***Arts and Humanities*** ..... ***6 credits***
- ☐ ***Physical and Biological Sciences*** ..... ***8 credits***

  Two courses from the SAME discipline.
- ☐ ***Social and Behavioral Sciences*** ..... ***6 credits***
- ☐ ***Science/Mathematics Option*** ..... ***6 credits***

  Select two courses not taken to satisfy Physical and Biological Sciences requirements.

General Education Course Options

Completion of the required general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC) for the Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus) and Associate of Science (AS) degrees. (see What is AGEC? – page 65 ☐ Check off as completed

Communications ..... 6 credits

☐ ENL 101 College Composition I ..... 3 credits

UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Communications** requirement for the ***second*** communications course for the Associate of Applied Science (AAS) degree.

☐ ENL 102 College Composition II **(required for AGEC)** ..... 3 credits
☐ ENL 109 Technical Writing ..... 3 credits
☐ SPT 110 Fundamentals of Oral Communications ..... 3 credits
☐ SPT 120 Public Speaking ..... 3 credits

Mathematics ..... 3-4 credits

UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Mathematics** requirement for any Certificate of Applied Science (CAS) or Associate of Applied Science (AAS) degree:

☐ ‡ BUS 133 Business Mathematics ..... 3 credits
☐ ‡ HES 101 Basic Technical Mathematics ..... 3 credits
☐ ‡ MAT 101 Basic Technical Mathematics ..... 3 credits
☐ ‡ MAT 103 Business Mathematics ..... 3 credits
☐ ‡ MAT 109 Algebra I: Introductory ..... 3 credits
☐ ‡ MAT 112 Algebra II: Intermediate ..... 3 credits
☐ MAT 125 Introduction to Statistics ..... 3 credits
☐ MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
☐ MAT 152 Advanced Algebra ..... 3 credits
☐ MAT 161 Algebra-based Mathematics for Elementary School Teachers I ..... 3 credits
☐ MAT 162 Algebra-based Mathematics for Elementary School Teachers II ..... 3 credits
☐ MAT 189 Pre-Calculus Algebra/Trigonometry ..... 3 credits
☐ MAT 211 Technical Calculus ..... 4 credits
☐ MAT 221 Calculus I ..... 4 credits
☐ MAT 231 Calculus II ..... 4 credits
☐ MAT 241 Calculus III ..... 4 credits

‡ These courses are **NOT** accepted for transfer credit by all three Arizona state public universities.

Discipline Studies

Arts and Humanities ..... 6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree.

☐ ART 101 Understanding Art ..... 3 credits
☐ ART 115 Art History I ..... 3 credits
☐ ART 116 Art History II ..... 3 credits
☐ ART 215 Native American Art ..... 3 credits
☐ ENL 220 World Literature I ..... 3 credits
☐ ENL 221 World Literature II ..... 3 credits
☐ ENL 224 English Literature I ..... 3 credits
☐ ENL 225 English Literature II ..... 3 credits
☐ ENL 230 American Literature I ..... 3 credits
☐ ENL 231 American Literature II ..... 3 credits
☐ ENL 234 Native-American Literature ..... 3 credits
☐ ENL 238 Women's Literature ..... 3 credits
☐ FDV 220 Film Aesthetics ..... 3 credits
☐ HUM 150 Humanities in the Western World I ..... 3 credits
☐ HUM 151 Humanities in the Western World II ..... 3 credits
☐ MUS 150 Music Appreciation ..... 3 credits
☐ MUS 250 World Music ..... 3 credits
☐ PHL 101 Introduction to Philosophy ..... 3 credits
☐ PHL 103 Introduction to Logic and Critical Thinking ..... 3 credits
☐ PHL 105 Introduction to Ethics ..... 3 credits
☐ PHL 150 Comparative World Religions ..... 3 credits
☐ SPT 130 Introduction to Theatre ..... 3 credits
☐ SPT 140 Principles of Drama ..... 3 credits
☐ SPT 150 Introduction to Film ..... 3 credits
☐ SPT 155 History of Television ..... 3 credits

Computer Science

☐ CIS 105 Computer Applications and Information Technology ..... 3 credits

Physical and Biological Science

Select courses, as listed under a specific degree. Students may transfer either CHM 130 or CHM 151, ***BUT NOT BOTH;*** therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

☐ ANT 104 Biological Anthropology and Human Origins ..... 4 credits
☐ BIO 100 Biology Concepts ..... 4 credits
☐ BIO 105 Environmental Biology ..... 4 credits
☐ BIO 160 Introduction to Human Anatomy and Physiology ..... 4 credits
☐ BIO 181 General Biology I ..... 4 credits
☐ BIO 182 General Biology II ..... 4 credits
☐ CHM 130 Fundamental Chemistry ..... 4 credits
☐ CHM 151 General Chemistry I ..... 4 credits
☐ CHM 152 General Chemistry II ..... 4 credits
☐ GEO 111 Physical Geography ..... 4 credits
☐ GLG 101 Introduction to Geology I - Physical Geology ..... 4 credits
☐ GLG 102 Introduction to Geology II - Historical Geology ..... 4 credits
☐ PHY 113 General Physics I ..... 4 credits
☐ PHY 114 General Physics II ..... 4 credits

Social and Behavioral Sciences ..... 6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree. (This applies to all transfer degrees, select at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

☐ *ANT 102 Cultural Anthropology ..... 3 credits
☐ ANT 120 Buried Cities and Lost Tribes ..... 3 credits
☐ ECN 211 Principles of Macroeconomics ..... 3 credits
☐ ECN 212 Principles of Microeconomics ..... 3 credits
☐ *GEO 110 World Regional Geography ..... 3 credits
☐ GEO 120 Human Geography ..... 3 credits
☐ HIS 101 World History: Prehistory to 1450 CE ..... 3 credits
☐ HIS 102 World History: 1450 CE to Present ..... 3 credits
☐ *HIS 105 U.S. History to 1877 ..... 3 credits
☐ *HIS 106 U.S. History Since 1877 ..... 3 credits
☐ *HIS 155 Western Civilization to 1700 ..... 3 credits
☐ *HIS 156 Western Civilization Since 1700 ..... 3 credits
☐ HIS 201 History of Women in America ..... 3 credits
☐ POS 110 United States Government ..... 3 credits
☐ PSY 101 Introduction to Psychology ..... 3 credits
☐ PSY 240 Developmental Psychology ..... 3 credits
☐ PSY 250 Social Psychology ..... 3 credits
☐ SOC 101 Introduction to Sociology ..... 3 credits
☐ SOC 121 Social Problems ..... 3 credits
☐ SOC 212 Sex and Gender in Society ..... 3 credits
☐ SOC 215 Ethnicity and Race ..... 3 credits
☐ SOC 225 Sociology of the Family ..... 3 credits

Definitions

The terms below are used in the degree and certificate program and course descriptions throughout this catalog:

Associate of Applied Science (AAS) degrees are awarded at the completion of programs designed to prepare the graduate for employment. Public universities in Arizona now offer many AAS to BAS pathways. Visit ***www.aztransfer.com*** for more information or speak to your academic adviser.

Certificates of Applied Science (CAS) are awarded upon completion of specific program courses designed for employment skills.

Certificates of Proficiency (CP) are awarded for some shorter programs with a narrow focus to prepare students for specific employment-related skills.

Certificates of Completion are awarded to students in some courses for successfully satisfying class requirements.

General Education Requirements: Courses, typically mathematics, English and others, from a predetermined list of discipline studies (see page 65) that provide students with a broad knowledge base. If specific courses are required, those are listed in the degree or program description.

Core Requirements: Courses specifically selected to educate the student in the essential knowledge of the individual program.

Additional Requirements: Non-disciplinary courses specifically selected to enlarge and enhance student's essential knowledge.

Required Electives: Courses specifically selected to supplement and expand the student's knowledge base in the individual program.

Unrestricted Electives or Electives: Any unduplicated course(s) at the 100-level or higher that the student may wish to select.

Transferable Electives: Courses that transfer to all three public Arizona universities as defined in the Course Equivalency Guide for the year in which the course is completed.

You can access the Course Equivalency Guide here: **http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG.**

Prerequisite: Course that must be completed or satisfactory placement score achieved prior to enrolling in the course.

Co-requisite: Indicates a course that can be taken prior to or at the same time as the listed course.

Concurrent Requisite: Concurrent courses must be taken during the same semester.

Internship: Work opportunities in which students fulfill limited-term positions within a company or organization in order to gain experience and develop career-specific skills.

Lecture: A formal sharing of knowledge in a learning environment, either in person or via technology in connected classrooms, engaging the audience through exposition and active-learning methods (demonstrations and questions) while encouraging critical thinking and personal introspection.

Lab: A hands-on learning environment including synchronous access to the instructor (either face-to-face or virtually) applying scientific methods, practical skills and/or creativity in the acquisition of knowledge. Some examples: painting, pipetting, tying knots, curling hair, sawing lumber, and computer programming.

Practicum: Field experiences in which students apply their learning in real-life situations and events. The purpose of practicum is to assist in the development of the essential skills, knowledge and dispositions of a profession through exposure to practical experiences in the field. Practicum includes both engagement in professional practice and reflective supervision with a college instructor to meet specified outcomes. The required number of hours and levels of supervision on site vary by program of study.

Clinical: An on-site work experience supervised by faculty allowing students to practice and demonstrate their developing client care skills and competencies. Students also participate in preceptorships when faculty assign them to a professional who instructs, supervises, and evaluates the students.

Transfer Degree

Associate of Arts (AA) Degree

The Associate of Arts (AA) transfer degree offers foundational education that enhances good communications skills and provides wide general knowledge. This degree is the basis for a wide range of bachelor degree programs and careers in fields such as languages, literature, political science and more.

The AA degree is designed for students planning to continue their education by transferring to one of the three Arizona public universities. The general education component of our AA degree fulfills the requirements of the Arizona General Education Curriculum (AGEC-A), which when completed, will transfer to any of the three public Arizona state universities as a block meeting all lower division general education requirements. (see What is AGEC? – page 66)

NPC Requirements

- The Associate of Arts (AA) degree requires a minimum of 64 hours of course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C"or better. For information about prerequisites, see an academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Arts (AA) • 64 credits

Completion of the 35 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts degree. (see What is AGEC? – page 65)

General Education Courses

Communications ..... ***6 credits***

☐ ENL 101 College Composition I ..... 3 credits
☐ ENL 102 College Composition II ..... 3 credits

Mathematics ..... ***3 credits***

Select one of the following:

☐ MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
☐ MAT 152 Advanced Algebra ..... 3 credits

Or any mathematics course for which MAT 142 or MAT 152 is a prerequisite.

Discipline Studies

☐ ***Arts and Humanities*** ..... ***9 credits***

(Select three courses from at least two disciplines from the list on page 66)

☐ ***Physical and Biological Science*** ..... ***8 credits***

(Select two courses from the list on page 66)

☐ ***Social and Behavioral Sciences*** ..... ***9 credits***

(Select three courses from at least two disciplines, with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness, from the list on page 66)

☐ ***Transferrable Electives*** ..... ***29 credits***

Successful completion of 29 credits of unduplicated university transferrable electives, as described on page 63.

General Degree

Associate of General Studies (AGS) Degree

The Associate of General Studies (AGS) Degree is the most flexible of the degrees offered at NPC. With this degree you learn the basics of mathematics, English, science, history and a wide variety of other subjects, allowing you the chance to explore many different disciplines while enhancing your personal development with the equivalent of two years of post-high school education.

While an AGS degree does not totally fulfill all AGEC transfer requirements (see page 66), many courses transfer directly to the three Arizona public universities. Work with your NPC academic adviser to ensure courses meet your specific goals.

NPC Requirements

- The Associate of General Studies (AGS) degree requires a minimum of 64 hours of course credits with a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Students must complete 31 general education credits, listed at right.
- Some courses have placement requirements or prerequisites that may result in coursework beyond the minimum credits. For information about prerequisites, see your academic adviser.
- Students with 12 or more credits must meet with an NPC academic adviser to select a program of study to best meet the student's goals.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of General Studies (AGS) • 64 credits

Students with an associate or higher degree will not be considered for this degree. The AGS degree requires completion of these 31 general education and discipline studies course credits:

General Education Courses

Communications ..... ***6 credits***

☐ ENL 101 College Composition I ..... 3 credits

PLUS ONE of the following:

☐ ENL 102 College Composition II ..... 3 credits

☐ ENL 109 Technical Writing ..... 3 credits

Mathematics ..... ***3 credits***

☐ MAT 112 Algebra II: Intermediate ..... 3 credits

Or any mathematics course for which MAT 112 is a prerequisite.

Discipline Studies

☐ ***Arts and Humanities*** ..... ***6 credits***

(Select two courses from at least two disciplines from the list on page 66)

☐ ***Physical and Biological Science*** ..... ***4 credits***

(Select one course from the list on page 66)

☐ ***Social and Behavioral Sciences*** ..... ***6 credits***

(Select two courses from at least two disciplines from the list on page 66)

☐ ***Additional Discipline Studies*** ..... ***6 credits***

Select a minimum of six additional credits from the **Discipline Studies** list on page 66, ***or*** from these courses:

Foreign Language

☐ FRE 101 Elementary French I ..... 4 credits

☐ FRE 102 Elementary French II ..... 4 credits

☐ GER 101 Elementary German I ..... 4 credits

☐ GER 102 Elementary German II ..... 4 credits

☐ SPA 101 Elementary Spanish I ..... 4 credits

☐ SPA 102 Elementary Spanish II ..... 4 credits

Computer Science

☐ CIS 105 Computer Applications and Information Technology ..... 3 credits

Verbal Communications

☐ SPT 120 Public Speaking ..... 3 credits

☐ **Required Electives ..... 33 credits**

From any unduplicated courses at 100 or higher level.

Transfer Degree

Associate of Science (AS) Degree

The Associate of Science (AS) degree helps develop comprehensive knowledge and good communications skills, while providing a firm grounding in mathematics and the natural sciences. An Associate of Science degree is foundational for students looking toward biological, health and medical undergraduate degrees. Students who plan on going into business, engineering or agriculture may also want to consider this degree.

The Associate of Science degree is a transfer degree designed for students planning to continue their education by transferring to one of the three Arizona public universities. The electives component must consist of credits that will transfer to all three Arizona public universities. Check with your academic adviser on transferability.

NPC Requirements

- The Associate of Science (AS) degree requires a minimum of 64 hours of course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Science (AS) • 64 credits

Completion of the 36 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-S) for the Associate of Science degree. (see What is AGEC? – page 65)

General Education Courses

Communications ..... ***6 credits***

- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits

Mathematics ..... ***4 credits***

- ☐ MAT 221 Calculus I ..... 4 credits
  Or any mathematics course for which MAT 221 is a prerequisite.

Discipline Studies

☐ ***Arts and Humanities*** ..... ***6 credits***
(Select two courses from at least two disciplines from the list on page 66)

☐ ***Physical and Biological Science*** ..... ***8 credits***
(Select two courses from the **SAME** discipline)

- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 182 General Biology II ..... 4 credits
- ☐ CHM 151 General Chemistry I ..... 4 credits
- ☐ CHM 152 General Chemistry II ..... 4 credits

☐ ***Social and Behavioral Sciences*** ..... ***6 credits***
(Select two courses from two different disciplines, with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness from the list on page 66)

☐ ***Science/Mathematics Option*** ..... ***6 credits***
(Select two courses not taken to satisfy **Physical and Biological Sciences** requirements listed above.)

- ☐ ANT 104 Biological Anthropology and Human Origins ..... 4 credits
- ☐ BIO 105 Environmental Biology ..... 4 credits
- ☐ BIO 160 Introduction to Human Anatomy and Physiology ..... 4 credits
- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 182 General Biology II ..... 4 credits
- ☐ BIO 201 Human Anatomy and Physiology I ..... 4 credits
- ☐ BIO 202 Human Anatomy and Physiology II ..... 4 credits
- ☐ BIO 205 Microbiology ..... 4 credits
- ☐ BIO 241 Human Genetics ..... 3 credits
- ☐ CHM 151 General Chemistry I ..... 4 credits
- ☐ CHM 152 General Chemistry II ..... 4 credits
- ☐ GEO 111 Physical Geography ..... 4 credits
- ☐ GLG 101 Introduction to Geology I - Physical ..... 4 credits
- ☐ GLG 102 Introduction to Geology II - Historical ..... 4 credits
- ☐ MAT 231 Calculus II ..... 4 credits
- ☐ MAT 241 Calculus III ..... 4 credits
- ☐ PHY 113 General Physics I ..... 4 credits
- ☐ PHY 114 General Physics II ..... 4 credits

☐ **Transferrable Electives ..... 28 credits**
Successful completion of 28 credits of unduplicated university transferrable electives, as described on page 67.

Automotive Technology (ATO)

Degree and Certificate Options

This program is for students who are seeking a career in the automotive repair industry. It offers a combination of self-guided, computer-aided instruction, guided instruction and hands-on laboratory learning. Students will perform numerous repairs on a combination of training modules, practice and live vehicles. All repairs and tasks will follow ASE guidelines to prepare students to become ASE certified in eight areas of repair. These areas are: electronics and electrical systems; engine performance; suspension and steering; brakes; heating and air-conditioning; engine repair; manual transmissions and axles; and automatic transmissions. Students will then be encouraged to participate in the ASE testing process to obtain certifications in their area of interest. Additionally, students are required to complete 4 hours of additional documented E-learning per credit hour of enrollment outside of classroom (in addition to homework, studying, and other regularly-assigned reading materials).

Upon completion of the program, the student will receive an Associate of Applied Science (AAS) degree in Automotive Technology. This degree, coupled with the ASE certifications, will enhance career opportunities in the automotive industry.

Preceding the AAS degree, students are afforded the opportunity to obtain a Certificate of Applied Science in Automotive Technology or Certificates of Proficiency.

Career Opportunities

There will be steady employment in the auto services industry due to the need for maintenance and repairs as car owners keep vehicles longer than in the past. Added to this is the need to replace retiring mechanics, rapidly changing hybrid-fuel technologies, as well as mandates for improved vehicle performance standards.

The U.S. Bureau of Labor Statistics reports the median annual salary for certified mechanics in May 2019 was $37,560 (northern Arizona non-metropolitan area) with higher pay for specialized service technicians working for auto dealerships.

Why Study Automotive Technology?

Cars are getting more sophisticated and today's auto dealerships and repair facilities want trained workers who can adapt to new technologies and repair techniques. Individuals without formal training and national certification will face stiff competition for entry-level employment opportunities.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

The current data is online at ***www.npc.edu/automotive***.

ASE | Education Foundation

Certificates of Proficiency (CP)

☐ Check off as completed.

Automotive Service Operations (CP) • 24 credits

- ☐ ATO 216 Suspension and Steering ..... 4 credits
- ☐ ATO 218 Automatic Transmissions ..... 4 credits
- ☐ ATO 220 Manual Transmissions and Drive Trains ..... 4 credits
- ☐ ATO 222 Brake Systems ..... 4 credits
- ☐ ATO 224 HVAC Systems ..... 4 credits
- ☐ ATO 226 Automotive Diesel ..... 4 credits

Electrical Systems and Engines (CP) • 23 credits

- ☐ ATO 116 Introduction to Automotive and Safety ..... 2 credits
- ☐ ATO 118 Electrical I ..... 3 credits
- ☐ ATO 120 Electrical II ..... 3 credits
- ☐ ATO 122 Electrical III ..... 3 credits
- ☐ ATO 124 Engine Repair I ..... 3 credits
- ☐ ATO 126 Engine Repair II ..... 3 credits
- ☐ ATO 128 Engine Performance I ..... 3 credits
- ☐ ATO 130 Engine Performance II ..... 3 credits

Certificate of Applied Science (CAS) • 29 credits

- ☐ ***Complete the Electrical Systems and Engines CP.....23 credits***
- ☐ ***Communications ..... 3 credits***
  ENL 101 College Composition I ..... 3 credits
- ☐ ***Mathematics.....3 credits***
  Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

Automotive Technology (AAS) • 64 credits

Complete the Automotive Service Operations CP.....24 credits
Complete the Electrical Systems and Engines CAS.....29 credits

General Education Courses ..... 3 credits

- ☐ ***Communications .....3 credits***
  Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** list and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

- ☐ ***Electives ..... 1 credit***
  (Choose from any unduplicated courses at the 100-level or above)

Transfer Degree

Associate of Business (ABus) Degree

No matter what field you may decide to pursue, it is helpful to begin with an understanding of business. The Associate of Business (ABus) degree is the foundation for many careers and a way to gain an edge and the critical knowledge it entails.

The NPC Associate of Business degree is a transfer degree. The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC-B). When completed, the AGEC-B will transfer to the three Arizona public universities as a block that meets all lower division general education requirements. (see What is AGEC? – page 65)

NPC Requirements

- The Associate of Business (ABus) degree requires a minimum of 64 course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Graduates must complete CIS 105 and at least 33 general education credits.
- An 18-credit-hour business core provides foundational business knowledge, as recommended by the Arizona Transfer Committee. This will ensure that when students transfer to state universities they have the core courses that they need to be successful in their upper level businesses courses. Additionally, this business core will ensure that students who graduate with an ABus, and do not further their business education, can be successful in a business environment.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better.

Associate of Business (ABus) • 64 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-B) for the Associate of Business degree. (see What is AGEC? – page 65)

General Education Courses

☐ ***Communications*** ..... ***6 credits***
- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits

☐ ***Mathematics*** ..... ***4 credits***
- ☐ MAT 221 Calculus I ..... 4 credits

  Or any mathematics course for which MAT 221 is a prerequisite

Discipline Studies

☐ ***Arts and Humanities*** ..... ***6 credits***

(Select two courses from at least two disciplines from the list on page 66)

☐ ***Physical and Biological Science*** ..... ***8 credits***

(Select two courses from the list on page 66)

☐ ***Social and Behavioral Sciences*** ..... ***6 credits***

(Select two courses from at least two disciplines from the list on page 66. Make at least one selection an asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

☐ ***Computer Science*** ..... ***3 credits***
- CIS 105 Computer Applications and Information Technology ..... 3 credits

☐ ***General Electives Options*** ..... ***3 credits***

(Select one additional unduplicated course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66 to satisfy the requirements of 36 general education credits.)

☐ **Business Core ..... 18 credits**
- ☐ BUS 201 Quantitative Methods ..... 3 credits
- ☐ BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ ..... 3 credits
- ☐ BUS 217 Principles of Financial Accounting ..... 3 credits
- ☐ BUS 218 Principles of Managerial Accounting ..... 3 credits
- ☐ ECN 211 Principles of Macroeconomics ..... 3 credits
- ☐ ECN 212 Principles of Microeconomics ..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

☐ **Transferrable Electives ..... 10 credits**

Successful completion of 10 credits of unduplicated university transferrable electives, as described on page 67.

Business Studies (BUS)

Accounting Specialization

Bookkeeping, accounting and auditing clerks produce financial records for organizations. They record financial transactions, update statements and check financial records for accuracy. Employment in these occupations is projected to grow 11 percent through 2024, faster than average for all occupations. The U.S. Bureau of Labor Statistics lists the median annual wage for bookkeeping, accounting and auditing clerks in non-metropolitan northern Arizona as $40,770 in May 2019

As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/accounting***.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at ***studentaid.ed.gov/sa/fafsa***.

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines:

- ◊ April 15 for Fall Semester
- ◊ October 15 for Spring
- ◊ March 15 for Summer

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Accounting Fundamentals (CP) • 18 credits

- ☐ BUS 100 Introduction to Business ..... 3 credits
- ☐ BUS 103 Success on Your Job ..... 2 credits
- ☐ BUS 122 Computerized Accounting with QuickBooks™ ..... 3 credits
- ☐ BUS 128 Microsoft Excel Applications for Business ..... 3 credits
- ☐ BUS 202 Professional Customer Service ..... 1 credit
- ☐ BUS 203 Introduction to Business Communication ..... 3 credits
- ☐ BUS 217 Principles of Financial Accounting ‡ ..... 3 credits

Accounting (CAS) • 30 credits

☐ ***Complete the Accounting Fundamentals CP ..... 18 credits***

PLUS

- ☐ BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ ..... 3 credits
- ☐ BUS 218 Principles of Managerial Accounting ‡ ..... 3 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 65 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Accounting (AAS) • 64 credits

☐ ***Complete the Accounting CAS ..... 30 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 18 credits

- ☐ BUS 123 Income Tax Procedures ..... 3 credits
- ☐ BUS 125 Payroll Accounting ..... 3 credits
- ☐ BUS 185 Ethics in Management ..... 3 credits
- ☐ BUS 201 Quantitative Methods ‡ ..... 3 credits
- ☐ BUS 210 Principles of Management ..... 3 credits
- ☐ ECN 212 Principles of Microeconomics ‡ ..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

☐ Unrestricted Electives ..... 6 credits

(Choose from any unduplicated courses at the 100-level or above)

Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year-old in any given year) tends to rise and fall with the business cycle of the overall economy. Entrepreneurs start new businesses and take on the risks and rewards of being an owner. Those who plan ahead and educate themselves on the range of issues that will impact their business before they start are the most successful. Annual salaries vary by industry and level of success.
Since most entrepreneurs are self-employed, no median salary statistics are available from the BLS.

If you are considering starting your own business, consider contacting NPC's Small Business Development Center for a free consultation and assistance in contracting with governmental agencies or preparing Small Business Administration loan applications.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/entrepreneurship***.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at ***studentaid.ed.gov/sa/fafsa.***

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines.

Entrepreneurship Fundamentals (CP) • 21 credits

- ☐ BUS 100 Introduction to Business ..... 3 credits
- ☐ BUS 105 Techniques of Supervision ..... 3 credits
- ☐ BUS 106 Techniques of Personal Finance ..... 3 credits
- ☐ BUS 110 Small Business Management ..... 3 credits
- ☐ BUS 210 Principles of Management ..... 3 credits
- ☐ BUS 220 Principles of Marketing ..... 3 credits
- ☐ BUS 231 Microsoft Office – Level 1 ..... 3 credits

Entrepreneurship (CAS) • 33 credits

☐ ***Complete the Entrepreneurship Fundamentals CP ..... 21 credits***

PLUS

- ☐ BUS 203 Business Communication ..... 3 credits
- ☐ BUS 225 Human Resource Management ..... .3 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Entrepreneurship (AAS) • 64 credits

☐ ***Complete the Entrepreneurship CAS ..... 33 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 15 credits

- ☐ BUS 122 Computerized Accounting with QuickBooks ..... 3 credits
- ☐ BUS 206 Legal, Ethical, Global and Regulatory Environment of Business ‡ ..... 3 credits
- ☐ ECN 211 Principles of Macroeconomics ‡ ..... 3 credits
- ☐ ECN 212 Principles of Microeconomics ‡ ..... 3 credits
- ☐ BUS 217 Principles of Financial Accounting ‡ ..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

☐ Unrestricted Electives ..... 6 credits

(Choose from any unduplicated courses at the 100-level or above)

Management and Leadership Specialization

The Management and Leadership area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

Career Opportunities

Employment opportunities in the management area are projected to grow 12 percent per year through 2022. Tasks such as managing operations, facilities and people will remain important in a wide range of industries.

The following, according to the U.S. Bureau of Labor and Management, are the annual mean wages in Arizona for some management and leadership fields: Food Service Manager, $63,050; First-line supervisor for retail sales workers, $34,490; First-line supervisors for office and administrative support workers, $58,600; and Medical and Health Services Managers, $120,310.
(Figures from US BLS May 2019, SOC 11-2022).

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/ManagementLeadership***.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at ***studentaid.ed.gov/sa/fafsa.***

Management and Leadership Fundamentals (CP) • 19 credits

- ☐ BUS 105 Techniques of Supervision ..... 3 Credits
- ☐ BUS 185 Ethics in Management ..... 3 Credits
- ☐ BUS 202 Professional Customer Service ..... 1 credit
- ☐ BUS 203 Introduction to Business Communication ..... 3 credits
- ☐ BUS 210 Principles of Management ..... 3 credits
- ☐ BUS 220 Principles of Marketing ..... 3 credits
- ☐ BUS 231 Microsoft Office Level I ..... 3 credits

Management and Leadership (CAS) • 34 credits

☐ ***Complete the Management and Leadership Fundamentals CP ..... 19 credits***

AND

- ☐ BUS 206 Legal, Ethical, Global & Regulatory Environment of Business ..3 credits‡
- ☐ BUS 217 Principles of Financial Accounting ..... 3 credits‡
- ☐ BUS 230 Organizational Leadership ..... 3 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Management and Leadership (AAS) • 64 credits

☐ ***Complete the Management and Leadership CAS ..... 34 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 12 credits

- ☐ BUS 218 Principles of Managerial Accounting ‡ ..... 3 credits
- ☐ BUS 225 Human Resource Management ..... 3 credits
- ☐ ECN 211 Principles of Macroeconomics ..... 3 credits‡
- ☐ ECN 212 Principles of Microeconomics ‡ ..... 3 credits

‡ Direct Transfer Course to NAU; Elective Transfer Course to ASU, U of A

☐ Unrestricted Electives ..... 8 credits

(Choose from any unduplicated courses at the 100-level or above)

Medical Office Administration Specialization

Medical office administrative assistants are multi-skilled individuals essential in providing clerical support for the running of an efficient and profitable medical practice. They ensure quality, accuracy, accessibility and security in both paper and electronic systems. Because they work in the health care field, medical office administrative assistants also need specialized knowledge about the types of various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries and to maintain patients' medical histories.

Employment of health information technicians is projected to grow 15 percent through 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages.

The annual mean salary for northeastern Arizona is $42,190.
(May 2019, SOC 43-6013)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/Medical-Office-Administration***.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Medical Office Administration Fundamentals (CP) • 22 credits

- ☐ BIO 160 Intro to Human Anatomy and Physiology ..... 4 credits
  or HES 190 Human Body in Health and Disease ..... 4 credits
- ☐ BUS 105 Techniques of Supervision ..... 3 credits
- ☐ BUS 119 Medical Office Administrative Procedures..... 3 credits
- ☐ BUS 183 Electronic Medical Records..... 3 credits
- ☐ BUS 189 Computerized Medical Billing..... 3 credits
- ☐ BUS 231 Microsoft Office Level I ..... 3 credits
- ☐ HES 170 Medical Terminology for Clinical Health Professionals..... 3 credits

Medical Office Administration (CAS) • 35 credits

- ☐ ***Complete the Medical Office Administration Fundamentals CP..... 22 credits***
  - ☐ BUS 210 Principles of Management ..... 3 credits
  - ☐ BUS 227 Medical Coding..... 4 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

- ☐ ***Mathematics..... 3 credits***
  BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Medical Office Administration (AAS) • 64 credits

- ☐ ***Complete the Medical Office Administration CAS ..... 35 credits***

PLUS

General Education Courses ..... 3 credits

- ☐ ***Communications ..... 3 credits***
  Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

☐ Discipline Studies ..... 7 credits

Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities or Social and Behavioral Sciences** lists on page 66.

Core Requirements ..... 12 credits

- ☐ BUS 184 Medical Scribe ..... 3 credits
- ☐ BUS 188 Medical Transcription Fundamentals..... 3 credits
- ☐ BUS 230 Organizational Leadership..... 3 credits
- ☐ BUS 250 Medical Administration Capstone ..... 3 credits

AND

☐ Unrestricted Electives..... 7 credits

(Choose from any unduplicated courses at the 100-level or above)

Modern Office Technologies Specialization

Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, draft messages, schedule appointments and support other staff.

Graduates with basic office and computer skills usually qualify for entry-level positions. Although most secretaries learn their job in several weeks, many legal and medical secretaries require several months of training to learn industry-specific terminology. Executive secretaries usually need several years of related work experience.

Career Opportunities

Employment of secretaries and administrative assistants is projected to grow 3 percent through 2022. Many job openings will result from the need to replace workers who leave the occupation.

The U.S. Bureau of Labor Statistics lists the national median annual wage for secretaries and administrative assistants is $34,450 (BLS, May 2019 SOC 43-6014).

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/Modern-Office-Technologies***.

(CP) Certificate of Proficiency

(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Modern Office Technologies Fundamentals (CP) • 18 credits

- ☐ BUS 103 Success on Your Job ..... 2 credits
- ☐ BUS 108 Basic Keyboarding and Document Processing ..... 3 credits
- ☐ BUS 144 Professional Office Skills ..... 3 credits
- ☐ BUS 155 Microsoft Word Level I ..... 3 credits
- ☐ BUS 182 Records Management ..... 3 credits
- ☐ BUS 202 Professional Customer Service ..... 1 credit
- ☐ BUS 203 Introduction to Business Communication ..... 3 credits

Modern Office Technologies (CAS) • 27 credits

- ☐ ***Complete the Modern Office Technologies Fundamentals CP ..... 18 credits***
  - ☐ BUS 231 Microsoft Office Level I ..... 3 credits
- ☐ ***Communications ..... 3 credits***
  - ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ***Mathematics ..... 3 credits***
  BUS 133 or select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 109, MAT 112 or MAT 125.

Modern Office Technologies (AAS) • 64 credits

- ☐ ***Complete the Modern Office Technologies CAS ..... 27 credits***

PLUS

General Education Courses ..... 3 credits

- ☐ ***Communications ..... 3 credits***
  Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 12 credits

- ☐ BUS 105 Techniques of Supervision ..... 3 credits
- ☐ BUS 106 Techniques of Personal Finance ..... 3 credits
- ☐ BUS 122 Computerized Accounting with QuickBooks™ ..... 3 credits
- ☐ BUS 128 Microsoft Excel Applications for Business ..... 3 credits

☐ Unrestricted Electives ..... 15 credits

(Choose from any unduplicated courses at the 100-level or above)

Computer Information Systems (CIS)

Computer Information Systems Specialization

Nearly every kind of business organization relies on computing and computer technology to operate efficiently, and those organizations continue to adopt increasingly sophisticated technologies. Employers may train you in their business, but they expect you to know your "business" ~ computer systems and how to develop them and keep them running smoothly. Northland's Computer Information Systems program provides knowledge and skills in the areas of computer programming languages, digital media, hardware, networks, operating systems, productivity applications, database management and information systems.

Career Opportunities

Future job possibilities in Computer Information Systems will be found in every area that touches human lives: the sciences, engineering, business, entertainment, education and more. And once established in the computing field, your training and experience can open doors to evermore challenging positions with increasing pay.

Salary ranges widely, based on experience, education level and national certifications.

The U.S. Bureau of Labor Statistics shows the median annual wage for computer occupations was $93,620 in May 2019. In non-metropolitan northern Arizona, median salaries for an entry-level help desk/user support specialist were $44,480, computer network support specialist was $57,880 and information security analysts was $104,210.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Masy 2019 SOC 15-1121.

Computer Information Systems (CP) • 18 credits

- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits
- ☐ CIS 111 Introduction to Programming I ..... 3 credits
- ☐ CIS 130 Information Security Fundamentals ..... 3 credits
- ☐ CIS 141 A+ Certification Preparation I ..... 3 credits
- ☐ CIS 142 A+ Certification Preparation II ..... 3 credits
- ☐ CIS 145 Network+ Certification Preparation ..... 3 credits

Computer Information Systems (CAS) • 45 credits

Complete the Computer Information Systems CP ..... 18 credits

- ☐ CIS 125 Digital Media ..... 3 credits
- ☐ CIS 150 Digital Culture ..... 3 credits
- ☐ CIS 161 Microsoft Operating Systems ..... 3 credits
- ☐ CIS 171 Linux Operating System ..... 3 credits
- ☐ CIS 227 C# Programming ..... 3 credits
- ☐ CIS 245 Database Management Concepts ..... 3 credits
- ☐ CIS 280 Systems Analysis and Design ..... 3 credits

PLUS

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Computer Information Systems (AAS) • 64 credits

☐ ***Complete the Computer Information Systems CAS ..... 45 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

☐ **Discipline Studies ..... 7 credits**

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

☐ **Unrestricted Electives ..... 9 credits**

(Choose from any unduplicated courses at the 100-level or above)

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

CIS Cybersecurity Specialization

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases.

Information security analysts must continually adapt to stay a step ahead of cyberattackers. They must stay up-to-date on the latest methods attackers are using to infiltrate computer systems and on IT security. Analysts need to research new security technology to decide what will most effectively protect their organization.

There are currently over 200,000 unfilled Information Security jobs in the United States, with an expected global shortfall of 1.5 million in 2019.Demand for certified Information Security Analysts is extremely high, with growth estimates as high as 58 percent, far exceeding other general computer and all occupations.

NPC's Cybersecurity program will prepare you to take respected industry certifications and pursue a bachelor's degree in a variety of programs, including Information Security, Computer Information Systems, Information Technology, Software Engineering, Computer Science and Criminal Justice.

Many courses will be taught using purely online and hybrid online/on-site labs, giving students the flexibility to obtain high quality instruction at one of the lowest tuition rates in Arizona.

Career Opportunities

The U.S. Bureau of Labor Statistics shows the median annual wage for computer occupations was $93,620 in May 2019. In non-metropolitan northern Arizona, median salaries for an entry-level help desk/user support specialist were $44,480, computer network support specialist was $57,880 and information security analysts was $104,210.

Bureau of Labor Statistics, U.S. Department of Labor, May 2019 SOC 15-1122, .

Cybersecurity (CP) • 18 credits

- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits
- ☐ CIS 130 Information Security Fundamentals ..... 3 credits
- ☐ CIS 135 IT Assessment, Audit, and Controls ..... 3 credits
- ☐ CIS 141 A+ Certification Preparation I ..... 3 credits
- ☐ CIS 145 Network+ Certification Preparation ..... 3 credits
- ☐ CIS 146 Security+ Certification Preparation ..... 3 credits

Cybersecurity (CAS) • 45 credits

☐ ***Complete the Cybersecurity CP ..... 18 credits***

PLUS

- ☐ CIS 111 Introduction to Programming I ..... 3 credits
- ☐ CIS 125 Digital Media ..... 3 credits
- ☐ CIS 161 Microsoft Operating Systems ..... 3 credits
- ☐ CIS 171 Linux Operating System ..... 3 credits
- ☐ CIS 230 Operating System Security ..... 3 credits
- ☐ CIS 231 Digital Forensics and Investigations
  - ☐ ***OR*** CIS 233 Ethical Hacking ..... 3 credits
- ☐ CIS 232 Network Security ..... 3 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Cybersecurity (AAS) • 64 credits

☐ ***Complete the Cybersecurity CAS ..... 45 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

☐ Unrestricted Electives ..... 9 credits

(Choose from any unduplicated courses at the 100-level or above)

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

CIS Software and Web Development Specialization

When a user clicks to open a computer program, thousands of lines of programming code are being executed to display the user interface (UI).

In NPC's Software and Web Development degree and certificate programs you'll learn to meet with clients or management to identify the core functionality needed, determine user requirements, write the code for those applications, and test for security and performance measures. You'll also learn the technical structure of websites, including e-commerce applications, and establish processes for allowing others to add or modify existing content.

You could be designing data management systems for corporations, a better word processor or games for consumers.

Career Opportunities

Employment in the fields of software and web development are expected to grow 15 – 24 percent through at least 2026, much faster than the average for all occupations. If you are a creative person with technical aptitude, a career in the more technically specialized fields of software and web development can pay handsomely.

The U.S. Bureau of Labor Statistics shows the median annual wage for computer occupations was $93,620 in May 2019. In non-metropolitan northern Arizona, median salaries for an entry-level help desk/user support specialist were $44,480, computer network support specialist was $57,880 and information security analysts was $104,210.

Bureau of Labor Statistics, U.S. Department of Labor, May 2019 SOC 15-1133- 1134.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/software-web-development***.

Software and Web Development (CP) • 18 credits

- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits
- ☐ CIS 111 Introduction to Programming I ..... 3 credits
- ☐ CIS 187 Introduction to Web Development ..... 3 credits
- ☐ CIS 190 JavaScript Programming..... 3 credits
- ☐ CIS 227 C# Programming ..... 3 credits
- ☐ CIS 243 Database-Driven Websites ..... 3 credits

Software and Web Development (CAS) • 45 credits

☐ ***Complete the Software and Web Development CP ..... 18 credits***

PLUS

- ☐ CIS 112 Introduction to Programming II ..... 3 credits
- ☐ CIS 125 Digital Media ..... 3 credits
- ☐ CIS 130 Information Security Fundamentals..... 3 credits
- ☐ CIS 217 JAVA Programming
  - ☐ ***OR*** CIS 225 C Programming
  - ☐ ***OR*** CIS 226 C++ Programming ..... 3 credits
- ☐ CIS 245 Database Management Concepts..... 3 credits
- ☐ CIS 265 Web Programming ..... 3 credits
- ☐ CIS 280 Systems Analysis and Design..... 3 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics..... 3 credits***

Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 66. EXCEPT for MAT 101, MAT 103, MAT 109 or BUS 133.

Software and Web Development (AAS) • 64 credits

☐ ***Complete the Software and Web Development CAS ..... 45 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

☐ Unrestricted Electives..... 9 credits

(Choose from any unduplicated courses at the 100-level or above)

Construction Technology (CON)

Certificate Options – CP & CAS

The Construction Technology program emphasizes general residential and commercial construction by teaching basic hands-on skills applicable across a wide range of industrial and manufacturing processes.

If you are thinking about a building trades career, consider these benefits of NPC's Construction Technology program:

- Highly qualified and experienced construction professionals provide instruction in small, personalized classroom and workshop settings.
- Hands-on classes take place in the Painted Desert Campus (Holbrook) NPC Skills Center. This state-of-the-art facility is an ideal setting for learning construction skills basics. Classes are also offered at the Whiteriver Center.
- NPC tuition and fees are among the lowest in the entire state. And you may even qualify for federal grants to help defray your education-related expenses!
- OSHA-10 construction certification to prepare you for entry into the workforce is standard.
- Coursework is geared to fulfill the requirements of NCCER, the national agency for standardized construction training and credentialing. Successful completion provides a portable certification of skills that heightens employability in any location.

For more information regarding this program, contact the program chair at (800) 266-7845, ext. 6236.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/construction***.

Drafting (CP) • 21 credits

The Drafting CP is currently only available as a dual enrollment option at participating area high schools.

- ☐ CON 102 Introduction to Construction Methods* ..... 3 credits
- ☐ CON 111 Plan Reading and Employment* ..... 3 credits
- ☐ DRF 120 Technical Drafting I ..... 3 credits
- ☐ DRF 130 Architectural Drafting I ..... 3 credits
- ☐ DRF 150 AutoCAD I ..... 3 credits
- ☐ DRF 230 Architectural Drafting II ..... 3 credits
- ☐ DRF 250 AutoCAD II ..... 3 credits

Construction Technology (CP) • 25 credits

- ☐ CON 101 Jobsite Layout* ..... 3 credits
- ☐ CON 102 Introduction to Construction Methods* ..... 3 credits
- ☐ CON 111 Plan Reading and Employment* ..... 3 credits
- ☐ CON 120 Concrete and Masonry Systems* ..... 3 credits
- ☐ CON 126 Framing Systems* ..... 4 credits
- ☐ CON 145 Roofing, Thermal and Moisture Protection Systems* ..... 3 credits
- ☐ CON 228 Electrical Systems* ..... 3 credits
- ☐ CON 229 Plumbing and Mechanical Systems* ..... 3 credits

** NCCER Certified Course*

Masonry (CP) • 26 credits

- ☐ CON 101 Jobsite Layout* ..... 3 credits
- ☐ CON 102 Introduction to Construction Methods* ..... 3 credits
- ☐ CON 111 Plan Reading and Employment* ..... 3 credits
- ☐ CON 120 Concrete and Masonry Systems* ..... 3 credits
- ☐ CON 205 Masonry Fundamentals* ..... 3 credits
- ☐ CON 206 Masonry Installation* ..... 3 credits
- ☐ CON 207 Residential Masonry* ..... 4 credits
- ☐ CON 208 Structural Masonry* ..... 4 credits

** NCCER Certified Course*

Construction Technology (CAS) • 31 credits

- ☐ ***Complete the Construction Technology CP ..... 25 credits***

PLUS

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ***Mathematics ..... 3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) Degree

Why Study Construction Technology?

The economic downturn that has slowed the construction industry in Arizona the past few years is easing. Prospects for the building trades are greatly improved and increasing every day! Now is the opportune time to learn construction technology skills that will serve you a lifetime.

At NPC, you'll find a degree program that emphasizes building fundamentals for any number of career fields including: masonry and concrete systems, framing, roofing, thermal and moisture protection, electrical, mechanical and plumbing systems. Effective communication and job success strategies are emphasized throughout the program.

Career Opportunities

Employment of construction laborers and helpers is projected to grow 13 percent through 2024.

According to the U.S. Bureau of Labor Statistics (USBLS), entry-level construction positions in the non-metropolitan northern Arizona area average $46,700 per year (May 2019). With experience in specialized areas of construction, salaries rise along with increases in skill and expertise.

Some typical annual salaries for skilled construction workers as listed by the USBLS:

- Highway maintenance worker: $44,630
- Cement masons/concrete finishers: $48,330.
- Carpenters: $52,850;
- Electricians: $60,370;
- Drywall and ceiling tile installers: $50,560; first-line construction supervisor: $71,440.

Bureau of Labor Statistics, U.S. Department of Labor, May 2019.

Construction Technology (AAS) • 64 credits

☐ ***Complete the Construction Technology CAS*** ..... ***31 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications*** ..... ***3 credits***

Select any course under the Communications General Education Course Options (for AAS Degrees) on page 66.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Courses ..... 8 credits

☐ CON 200 Integrated Construction Management/Design Laboratory ..... 3 credits
☐ CON 230 Sustainable Construction* ..... 3 credits
☐ CON 265 Construction Capstone Portfolio ..... 2 credits

** NCCER Certified Course*

AND

☐ Electives ..... 15 credits

Select any unduplicated 100-level or above courses.

Cosmetology (COS)

Why Study Cosmetology?

Not many jobs offer you the chance to be creative every day and be paid for your skill and efforts. You generally work in clean, fun surroundings, providing personal care to individuals who appreciate your expertise in making them look their best. Personal care service is a growing field and cosmetology skills are always in demand. If you have an eye for appearance and style, personable communication skills and good hand dexterity, this may be the career field for you.

Program Overview

The NPC Cosmetology Programs include: Cosmetology Instructor (350 hours); Nail Technician (600 hours); Hairstyling (1,000 hours) and Cosmetology (1,600 hours) CP, CAS, AAS.

The primary purpose of these programs is to train the student in the basic manipulative skills, safety judgments, proper work habits and related theory necessary to obtain a license. These courses will accommodate the new Hairstyling License along with the existing Nail Technician and Instructor License and certificates and associate degree, if desired.

Cosmetology Instructor

This is a 350-hour training that will prepare an individual in basic instructional methods and techniques for the effective instructing in cosmetology, hairstyling and nail technician. Upon successful completion you will be prepared to take the Arizona State Board of Cosmetology Instructors Licensing practical and written examinations. A student must have a current cosmetology license.

Nail Technician

This is a 600-hour program that will offer training in manicuring, pedicuring, nail enhancements, salon management, customer service, proper work habits and related theory necessary to obtain a Nail Technician license. Students can use these courses to pursue in a linear movement toward a Cosmetology License and an associate degree, if desired.

Hairstyling

This is a 1000-hour program that will offer training in shampooing, haircutting, hairstyling, haircolor, chemical texture services, safety judgments, proper work habits and related theory necessary to obtain a license in Hairstyling. Students can use these courses to pursue in a linear movement toward a Cosmetology License and an associate degree, if desired.

Cosmetology

This is a 1600-hour program that offers training in hair care, skin care, nail care services and related theory necessary to obtain a license in Cosmetology. By completing these courses an individual can gain a Cosmetology CP, CAS or AAS.

Program Locations

NPC's Cosmetology program is offered at three locations – White Mountain Campus in Show Low, Little Colorado Campus in Winslow and the St. Johns Center (NPC/NAVIT by airport).

Prospective students make application to the program, including a pre-admission interview. Admission is made on either a full- or part-time basis. Call the cosmetology department at (800) 266-7845, ext. 6161 for information on how to apply or see an academic adviser at a campus or center near you.

Career Opportunities

Job opportunities for licensed, entry-level cosmetologists are very favorable, says the U.S. Bureau of Labor Statistics (BLS). The BLS cites growing demand for expert personal appearance care and treatments. Competition for positions may be keen at higher-end salons with the edge going to licensed cosmetologists with training and experience in a range of services.

While the median national salary for hair dressers, stylists and cosmetologists in May 2018 was $30,190, a skilled cosmetologist can build an ever-growing and well-paying client base. Opportunities even exist for you to run your own business!

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2018-19 Edition. (May 2018, SOC 39-5012)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/cosmetology***.

Students are required to purchase a kit of professional tools and accessories (contents listed on the next page) based on their goal.

What's in Required Kits

Students must purchase a professional lab kit, estimated costs listed, which includes all of the tools needed in the course and for a future job. Books are also included in most kits. Consumable supplies are furnished as part of an additional course fee.

Cosmetology Kit/Textbook/CND Nail Kit • ± $960

- Soft 'n Style Smooth Roller Flat Pack, Assorted 12D — 1 Package
- Soft 'n Style Duck Bill Clips, Steel, 12/Bag — 2 Bags
- Soft 'n Style Dual Purpose Curl Clips, 80/Box — 1 Box
- Soft 'n Style Rubberized Super Grip Clips, 4/Pack — 1 Package
- Tolco Shear Mist Trigger Bottle, Black Trigger — 1 Each
- Soft 'n Style Tipping Clips, 12/Box — 1 Box
- Soft 'n Style Tint Bowl, Black — 1 Each
- Salonchic 9-1/2" Pintail Carbon Comb, Fine Teeth — 4 Each
- Soft 'n Style Dye Brush, 1" Nylon, Long Tail — 5 Each
- Soft 'n Style Dye Brush, 2 1/2" Bristle, Extra Wide — 2 Each
- Scalpmaster Tease Brush, Nylon Bristle, 3 Row — 1 Each
- Comare Mark V Comb Lift, Stainless, Serrated Teeth — 1 Each
- Hot Tools Marcel 1" 85W Jumbo Iron — 1 each
- Andis Envy Combo — 1 Each
- Queen Helene Almond Massage Creme, 15 oz. — 1 Each
- Rayson Jumbo End Paper 2 1/2" x 4", 1000/Box — 1 Box
- Satin Edge Professional Nail Slicer — 1 Each
- Satin Edge Toe Nail Clipper — 2 Each
- DL Pro Soft Bristle Manicure Brush — 2 Each
- Soft 'n Style Classic Manicure Bowl, Black — 1 Each
- DL Pro Plastic Cuticle Pusher — 2 Each
- DL Pro 150 Grit White Buffing Block — 2 Each
- Supernail Non-Acetone Polish Remover, 4-oz. Bottle — 1 Each
- DL Pro Glass Dappen Dish — 2 Each
- Aristocrat 8 1/2" Clipper Comb, White — 1 Each
- Satin Edge Diouble Spoon Cuticle Pusher — 2 Each
- DL Pro Professional Files 4 1/2" 120/240 Grit, 8/Package — 1 Each
- Fantasea Latex Free Foam Sponges, 8/Bag — 1 Each
- Tweezerman Tweezerette, Stainless Steel – Slant — 2 Each
- Soft 'n Style E-Z Flow Cold Wave Rods, Long Grey — 2 Dozen
- Aristocrat 8 1/2" Clipper Comb, Black — 1 Each
- Fantasea Facial Brush — 2 Each
- Betty Dain Nylon Chemical Cape, 45" x 60", Black — 1 Each
- Scalpmaster Vinyl Shampoo Cape, 54" x 36", Velco, Black — 1 Each
- DL Pro Zebra Nail File — 1 Each
- DL Pro 80/80 Grit Black Nail File — 1 Each
- Supernail Cuticle Oil Softener/Moisturizer, 4 oz. — 1 Each
- Satin Edge Foot File w/ 40 Replacement Pads — 1 Each
- Rayon Triangle Veils, Black — 1 Each
- Soft 'n Style 2" Bobby Pins, Bronze, 1 Pound — 1 Each
- Soft 'n Style 2" Hair Pins, Bronze, 1 Pound — 1 Each
- Aristocrat Afro Life Comb — 1 Each
- Large Nylon Tote Bag, 22" x 11" x 12", Black — 1 Each
- Soft 'n Style Neon Butterfly Clamps, 3" wide, 36 Count — 1 Each
- Salonchic Ultra Chic Haircutting Cape — 2 Each
- Wahl Flat-Top Styling Comb w/ Slide Glide — 2 Each
- Scalpmaster Round Neck Brush, 7 Row, Black — 6 Each
- Scalpmaster 1 1/2" Ceramic Thermal Indicator Brush — 1 Each
- Scalpmaster 2" Ceramic Thermal Indicator Brush — 1 Each
- Scalpmaster 2 1/4" Ceramic Thermal Indicator Brush — 1 Each
- Scalpmaster 2 3/4" Ceramic Thermal Indicator Brush — 1 Each
- Babyliss Pro Porcelain Ceramic 1" Flat Iron — 1 Each
- Satin Edge Cuticle Nipper, 4" Half Jaw — 1 Each
- Krest Cleopatra 7" Square E Larger Cutting Comb — 24 Each
- Krest Cleopratra 8" Fine Tooth Rattail Comb — 24 Each
- Celebrity Super Clamp Adjustable Holder — 1 Each
- Salonchic 7" Marcel Hard Rubber Comb — 2 Each
- Satin Edge 3 1/2" Stork Scissor — 1 Each
- Gold Magic 3-N-1 Comb — 1 Each
- Gigi Hand Sanitizer, 8 oz. Bottle — 1 Each
- Scalpmaster Nylon Comb-Out Cape 28" x 28", Velco, Blue — 1 Each
- Supernail Cuticle Softener/Remover, 4 oz. Bottle — 1 Each
- Celebrity Lauren Manikin 24-26" Brown Hair — 1 Each
- Salonchic Ceramic Tunnel Vent Brush — 2 Each
- Salonchic Rubber Base Styling Brush — 1 Each
- Salonchic Ceramic Cushion Paddle Brush — 1 Each
- Celebrity Sabrina Manikin 19-21" Blonde Hair — 1 Each
- Satin Edge Cuticle Pusher — 1 Each
- Aristocrat Barber Comb, 7 1/2" Thin Tapering — 1 Each
- Betty Dain Vinyl Kiddie Cape — 1 Each
- Babyliss Pro Ceramix Xtreme Dryer, 200W — 1 Each
- TK2 Shear and Razor Kit — 1 Each
- DL Pro Premium Soft Practicing Hand — 1 Each
- Fantasea State Board Nail Polish Kit — 1 Each

Hairstyling Kit/Textbook Bundle ± $793

- Soft 'n Style Smooth Roller Flat Pack, Assorted 12D — 1 Package
- Soft 'n Style Duck Bill Clips, Steel, 12/Bag — 2 Bags
- Soft 'n Style Dual Purpose Curl Clips, 80/Box — 1 Box
- Soft 'n Style Rubberized Super Grip Clips, 4/Pack — 1 Package
- Tolco Shear Mist Trigger Bottle, Black Trigger — 1 Each
- Soft 'n Style Tipping Clips, 12/Box — 1 Box
- Soft 'n Style Tint Bowl, Black — 1 Each
- Salonchic 9-1/2" Pintail Carbon Comb, Fine Teeth — 4 Each
- Soft 'n Style Dye Brush, 1" Nylon, Long Tail — 5 Each
- Soft 'n Style Dye Brush, 2 1/2" Bristle, Extra Wide — 2 Each
- Scalpmaster Tease Brush, Nylon Bristle, 3 Row — 1 Each
- Comare Mark V Comb Lift, Stainless, Serrated Teeth — 1 Each
- Hot Tools Marcel 1" 85W Jumbo Iron — 1 Each
- Andis Envy Combo — 1 Each
- Rayson Jumbo End Paper 2 1/2" x 4", 1000/Box — 1 Box
- Aristocrat 8 1/2" Clipper Comb, White — 1 Each
- Aristocrat 8 1/2" Clipper Comb, Black — 1 Each
- Soft 'n Style E-Z Flow Cold Wave Rods, Long Grey — 2 Dozen
- Betty Dain Nylon Chemical Cape, 45" x 60", Black — 1 Each
- Scalpmaster Vinyl Shampoo Cape, 54" x 36", Velco, Black — 1 Each
- Rayon Triangle Veils, Black — 1 Each

What's in Required Kits Continued

Soft 'n Style 2" Bobby Pins, Bronze, 1 Pound ..... 1 Each
Soft 'n Style 2" Hair Pins, Bronze, 1 Pound ..... 1 Each
Aristocrat Afro Life Comb ..... 1 Each
Large Nylon Tote Bag, 22" x 11" x 12", Black ..... 1 Each
Soft 'n Style Neon Butterfly Clamps, 3" wide, 36 Count ..... 1 Each
Salonchic Ultra Chic Haircutting Cape ..... 2 Each
Wahl Flat-Top Styling Comb w/ Slide Glide ..... 2 Each
Scalpmaster Round Neck Brush, 7 Row, Black ..... 6 Each
Scalpmaster 1 1/2" Ceramic Thermal Indicator Brush ..... 1 Each
Scalpmaster 2" Ceramic Thermal Indicator Brush ..... 1 Each
Scalpmaster 2 1/4" Ceramic Thermal Indicator Brush ..... 1 Each
Scalpmaster 2 3/4" Ceramic Thermal Indicator Brush ..... 1 Each
Babyliss Pro Porcelain Ceramic 1" Flat Iron ..... 1 Each
Krest Cleopatra 7" Square E Larger Cutting Comb ..... 24 Each
Krest Cleopratra 8" Fine Tooth Rattail Comb ..... 24 Each
Celebrity Super Clamp Adjustable Holder ..... 1 Each
Salonchic 7" Marcel Hard Rubber Comb ..... 2 Each
Gold Magic 3-N-1 Comb ..... 1 Each
Gigi Hand Sanitizer, 8 oz. Bottle ..... 1 Each
Scalpmaster Nylon Comb-Out Cape 28" x 28", Velco, Blue ..... 1 Each
Celebrity Lauren Manikin 24-26" Brown Hair ..... 1 Each
Salonchic Ceramic Tunnel Vent Brush ..... 2 Each
Salonchic Rubber Base Styling Brush ..... 1 Each
Salonchic Ceramic Cushion Paddle Brush ..... 1 Each
Celebrity Sabrina Manikin 19-21" Blonde Hair ..... 1 Each
Aristocrat Barber Comb, 7 1/2" Thin Tapering ..... 1 Each
Betty Dain Vinyl Kiddie Cape ..... 1 Each
Babyliss Pro Ceramix Xtreme Dryer, 200W ..... 1 Each
TK2 Shear and Razor Kit ..... 1 Each

Nail Technician Kit/Textbook/Workbook ± $892

Cuccio Pro Colour Student Treatment Kit ..... 1 Each
Satin Edge Gel Remover & Cuticle Pusher ..... 2 Each
Fantasea Lotion Warmer ..... 1 Each
Fantasea Beauty Balls, 100/Bag ..... 1 Bag
DL Pro Plastic Sterilizing Tray ..... 1 Each
Debra Lynn Left & Right Manicure Hand ..... 1 Each
Gena Pedi-Pak, 9-Piece Kit with Tote ..... 1 Each
Cuccio Pro Fiberglass Kit – Intermediate ..... 1 Each
Cuccio Pro Odorless Acrylic Kit – Intermediate ..... 1 Each
DL Pro Safety Glasses ..... 1 Each
City Lights Lockable Large Aluminum Case on Wheels ..... 1 Each
Cuccio Pro 100 Grit White Polar Block ..... 12 Each
DL Pro Plastic Cuticle Pusher ..... 2 Each
DL Pro Disposable Foot File w/ 6 Replacement Pads ..... 1 Each
Soft 'n Style Jewel Spray Bottle, Purple, 12 oz. ..... 1 Each
Salonchic Nylon Crinkle Stylist Jacket, Black ..... 1 Each
Supernail Nail Polish Thinner, 4 oz. Bottle ..... 1 Each
Supernail Cuticle Softener/Remover, 4 oz. Bottle ..... 1 Each
Supernail Pure Acetone Polish Remover, 4 oz. Bottle ..... 1 Each
Tweezerman Nail Slicer w/ Replaceable Blade ..... 1 Each
Tweenzerman Rockhard 1/2 Jaw Cuticle Nipper ..... 1 Each
DL Pro Nail Glue, 3 Gram, Clear ..... 2 Each
DL Pro Nail Glue, 7 Gram, Clear ..... 2 Each
PL Pro French Nail Tip Kit, 300 Piece ..... 1 Each
DL Pro Soft Bristle Manicure Brush ..... 2 Each
DL Pro Nail Tip, 250 Count, Clear ..... 1 Each
DL Pro 3-Piece Nail Dotting Set ..... 1 Each
DL Pro 3-Piece Nail Art Striping Brush Set ..... 1 Each
Satin Edge Double Spoon Cuticle Pusher ..... 1 Each
Satin Edge Nail Clipper ..... 1 Each
Satin Edge Toe Nail Clipper ..... 1 Each
DL Pro Orangewood Sticks, 7", Package of 144 ..... 1 Each
DL Pro Wood Core Professional File, 7", Black, 40/Bag ..... 1 Bag
DL Pro Zebra Nail File ..... 4 Each
DL Pro Nail File, Black, 240/240 Grit ..... 8 Each
Fantasea Electric Nail File ..... 1 Each
DL Pro Nail Art Striper Brush ..... 2 Each
DL Pro 3-Way Buffer ..... 4 Each
Cuccio Pro Naturale Butter Blends, 8 oz., M&H ..... 1 Each
Tweezerman Tweezerette, Stainless Steel – Point ..... 1 Each
Supernail Non-Acetone Polish Remover, 4 oz. Bottle ..... 1 Each
DL Pro Grit Buffer, 220/280 Grit ..... 4 Each
DL Pro Professional Files, 4 1/2", 120/240 Grit, 8/Bag ..... 2 Bags
Cuccio Pro Toe Separator, Lavender ..... 6 Each
Soft 'n Style Classic Manicure Bowl, Ivory ..... 1 Each
DL Pro Triple Dappen Dish ..... 1 Each
DL Pro French Manicure Clean-Up Brush ..... 2 Each
DL Pro Pump Dispenser Bottle, 4 oz. ..... 2 Each
Soft 'n Style Bottle w/ Scales and Flip Top Cap, 4 oz. ..... 2 Each
DL Pro Nail Tip Display, 32-Piece ..... 1 Each
DL Pro French Deep C Smile Line Tool ..... 1 Each
Cina Pro Master Kit ..... 1 Each

Alternative Cosmetology Kit ± $64

Soft 'n Style Duck Bill Clips, Steel, 12/Bag ..... 1 Bag
Soft 'n Style Make-Up Mirror, Black ..... 1 Each
Queen Helene Almond Massage Creme, 15 oz. ..... 1 Each
Satin Edge Professional Nail Slicer ..... 1 Each
Satin Edge Toe Nail Clipper ..... 2 Each
DL Pro Soft Bristle Manicure Brush ..... 2 Each
Soft 'n Style Classic Manicure Bowl, Black ..... 1 Each
DL Pro Plastic Cuticle Pusher ..... 2 Each
DL Pro Buffing Block, White, 150 Grit ..... 2 Each
Supernail Non-Acetone Polish Remover, 4 oz. Bottle ..... 1 Each
DL Pro Glass Dappen Dish ..... 2 Each
Satin Edge Double Spoon Cuticle Pusher ..... 2 Each
DL Pro Professional Files, 4 1/2", 120/240 Grit, 8/Bag ..... 1 Bag
Fantasea Latex-Free Foam Sponges, 8/Bag ..... 1 Bag
Tweezerman Tweezerette, Stainless Steel – Slant ..... 2 Each
Fantasea Facial Brush ..... 2 Each
DL Pro Zebra Nail File ..... 1 Each
DL Pro Nail File, Black, 80/80 Grit ..... 1 Each
Supernail Cuticle Oil Softener/Moisturizer, 4 oz. ..... 1 Each
Satin Edge Foot File w/ 40 Replacement Pads ..... 1 Each
Satin Edge Cuticle Nipper, 4" Half Jaw ..... 1 Each

What's in Required Kits Continued

Satin Edge Stork Scissor, 3.5" ..... 1 Each
Gigi Hand Sanitizer, 8 oz. Bottle ..... 1 Each
Scalpmaster Nylon Comb-Out Cape, 28" x 28" Velcro, Blue ..... 1 Each
Supernail Cuticle Softener/Remover, 4 oz. Bottle ..... 1 Each
Satin Edge Cuticle Pusher ..... 1 Each
DL Pro Premium Soft Practicing Hand ..... 1 Each
Fantasea State Board Nail Polish Kit ..... 1 Each

Certificate (CP & CAS) & AAS Degree Options

Hairstyling (CP) • 34 credits

- ☐ COS 107 Business Skills I ..... 3 credits
- ☐ COS 108 Business Skills II ..... 3 credits
- ☐ COS 142 Introduction to Hair Care ..... 6 credits
- ☐ COS 143 Introduction to Basic Skin Care ..... 2 credits
- ☐ COS 145 Law and Ethics for a Beauty Professional ..... 3 credits
- ☐ COS 146 Scientific Concepts I ..... 3 credits
- ☐ COS 147 Scientific Concepts II ..... 3 credits
- ☐ COS 231 Advanced Hair Care I ..... 3 credits
- ☐ COS 232 Advanced Hair Care II ..... 3 credits
- ☐ COS 233 Advanced Hair Care III ..... 3 credits
- ☐ COS 240 Prepare for Licensure ..... 2 credits

Cosmetology (CP) • 54 credits

- ☐ COS 107 Business Skills I ..... 3 credits
- ☐ COS 108 Business Skills II ..... 3 credits
- ☐ COS 142 Introduction to Hair Care ..... 6 credits
- ☐ COS 143 Introduction to Basic Skin Care ..... 2 credits
- ☐ COS 144 Introduction to Basic Nail Care ..... 2 credits
- ☐ COS 145 Law and Ethics for a Beauty Professional ..... 3 credits
- ☐ COS 146 Scientific Concepts I ..... 3 credits
- ☐ COS 147 Scientific Concepts II ..... 3 credits
- ☐ COS 231 Advanced Hair Care I ..... 3 credits
- ☐ COS 232 Advanced Hair Care II ..... 3 credits
- ☐ COS 233 Advanced Hair Care III ..... 3 credits
- ☐ COS 234 Advanced Skin Care I ..... 3 credits
- ☐ COS 235 Advanced Skin Care II ..... 3 credits
- ☐ COS 236 Advanced Skin Care III ..... 3 credits
- ☐ COS 237 Advanced Nail Care I ..... 3 credits
- ☐ COS 238 Advanced Nail Care II ..... 3 credits
- ☐ COS 239 Advanced Nail Care III ..... 3 credits
- ☐ COS 240 Prepare for Licensure ..... 2 credits

Nail Technician (CP) • 22 credits

- ☐ COS 107 Business Skills I ..... 3 credits
- ☐ COS 143 Introduction to Basic Skin Care ..... 2 credits
- ☐ COS 144 Introduction to Basic Nail Care ..... 2 credits
- ☐ COS 145 Law and Ethics for a Beauty Professional ..... 3 credits
- ☐ COS 146 Scientific Concepts I ..... 3 credits
- ☐ COS 237 Advanced Nail Care I ..... 3 credits
- ☐ COS 238 Advanced Nail Care II ..... 3 credits
- ☐ COS 239 Advanced Nail Care III ..... 3 credits

Cosmetology Instructor (CP) • 12 credits

A student must have a current cosmetology license.

- ☐ COS 243 Law and Ethics for a Cosmetology Educator ..... 1 credit
- ☐ COS 244 Safety Concepts for a Cosmetology Educator ..... 2 credits
- ☐ COS 245 Basic Teaching Skills for a Cosmetology Educator ..... 3 credits
- ☐ COS 246 Beauty and Wellness Disciplines for a Cosmetology Educator ..... 3 credits
- ☐ COS 247 Professional Development for a Cosmetology Educator ..... 3 credits

Cosmetology (CAS) • 60 credits

☐ ***Complete the Cosmetology CP ..... 54 credits***

PLUS

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Cosmetology (AAS) • 70 credits

☐ ***Complete the Cosmetology CAS ..... 60 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for CAS and AAS Degrees) on page 66

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Early Childhood Studies (ECD)

Why study Early Childhood?

The field of Early Childhood includes a wide variety of opportunities for professionals to profoundly impact the lives of children and families. A child's earliest years are a critical period for learning and development.

Did you know that the brain develops faster before the age of three than at any other point in a child's life? Early childhood professionals know this, and they use that knowledge to create high quality experiences for children birth through age eight in a variety of settings.

NPC's Early Childhood Studies programs prepare students to work in diverse and inclusive early childhood environments, including homes, schools, libraries, health programs and other community settings that work with or on behalf of young children. Child-centered, developmentally effective and culturally sensitive practices are emphasized throughout the program.

Through a combination of general and specialized areas of early childhood, we aim to enable our students to become outstanding educators, decision-makers, quality coaches, early interventionists, advocates and intellectual and ethical leaders. Each of NPC's Early Childhood programs provides a comprehensive set of knowledge and competencies aligned with state and national standards for early childhood professional preparation.

NPC students interested in the field of Early Childhood have two degree pathways available to them. Depending on the student's career goal, the student chooses either the Associate of Arts in Early Childhood (AAEC) or the Associate of Applied Science (AAS) in Early Childhood Studies. The AAEC includes the AGEC-A requirements for ease of transfer to the university teacher preparation programs.

The AAEC supports students who wish to continue their education toward a Bachelor of Arts or a Bachelor of Science degree in early childhood education with the intent of attaining early childhood teacher certification and/or endorsement.

The AAS in Early Childhood Studies is an appropriate option for individuals interested in pursuing a career working directly with, or on behalf of, young children and who may not wish to attain teacher certification and/or endorsement. Examples of some of the early childhood professions and organizations that do not require certification include: Head Start, home visitation programs (e.g. FACES, Healthy Families America, etc.), parent education programs, early intervention and others. The AAS degree does not supply the AGEC (see page 65) requirements for university transfer to a BA or BS degree, but transfers smoothly for those in pursuit of a Bachelor of Applied Science (BAS) degree at each of the three state public universities. See your academic adviser to design an educational pathway that meets your educational and career goals if you wish to attain a BAS degree.

Degree Requirements

Both the Associate of Arts in Early Childhood (AAEC) and the Associate of Applied Science (AAS) Early Childhood Studies degrees require a minimum of 64 hours of course credits with a "C" or better in all courses. The certificate programs that lead to the AAS degree also require a "C" or better in all Early Childhood courses.

Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, check with your NPC academic adviser.

Most Early Childhood coursework in the program is practicum-based. Students conduct assignments and receive observation and instruction at an early childhood location in or near where students work or volunteer. Students in this program are required to complete 16–48 hours of practicum for each Early Childhood course for which a practicum is a requirement. If you do not have access to an early childhood setting, please contact your adviser or the Early Childhood Department Chair to discuss degree and course options that meet your educational goals.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs. Data is only posted for certificate programs meeting minimum federal enrollment guidelines. You can access the current data online at ***www.npc.edu/early-childhood-studies***.

Need help paying for classes?

The state of Arizona believes strongly in a highly qualified early childhood workforce. As such, there are specialty programs that offer full tuition, fees, and textbook scholarships for individuals pursuing an Associate degree (AAEC or AAS) in Early Childhood. These scholarships also come with significant cash incentives for reaching educational milestones. See the Department Chair for details. Additionally, many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at ***studentaid.ed.gov/sa/fafsa.***

Associate of Arts in Early Childhood (AAEC)

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for pursuit of teacher certification in early childhood education. In Arizona, public preschool and kindergarten teachers are encouraged to have specific coursework and practicum experiences in early childhood, including experiences with children birth through age five. The AAEC supports students who wish to continue their education toward a Bachelor of Arts (BA) or Bachelor of Science (BS) degree in early childhood education and who may have an interest in early childhood teacher certification and/or endorsement. Additionally, the AAEC includes the Certificate of Proficiency (CP) in Early Childhood Studies to allow students to enter the workforce while continuing their education.

The AAEC degree is designed for students planning to transfer to one of the three Arizona public university early childhood teacher preparation programs. It is specifically designed to fulfill the set of lower division general education requirements of the Arizona General Education Curriculum (AGEC-A, see page 65) which, when completed, transfers as a block to any of three public universities. Additionally, the AAEC provides the education student with a portion of their BA/BS degree requirements for early childhood teacher certification/endorsement.

Associate of Arts in Early Childhood (AAEC)• 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Early Childhood degree. (see What is AGEC? – page 65)

General Education Courses ..... 35 credits

Communications ..... ***6 credits***

- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits

Mathematics ..... ***3 credits***

Select one of the following:

- ☐ MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
- ☐ MAT 152 Advanced Algebra ..... 3 credits

Or any mathematics course for which MAT 152 is a prerequisite.

Discipline Studies ..... ***26 credits***

- ☐ **Arts and Humanities** ..... **6 credits**

(Select two courses from at least two disciplines from the list on page 66)

- ☐ **Physical and Biological Science** ..... **8 credits**

(Select two courses from the list on page 66)

- ☐ **Social and Behavioral Sciences** ..... **9 credits**

(Select one of the following courses and **two** additional courses from the list on page 66. Courses must include at least two different disciplines, and at least one of the courses chosen must meet the requirement for Contemporary Global, International or Historical awareness by choosing a course with an asterisk from the list on page 66).

- ☐ POS 110 American Government ..... 3 credits

OR

- ☐ HIS 105 U.S. History to 1877 ..... 3 credits

Computer Science ..... **3 credits**

- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits

Core Requirements ..... 25 credits

- ☐ ECD 100 Providing a Healthy Environment ..... 1 credit
- ☐ ECD 102 Ensuring a Safe Environment ..... 1 credit
- ☐ ECD 105 Understanding Behavior and Encouraging Self-Discipline ..... 1 credit
- ☐ ECD 108 Observation and Assessment in Early Childhood ..... 1 credit
- ☐ ECD 110 Building Relationships with Families ..... 1 credit
- ☐ ECD 120 Guidance and Development of Social-Emotional Development ..... 1 credit
- ☐ ECD 128 Culture, Language and Community ..... 1 credit
- ☐ ECD 175 Professionalism ..... 1 credit
- ☐ ECD 186 Effective Interactions for Learning ..... 1 credit
- ☐ ECD 187 Supporting STEM in Early Childhood ..... 1 credit
- ☐ ECD 200 Introduction to Early Childhood Education ..... 3 credits
- ☐ ECD 217 Early Childhood Language and Literacy ..... 1 credit
- ☐ ECD 233 Policies and Procedures in Early Childhood Programs ..... 2 credits
- ☐ ECD 250 Survey of Child Development ..... 3 credits
- ☐ MAT 161 Algebra-based Mathematics for Elementary Teachers I ..... 3 credits
- ☐ MAT 162 Algebra-based Mathematics for Elementary Teachers II ..... 3 credits

☐ Transferrable Electives ..... 4 credits

Successful completion of four credits of unduplicated university transferrable electives, as described on page 67. POS 221 is **STRONGLY** recommended, though not required as an elective choice.

Early Childhood Studies

The Early Childhood Studies degree is designed for individuals who wish to work directly with, or on behalf of, young children in a variety of settings including: health settings, childcare settings, faith-based settings, libraries, parent support or education programs and many others.

An AAS in Early Childhood Studies may be an appropriate option for individuals pursuing a career in early childhood or a related field, such as social work or child and family studies. The AAS Early Childhood Studies degree does not supply the AGEC (see page 65) requirements for university transfer, but does support pursuit of a Bachelor of Applied Science (BAS) degree at each of the three state public universities. See your adviser to design an educational pathway that meets your needs if you wish to pursue a BAS degree.

ECD – Early Childhood Studies (CP) • 19 credits

- ☐ ECD 100 Providing a Healthy Environment ..... 1 credit
- ☐ ECD 102 Ensuring a Safe Environment ..... 1 credit
- ☐ ECD 105 Understanding Behavior and Encouraging Self-Discipline ..... 1 credit
- ☐ ECD 108 Observation and Assessment in Early Childhood ..... 1 credit
- ☐ ECD 110 Building Relationships with Families ..... 1 credit
- ☐ ECD 120 Guidance and Development of Social-Emotional Development ..... 1 credit
- ☐ ECD 128 Culture, Language and Community ..... 1 credit
- ☐ ‡ECD 136 Understanding How Children Learn ..... 1 credit
- ☐ ‡ECD 142 Designing Developmentally Effective Learning Environments ..... 2 credits
- ☐ *ECD 147 Prenatal and Infant Development ..... 1 credit
- ☐ *ECD 148 Toddler Development ..... 1 credit
- ☐ *ECD 149 Development of the Preschool Child ..... 1 credit
- ☐ ECD 175 Professionalism ..... 1 credit
- ☐ ECD 186 Effective Interactions for Learning ..... 1 credit
- ☐ ECD 187 Supporting STEM in Early Childhood ..... 1 credit
- ☐ ‡ECD 200 Introduction to Early Childhood Education ..... 3 credits
- ☐ ECD 217 Early Childhood Language and Literacy ..... 1 credit
- ☐ ECD 233 Policies and Procedures in Early Childhood Programs ..... 2 credits
- ☐ *ECD 250 Survey of Child Development ..... 3 credits

‡ECD 136, 142 may be taken in combination or ECD 200 as a single three-credit class.

**ECD 147, 148, 149 may be taken in combination or ECD 250 as a single three-credit class.*

ECD – Early Childhood Studies (CAS) • 28 credits

☐ ***Complete the ECD – Early Childhood CP ..... 19 credits***

PLUS

General Education Courses ..... 6 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 66

☐ Core Requirements ..... 3 credits

Select any courses within ECD

ECD – Early Childhood Studies (AAS) • 64 credits

☐ ***Complete the ECD – Early Childhood Studies CAS ..... 28 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

☐ Discipline Studies ..... 13 credits

(Select one course from the **Physical and Biological Sciences** and one course from the **Arts and Humanities** and two courses from the **Social and Behavioral Sciences** lists on page 66.)

Core Requirements ..... 11 credits

- ☐ ECD 222 Introduction to Early Childhood Special Education ..... 3 credits

PLUS

- ☐ Select any courses within ECD ..... 8 credits

☐ Required Electives ..... 9 credits

Select a minimum of 9 unduplicated **non-ECD** credits. May be in, though not required, a related area to ECD, such as SOC, EDU, or HUS.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Transfer Degree

Associate of Arts in Elementary Education (AAEE)

If you enjoy children, feel you have a talent for teaching and you want to help improve the world, the Associate of Arts in Elementary Education (AAEE) is a transfer degree that provides you with foundational skills in the elementary teaching field while preparing you for initial teacher certification programs at the state's three public universities. The general education component of the AAEE degree is specifically designed to fulfill the lower division general education requirements at NAU, ASU and UofA.

Additionally, with your AAEE degree in hand, you meet current elementary school requirements to be a classroom instructional assistant. You have the credentials to work in your chosen setting while completing your bachelor's degree.

NPC Requirements

- The Associate of Arts in Elementary Education degree requires a minimum of 64 hours of course credits with a "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.
- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic adviser.
- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global / International or Historical Awareness.

Associate of Arts in Elementary Education (AAEE) • 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts in Elementary Education degree. (see What is AGEC? – page 65)

General Education Courses ..... 9 credits

Communications ..... ***6 credits***

- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits

Mathematics ..... ***3 credits***

Select one of the following, or a mathematics course for which MAT 142 or MAT 152 is a prerequisite.

- ☐ MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
- ☐ MAT 152 Advanced Algebra ..... 3 credits

Discipline Studies ..... 26 credits

☐ ***Arts and Humanities*** ..... ***9 credits***

(Select three courses from at least two disciplines from the list on page 66)

☐ ***Physical and Biological Science*** ..... ***8 credits***

(Select two courses from the list on page 66)

☐ ***Social and Behavioral Sciences*** ..... ***9 credits***

(Select one of the following courses and two additional courses from the list on page 66. Courses must include at least two different disciplines, and at least one of the courses chosen must meet the requirement for Contemporary Global, International or Historical Awareness by choosing a course with an asterisk (*) from the list on page 66.

- ☐ POS 110 American Government ..... 3 credits
- ☐ HIS 105 U.S. History to 1877 ..... 3 credits

Core Requirements ..... 28 credits

- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits
- ☐ EDU 200 Introduction to Education ..... 3 credits
- ☐ EDU 220 Diversity in Education ..... 3 credits
- ☐ EDU 222 Introduction to Special Education ..... 3 credits
- ☐ EDU 223 Classroom Observation Skills ..... 1 credit
- ☐ EDU 250 Critical and Evaluative Reading for Educators ..... 3 credits
- ☐ EDU 276 Managing the Learning Environment ..... 3 credits
- ☐ MAT 161 Algebra-based Mathematics for Elementary Teachers I ..... 3 credits
- ☐ MAT 162 Algebra-based Mathematics for Elementary Teachers II ..... 3 credits

PLUS

Successful completion of one of the following:

- ☐ EDU 286 Educational Technology ..... 3 credits
- ☐ EDU 291 Children's Literature ..... 3 credits
- ☐ ENL 291 Children's Literature ..... 3 credits

☐ **Transferrable Electives ..... 1 credit**

Successful completion of one credit of unduplicated university transferrable electives, as described on page 67.

Education Studies (EDU)

Education Professions

Why become a Paraprofessional?

School districts are among the largest employers in NPC's service area. To help supply the workforce required by the 22 public school districts and the 35 Bureau of Indian Education schools, NPC offers an Education Profession Certificate of Proficiency (CP).

The Education Professions CP can be completed in two semesters and prepares students for the national ParaPro Assessment for individuals working as teaching assistants or serving as substitute teachers.

Career Opportunities

Employment of kindergarten and elementary school teachers is projected to grow 7 percent through 2024, while employment of teacher assistants is projected to grow 9 percent through 2022.

The U.S. Bureau of Labor Statistics lists the national median salary in May 2019 for preschool teachers as $48,210; $59,420 for kindergarten teachers; and $63,930 for elementary school teachers. Teaching assistant median annual salary was $30,280 in May 2019.

Bureau of Labor Statistics, U.S. Department of Labor. (May 2019, SOC 25-9041)

Education Professions (CP) • 18 credits

- ☐ EDU 200 Introduction to Education ..... 3 credits
- ☐ EDU 220 Diversity in Education..... 3 credits
- ☐ EDU 222 Introduction to Special Education..... 3 credits
- ☐ EDU 250 Critical and Evaluative Reading for Educators..... 3 credits
- ☐ EDU 276 Managing the Learning Environment..... 3 credits
- ☐ EDU/CIS 286 Educational Technology ..... 3 credits

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/education-studies***.

Emergency Medical Technology

See Paramedicine on page 103

Energy and Industrial Technician (EIT)

NPC's Energy and Industrial Technician (EIT) program prepares students to be technicians, operators and maintenance workers capable of understanding the entire industrial system within which they work. Core courses cover a range of complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems in an ever changing industrial or energy production environment.

Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas:

- Gas, Coal, Nuclear or Solar Energy Generation
- Standby Power
- Geothermal or Hydroelectric
- Petrochemical
- Methane/Landfill Gas Generation
- Power Distribution and Dispatch
- Water Treatment
- Equipment Repair and Installation
- Testing and Inspection
- Assembly and Production

NPC offers eight areas of specialization within the EIT program:

- The Electrical specialization prepares you to be a certified industrial electrician, focusing on alternating current, motors, lighting, circuit breakers, grounding, various types of control systems, basic electronic theory and distribution systems.
- Electrical and Instrumentation specialization covers the principles and applications of a certified electrical and instrumentation technician whose job is to service and maintain electrical-related equipment, including high voltage systems, adjust and calibrate pressure, temperature, level, flow and control measuring and recording devices used in computer-integrated manufacturing.
- Industrial Electrical, Motors and PLC's specialization covers the principles and applications of industrial electrical systems, programmable logic controllers (PCL), robotics, motion control, process controls and instrumentation involved in maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.
- Industrial Mechanics and Fluid Power specialization covers the principles and applications of mechanical drives, rotating electrical motors and fluid power, hydraulic components including maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.
- The Industrial Plant Operations specialization prepares you to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment and air and water pollution control.
- The Instrumentation specialization prepares you to be a certified instrumentation technician, focusing on instrumentation, hand and power tools, fasteners, actuators and positioners, relays and timers, digital logic circuits, programmable logic controllers and distributed control systems.
- The Mechanical Maintenance specialization prepares you to be a certified industrial maintenance mechanic, focusing on oxyfuel cutting, pumps, valves, rigging, hydrostatic and pneumatic testing, high-pressure steam systems, laser alignment, repairing gearboxes and conveyors.
- The Operations and Maintenance specialization prepares you to be a certified operator and mechanical mechanic, focusing on electric generation and distribution, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. The program also covers basic mechanical maintenance, including hydrostatic and pneumatic testing, low- and high-pressure steam systems and heat exchangers.

Hybrid Classes

Many of the courses required for an EIT associate degree or certificates are offered as "hybrid" courses, with instruction offered via the internet, combined with hands-on laboratory components.

Program Locations

Hands-on laboratories are offered at the Skills Center on the Holbrook – Painted Desert Campus and at the Coronado Generating Station outside of St. Johns. Labs at additional locations may be available. Check the current semester's class schedule for availability, or contact the program coordinator.

Work Environment

Industrial plant workers of all types may work indoors and outdoors, possibly in adverse weather conditions. They may have to work in confined spaces, or high places, may do rounds and check equipment. Their environment may be noisy and workers must follow safety precautions and use protective equipment. Most workers are employed full-time, and many work rotating shifts, which can be tiring.

For more information about this program, please contact the program coordinator, Kevin Westfall, (800) 266-7845, ext. 7455 or an NPC Academic Adviser.

Areas of Specialization • CP & CAS Options

☐ Electrical (CP) • 24 credits

- ☐ EIT 151 Electrical Level I ..... 6 credits
- ☐ EIT 152 Electrical Level II ..... 6 credits
- ☐ EIT 153 Electrical Level III ..... 6 credits
- ☐ EIT 154 Electrical Level IV ..... 6 credits

☐ Electrical and Instrumentation (CP) • 24 credits

- ☐ EIT 242 Industrial Maintenance Electrical and Instrumentation Technician Level I ..... 6 credits
- ☐ EIT 243 Industrial Maintenance Electrical and Instrumentation Technician Level II ..... 6 credits
- ☐ EIT 244 Industrial Maintenance Electrical and Instrumentation Technician Level III ..... 6 credits
- ☐ EIT 245 Industrial Maintenance Electrical and Instrumentation Technician Level IV ..... 6 credits

Industrial Electrical, Motors and PLC's (CP) • 24 credits

- ☐ EIT 130 Industrial Electrical Systems ..... 4 credits
- ☐ EIT 140 Introduction to Programmable Logic Controllers ..... 4 credits
- ☐ EIT 160 Rotating Electrical Machines ..... 4 credits
- ☐ EIT 200 Robotics and Motion Control ..... 4 credits
- ☐ EIT 205 Process Control and Instrumentation ..... 4 credits
- ☐ EIT 220 Advanced Programmable Logic Controllers ..... 4 credits

Industrial Mechanics and Fluid Power (CP) • 28 credits

- ☐ EIT 100 Introduction to Advanced Manufacturing ..... 4 credits
- ☐ EIT 120 Industrial Mechanics I ..... 6 credits
- ☐ EIT 150 Industrial Mechanics II ..... 6 credits
- ☐ EIT 160 Rotating Electrical Machines ..... 4 credits
- ☐ EIT 235 Integrated Manufacturing Systems ..... 4 credits
- ☐ EIT 241 Hydraulic Troubleshooting ..... 4 credits

Industrial Plant Operations (CP)• 24 credits

- ☐ EIT 208 Energy Generation and Distribution I ..... 6 credits
- ☐ EIT 211 Energy Generation and Distribution II ..... 6 credits
- ☐ EIT 212 Energy Generation and Distribution III ..... 6 credits
- ☐ EIT 213 Energy Generation and Distribution IV ..... 6 credits

Instrumentation (CP) • 24 credits

- ☐ EIT 155 Instrumentation Level I ..... 6 credits
- ☐ EIT 156 Instrumentation Level II ..... 6 credits
- ☐ EIT 157 Instrumentation Level III ..... 6 credits
- ☐ EIT 158 Instrumentation Level IV ..... 6 credits

Mechanical Maintenance (CP) • 24 credits

- ☐ EIT 230 Mechanical Maintenance I ..... 6 credits
- ☐ EIT 231 Mechanical Maintenance II ..... 6 credits
- ☐ EIT 232 Mechanical Maintenance III ..... 6 credits
- ☐ EIT 233 Mechanical Maintenance IV ..... 6 credits

Operations/Maintenance (CP) • 28 credits

- ☐ EIT 201 Introduction to an Industrial Environment ..... 4 credits
- ☐ EIT 208 Energy Generation and Distribution I ..... 6 credits
- ☐ EIT 211 Energy Generation and Distribution II ..... 6 credits
- ☐ EIT 230 Mechanical Maintenance I ..... 6 credits
- ☐ EIT 231 Mechanical Maintenance II ..... 6 credits

Certificate of Applied Science (CAS) • 30-34 credits

- ☐ Complete the **CP** in your area of specialization
- ☐ Electrical CP ..... 24 credits
- ☐ Electrical and Instrumentation (CP) ..... 24 credits
- ☐ Industrial Electrical, Motors and PLC's CP ..... 24 credits
- ☐ Industrial Mechanics and Fluid Power CP ..... 28 credits
- ☐ Industrial Plant Operations (CP) ..... 24 credits
- ☐ Instrumentation (CP) ..... 24 credits
- ☐ Mechanical Maintenance (CP) ..... 24 credits
- ☐ Operations/Maintenance (CP) ..... 28 credits

General Education Courses ..... 6 credits

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

Select any **Mathematics** General Education Course Options (for CAS and AAS degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

AAS Degree Requirements

Job Outlook

Job prospects will be good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, and the need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for industrial machinery mechanics, machinery maintenance workers and millwrights, growing an average of seven percent annually through 2026, creating over 32,000 new jobs.

In 2016, there were 85,206 energy sector jobs in the West (Arizona, California, Colorado, Hawaii, Nevada, New Mexico and Utah). While employment in Natural Gas Distribution and Non-Nuclear Generation is expected to decline through 2026, expected growth in certain industries, including Solar Generation, Transmission and Distribution, and Wind Generation, will offset most of those losses.

Students completing NPC's EIT program will have the broad range of skills to adapt as technology is constantly growing and changing very quickly within the manufacturing, distribution and energy production sectors.

Salary

2019 median national annual earnings:

- Electrical Power-Line Installers and Repairers: $71,960
- Power Plant Operators: $79,370
- Plant and Systems Operators: $59,500
- Industrial Electricians: $60.360
- Industrial Machinery Mechanics: $55,320
- Wind Turbine Service Technicians: $56,700
- Power Distributors and Dispatchers: $88,910

Energy & Industrial Technician (AAS) • 64 credits

☐ ***Complete the CAS in your area of specialization*** ..... ***30-34 credits***

- ☐ Electrical CAS ..... 30 credits
- ☐ Electrical and Instrumentation CAS ..... 30 credits
- ☐ Industrial Electrical, Motors and PLC's CAS ..... 30 credits
- ☐ Industrial Mechanics and Fluid Power CAS ..... 34 credits
- ☐ Industrial Plant Operations CAS ..... 30 credits
- ☐ Instrumentation CAS ..... 30 credits
- ☐ Mechanical Maintenance CAS ..... 30 credits
- ☐ Operations/Maintenance CAS ..... 34 credits

PLUS

General Education Courses ..... 6 credits

☐ ***Communications*** ..... ***3 credits***

Select any course under **Communications** General Education Course Options (for AAS degrees) on page 66.

☐ ***Computer Science*** ..... ***3 credits***

CIS 105 Computer Applications and Information Technology ..... 3 credits

Discipline Studies (per list on page 66) ..... 7 credits

- ☐ Select one course from the **Arts and Humanities** or **Social and Behavioral Science** list ..... 3 credits
- ☐ Select one course from the **Physical and Biological Sciences** list ..... 4 credits

Additional Requirements ..... 15 credits

- ☐ BUS 103 Success on Your Job ..... 2 credits
- ☐ BUS 105 Techniques of Supervision ..... 3 credits
- ☐ BUS 144 Professional Office Skills ..... 3 credits
- ☐ BUS 231 Microsoft Office Level 1 ..... 3 credits
- ☐ Any unduplicated EIT courses at 100 or higher level ..... 4 credits

☐ Electives ..... 2-6 credits

Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

EIT is a new program, fall 2018, combining the Industrial Maintenance & Operations and Mechatronics programs. You can access the current data online at ***www.npc.edu/energy-industrial-technician***.

Film and Digital Video (FDV)

Degree and Certificate Options

The Northland Pioneer College Film and Digital Video program trains students for a career in motion pictures. Foundational courses in the history and theory of film, as well as film aesthetics, pave the way for hands-on courses in the art and craft of several fields of video production, including lighting, cinematography, sound, screenwriting and editing. Students work with the latest digital tools to produce their own video work in the AAS degree, which acts as a résumé or "short reel" for entry into the professional world of film/video. Students enrolled in NPC's program will work with Adobe Premiere Pro, an industry standard software.

Students can also earn a Certificate of Proficiency (CP) in Visual Communications, learning skills used in video production, but also in the commercial graphics and printing industries.

Dual Credit Options

Students enrolled in NAVIT and several local high schools may be eligible for dual enrollment credit while pursuing a Film and Digital Video degree at NPC.

This allows students to remain in the area and gain valuable experience in the field before possibly pursuing an advanced degree.

Where are the Jobs?

You don't have to move to Hollywood to be successful in the film industry. Today, a feature film can be made anywhere with the relatively low cost of technology. As the equipment gets smaller and less expensive, there's more opportunity to create high quality videos for a local band, business, wedding or event.

Most film and digital video graduates will begin as an assistant for an editor, director, producer or camera person.

Visual Communications Fundamentals (CP) • 12 credits

- ☐ FDV 115 Introduction to Graphic Communication Technology ..... 3 credits
- ☐ FDV 116 Computer Photographic Imaging ..... 3 credits
- ☐ FDV 118 Two-Dimensional Computer Design ..... 3 credits
- ☐ FDV 119 Page Layout and Design ..... 3 credits

Film and Digital Video Certificate of Proficiency (CP) • 24 credits

- ☐ FDV 130 ***or*** SPT 230 Video Production ..... 3 credits
- ☐ FDV 140 ***or*** SPT 240 Video Editing ..... 3 credits
- ☐ FDV 150 ***or*** SPT 150 Introduction to Film ..... 3 credits
- ☐ FDV 160 Digital Audio for Film/TV ..... 3 credits
- ☐ FDV 210 or ENL 210 Screenplay Writing ..... 3 credits
- ☐ FDV 220 Film Aesthetics ..... 3 credits
- ☐ FDV 260 Digital Video Production Projects ..... 3 credits
- ☐ FDV 270 Digital Video Post-Production Projects ..... 3 credits

Certificate of Applied Science (CAS) • 30 credits

☐ ***Complete the Film and Digital Video CP ..... 24 credits***

PLUS

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics ..... 3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

☐ ***Complete the Film and Digital Video CAS ..... 30 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

☐ Discipline Studies ..... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

☐ Unrestricted Electives ..... 24 credits

Choose from any unduplicated courses at the 100-level or above.

What Kind of Salary?

According to the U.S. Bureau of Labor Statistics, (May 2019) the average national annual salary for motion picture and video industries is $87,300, and it's $70,810 in the Phoenix area. Camera operators earn an average of $55,200 in the Phoenix area. Depending on how good you are and what kinds of contacts you've made, the sky is the limit.

Fire Science (FRS)

Certificate Options – CP & CAS

Northland Pioneer College's Fire Science program is designed to:

1. Prepare students for a career in Fire Science or a related field;
2. Provide students with a better understanding of fire and related hazards and challenges faced in providing public safety services, and
3. Provide training to professional fire service personnel in order that they may perform their duties in the safest, most efficient means possible.

The curriculum is designed after the U.S. Fire Administration's National Fire Academy (NFA) Fire and Emergency Services Higher Education (FESHE) model in order to provide consistent training as offered in participating colleges around the United States.

Degree Requirements

The Fire Science Certificate of Proficiency (CP) program prepares you for service as a firefighter in rural settings. These certificates emphasize professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals serving in the profession as firefighters and as a preparatory program for those seeking a career in firefighting.

Live-train at the Northeast Arizona Training Center (NATC) in Taylor, an "all-risk" facility complete with burn tower, flash chamber and 10-acre defensive driving track.

FRS Firefighter (CP) • 17 credits

- ☐ FRS 103 Firefighter I ..... 6 credits
- ☐ FRS 105 Firefighter II ..... 4 credits
- ☐ FRS 110 Hazardous Materials for First Responder ..... 2 credits
- ☐ FRS 126 Rope Rescue I ..... 1 credit
- ☐ FRS 127 Rope Rescue II ..... 1 credit
- ☐ FRS 128 Rope Rescue III ..... 1 credit
- ☐ FRS 150 Wildland Firefighter ..... 2 credits

FRS Driver/Operator (CP) • 23 credits

- ☐ ***Complete the Firefighter Certificate of Proficiency (CP)*** ..... ***17 credits***
  - ☐ FRS 135 Fire Protection Hydraulics and Water Supply ..... 3 credits
  - ☐ FRS 137 Strategies and Tactics ..... 3 credits

FRS Leadership (CP) • 23 credits

- ☐ ***Complete the Firefighter Certificate of Proficiency (CP)*** ..... ***17 credits***
  - ☐ FRS 101 Principles of Fire and Emergency Services Administration ..... 3 credits
  - ☐ FRS 138 Legal Aspects of Emergency Services ..... 3 credits

Fire Science (CAS) • 34 credits

- ☐ FRS 103 Firefighter I ..... 6 credits
- ☐ FRS 105 Firefighter II ..... 4 credits
- ☐ FRS 200 Fire Behavior and Combustion ..... 3 credits
- ☐ FRS 201 Fire Protection Systems ..... 3 credits
- ☐ FRS 202 Principles of Emergency Services ..... 3 credits
- ☐ FRS 203 Fire Prevention ..... 3 credits
- ☐ FRS 207 Building Construction for Fire Prevention ..... 3 credits
- ☐ FRS 208 Principles of Fire and Emergency Services Safety and Survival ..... 3 credits

PLUS

Communications ..... ***3 credits***

- ☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics*** ..... ***3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) Degree

First Responders

Not only is fighting fires dangerous and complex, as a firefighter you are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions. In addition, some firefighters work in hazardous materials units that are specially trained for the control, prevention and cleanup of dangerous substances.

Through cooperation with local fire departments, you'll train to deal with these and other fire situations, as well as the use of specialized emergency equipment.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/fire-science***.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment of firefighters is projected to grow 5 percent through 2024. Physically fit applicants with high test scores and paramedic training will have the best job prospects.

In May 2019, the median annual firefighter salary in non-metropolitan northern Arizona was $34,160 with substantial pay increases accompanying advanced training and promotion.

Bureau of Labor Statistics, U.S. Department of Labor (May 2019, SOC 33-2011)

Fire Science (AAS) • 64 credits

☐ ***Complete the Fire Science CAS*** ..... ***34 credits***

General Education Courses ..... 3 credits

☐ ***Communications*** ..... ***3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ..... 9 credits

☐ ***Arts and Humanities*** ..... ***3 credits***

Select one course from the Arts and Humanities list on page 66

Social and Behavioral Sciences ..... ***6 credits***

☐ PSY 101 Introduction to Psychology ..... 3 credits
☐ and any non-PSY course from the **Social and Behavioral Sciences** list on page 66.

PLUS

Core Requirements ..... 9 credits

Complete a minimum of 9 credit hours from the following:

☐ FRS 101 Principles of Fire and Emergency Services Administration ..... 3 credits
☐ FRS 110 Hazardous Materials for First Responder ..... 2 credits
☐ FRS 126 Rope Rescue I ..... 1 credit
☐ FRS 127 Rope Rescue II ..... 1 credit
☐ FRS 128 Rope Rescue III ..... 1 credit
☐ FRS 132 Fire Investigation I ..... 3 credits
☐ FRS 135 Fire Protection Hydraulics and Water Supply ..... 3 credits
☐ FRS 137 Strategies and Tactics ..... 3 credits
☐ FRS 138 Legal Aspects of Emergency Services ..... 3 credits
☐ FRS 139 Confined Space Operations ..... 3 credits
☐ FRS 141 Fire Service Communication ..... 3 credits
☐ FRS 150 Wildland Firefighter ..... 2 credits

☐ Unrestricted Electives ..... 9 credits

Any unduplicated courses at the 100 or higher level.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Medical Assistant (MDA)

Certificate (CP & CAS) & AAS Degree Options

The Northland Pioneer College Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour internship is required.

The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements. You can be certain you are gaining the necessary knowledge to succeed in this rapidly growing field.

Note: The MDA degree and certificate program does NOT lead into the NPC nursing program.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, job opportunities for medical assistants who handle both administrative and clinical duties should be excellent through the 2024 decade, particularly for those with formal training. The field is expected to grow 23 percent during this period as the health care industry expands due to technological advances combined with the growth and aging of the population.

The U.S. Bureau of Labor Statistics lists the Arizona median salary for medical assistants at $34,100 (May 2019)

Bureau of Labor Statistics, U.S. Department of Labor, (May 2019, SOC 31-9092)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/medical-assistant***.

Medical Assistant (CP) • 42 credits

- ☐ BUS 119 Medical Office Administrative Procedures ..... 3 credits
- ☐ BUS 183 Electronic Medical Records ..... 3 credits
- ☐ BUS 231 Microsoft Office Level I ..... 3 credits
- ☐ HES 101 Basic Technical Math
  OR MAT 109 or higher ..... 3 credits
- ☐ HES 120 Law and Ethics of the Health Care Professional ..... 3 credits
- ☐ HES 145 Nutrition ..... 3 credits
- ☐ HES 170 Medical Terminology for Clinical Health Professionals ..... 3 credits
- ☐ HES 180 Basic Pharmacology ..... 3 credits
- ☐ HES 190 Human Body in Health and Disease ..... 4 credits
- ☐ MDA 124 Clinical Procedures I ..... 5 credits
- ☐ MDA 125 Clinical Procedures II ..... 5 credits
- ☐ MDA 126 Medical Assistant Externship ..... 4 credits

Medical Assistant (CAS) • 45 credits

- ☐ ***Complete the Medical Assistant CP ..... 42 credits***

PLUS

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

Associate of Applied Science (AAS) • 64 credits

- ☐ ***Complete the Medical Assistant CAS ..... 45 credits***

General Education Courses ..... 3 credits

- ☐ ***Communications ..... 3 credits***

  Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies (Per the lists on page 66) ..... 7 credits

- ☐ One course from the **Physical and Biological Sciences** list ..... 4 credits
- ☐ One course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists ..... 3 credits

PLUS

Additional Requirements ..... 9 credits

- ☐ BUS 105 Techniques of Supervision ..... 3 credits
- ☐ BUS 122 Computerized Accounting with QuickBooks™ ..... 3 credits
- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits

Nursing (NUR)

Program Overview

NPC Nursing Options include:

- LNA to RN Pathway Multiple Exit Program
- LPN to RN Pathway
- Paramedic to RN Pathway
- RN Refresher Class

The nursing pathways prepare students to make application to take the National Council Licensing Examination for practical nurse (NCLEX-PN) and/or registered nursing (NCLEX-RN). Successful completion of the certifying exam qualifies students for entry-level positions in providing direct patient care. Admission to or graduation from the NPC Nursing program at any level does not guarantee licensure by the Arizona State Board of Nursing.

When the graduate becomes a registered nurse, he or she can apply to Northern Arizona University, Arizona State University or other universities or colleges to complete the upper division courses in nursing that apply to a BSN.

Check with your NPC or university academic adviser or visit ***www.npc.edu/registered-nursing-rn.***

Requirements:

Note: Admission to the college does not guarantee admission to the Nursing Program.

Graduates must satisfy the licensing requirements of the Arizona State Board of Nursing independently of any college requirements per the Arizona Nurse Practice Act. Under Arizona Law, an applicant could be denied licensure as a registered or practical nurse if convicted of a felony or addicted to habit-forming drugs, or if the applicant in any other way fails to meet qualifications required by law.

- Applicants to the LNA to RN nursing pathway must hold a current Arizona Licensed Nursing Assistant (LNA) license in good standing.
- Applicants to the LPN to RN pathway must hold a valid Arizona Licensed Practical Nurse (LPN) license that is active and in good standing.
- Applicants to the Paramedic (EMT) to RN pathway must be an active certified paramedic with a minimum of one year experience as a paramedic.
- Applicants to the RN Refresher program must acquire a temporary license from the Arizona State Board of Nursing upon acceptance into the NPC program.

Emphasis:

NPC's Multiple Exit Program, approved by the Arizona State Board of Nursing, is offered on the Show Low – White Mountain and Winslow – Little Colorado campuses. Many of the required courses for admission and general education courses are available at other NPC locations.

LNA to RN

The LNA to RN pathway of 72 credit hours includes a minimum of three semesters of prerequisites followed by two academic years dedicated to the study of nursing. After completion of the first year and the addition of the Practical Nurse Completion course, the student nurse can receive a Certificate of Applied Science in Practical Nursing and apply to write the NCLEX-PN. The student nurse may then exit the program or continue on to earn the Associate of Applied Science Degree, and be qualified to take the NCLEX-RN exam.

LPN to RN

For the student who is a Licensed Practical Nurse (LPN), who wishes to enter the pathway to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite requirements and admission standards are identical to the Multiple Exit LNA to RN pathway, with the exception of the LNA licensure. The student should meet with an NPC academic adviser and provide evidence of current Arizona Licensed Practical Nurse licensure that is active and in good standing. Decisions regarding acceptance are determined by the Nursing Admission Committee. Additional fees may apply for assessed credit by evaluation. Evaluation and approval of assessed credit does not guarantee admission to the Nursing program.

Students apply in the fall and complete the LPN to RN transition course in the spring semester. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

Paramedic (EMT) to RN

For the student who is currently a certified paramedic and wishes to enter the pathway to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite course requirements and admission standards are identical to the Multiple Exit LNA to RN pathway, with the exception of the LNA licensure. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course.

Paramedic to RN Continued

The student should meet with an NPC academic adviser and provide evidence of certification. Decisions regarding acceptance are determined by the Nursing Admission Committee. Additional fees may apply for assessed credit by evaluation. Evaluation and approval of assessed credit does not guarantee admission to the Nursing program. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

Student Nurse Guidelines

Patient safety dictates that specific Nursing Program student guidelines apply to this program that are more stringent than the general college student policies. A copy of the Nursing Program Student Handbook is issued to students admitted to the program. In case of state-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the NPC Nursing Program

- Students must be admitted to the Nursing Program in order to enroll in nursing courses. (Admission information is available in the academic advising and the nursing program areas.)
- Completed nursing application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.
- All prerequisite courses must be completed prior to July 1 for admission to the program.

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee. Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites by July 1.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.
- College credits over eight years old may be accepted with appropriate documentation and approval.
- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

Why choose NPC's Nursing Program?

The NPC program provides you with a quality nursing education at a cost far below comparable nursing programs in the state of Arizona. Our holistically oriented faculty members are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

Prerequisite Courses Required Before Nursing Program Admission

Before the student will be considered eligible to enter the Nursing Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative GPA of "B" (3.0 on a 4.0 scale) is recommended.

- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 201 Human Anatomy and Physiology I ..... 4 credits
- ☐ BIO 202 Human Anatomy and Physiology II ..... 4 credits
- ☐ BIO 205 Microbiology ..... 4 credits
- ☐ CHM 130 Fundamental Chemistry ..... 4 credits
- ☐ ENL 101 College Composition I ..... 3 credits

Practical Nursing (CAS) • 51 credits

Complete these General Education courses

- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 201 Human Anatomy and Physiology I ..... 4 credits
- ☐ BIO 202 Human Anatomy and Physiology II ..... 4 credits
- ☐ BIO 205 Microbiology ..... 4 credits
- ☐ CHM 130 Fundamental Chemistry ..... 4 credits
- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits
- ☐ PSY 240 Developmental Psychology ..... 3 credits

AND these Core Requirements: ..... 22 credits

- ☐ NUR 117 Pharmacology I ..... 2 credits
- ☐ NUR 118 Pharmacology II ..... 2 credits
- ☐ NUR 121 Nursing I ..... 8 credits
- ☐ NUR 122 Nursing II ..... 8 credits
- ☐ NUR 125 Practical Nurse Completion ..... 2 credits

Registered Nursing (RN) AAS General Education Requirements • 32 credits

Communications ..... 6 credits

- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits

Mathematics

- ☐ Next Gen. ACCUPLACER QAS score of 250+; Classic ACCUPLACER Elem. Algebra score of 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a "C" or better within one year prior to application to the nursing program.

Arts and Humanities

No requirements

Physical and Biological Sciences ..... 20 credits

- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 201 Human Anatomy and Physiology I ..... 4 credits
- ☐ BIO 202 Human Anatomy and Physiology II ..... 4 credits
- ☐ BIO 205 Microbiology ..... 4 credits
- ☐ CHM 130 Fundamental Chemistry ..... 4 credits

Social and Behavioral Sciences ..... 6 credits

- ☐ PSY 240 Developmental Psychology ..... 3 credits

PLUS one of the following:

- ☐ ANT 102 Cultural Anthropology ..... 3 credits
- ☐ SOC 101 Introduction to Sociology ..... 3 credits

LNA to RN (AAS) • 72 credits

- ☐ **Must have current Arizona LNA license in good standing.**

Complete the RN (AAS)

- ☐ ***General Education Requirements ..... 32 credits***

PLUS, these Core Requirements ..... 40 credits

- ☐ NUR 117 Pharmacology I ..... 2 credits
- ☐ NUR 118 Pharmacology II ..... 2 credits
- ☐ NUR 121 Nursing I ..... 8 credits
- ☐ NUR 122 Nursing II ..... 8 credits
- ☐ NUR 125 Practical Nurse Completion ..... 2 credits
- ☐ NUR 219 NCLEX Review Seminar ..... 2 credits
- ☐ NUR 221 Nursing III ..... 8 credits
- ☐ NUR 222 Nursing IV ..... 8 credits

LPN to RN (AAS) • 57 credits

- ☐ **Must have current Arizona Licensed Practical Nurse (LPN) license, active and in good standing**

Complete the RN (AAS)

- ☐ ***General Education Requirements ..... 32 credits***

PLUS, these Core Requirements ..... 25 credits

- ☐ NUR 116 LPN to RN Transition ..... 3 credits
- ☐ NUR 117 Pharmacology I ..... 2 credits
- ☐ NUR 118 Pharmacology II ..... 2 credits
- ☐ NUR 219 NCLEX Review Seminar ..... 2 credits
- ☐ NUR 221 Nursing III ..... 8 credits
- ☐ NUR 222 Nursing IV ..... 8 credits

Paramedic (EMT) to RN (AAS) • 65 credits

- ☐ **Must have current state Paramedic certification, active practice as a paramedic, minimum of one year of experience as a paramedic.**

Complete the RN (AAS)

- ☐ ***General Education Requirements ..... 32 credits***

PLUS, these Core Requirements ..... 33 credits

- ☐ NUR 123 Paramedic to Nurse Bridge Course ..... 11 credits
- ☐ NUR 117 Pharmacology I ..... 2 credits
- ☐ NUR 118 Pharmacology II ..... 2 credits
- ☐ NUR 219 NCLEX Review Seminar ..... 2 credits
- ☐ NUR 221 Nursing III ..... 8 credits
- ☐ NUR 222 Nursing IV ..... 8 credits

Career Opportunities

Employment of Registered Nurses is projected to grow 16 percent through 2024. Job opportunities for Registered Nurses are expected to be good. However, the supply of new nurses entering the labor market has increased in recent years. This increase has resulted in competition for jobs in some areas of the country. Generally, Registered Nurses with a Bachelor of Science degree in nursing (BSN) will have better job prospects than those without it. Employers also may prefer candidates who have some related work experience.

Job opportunities should be good because of the need to replace workers who retire over the coming decade and because of the growing number of people with access to healthcare services. The median annual wage in Arizona for Registered Nurses was $85,510 and for Licensed Practical Nurses, $48,890 in May 2019. (U.S. Bureau of Labor Statistics)

Bureau of Labor Statistics, U.S. Department of Labor. (May 2019, SOC 29-1141, 29-2061)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Licensed Practical Nursing (CAS) Program online at ***www.npc.edu/practical-nursing-lpn***.

Nursing Assistant (NAT)

Certificate of Proficiency (CP)

The Nursing Assistant Certificate of Proficiency (CP) is designed to provide a curriculum to improve student knowledge about the health care field. Successful completion includes the required course content and hours specified by the Arizona Nurse Practice Act making a student eligible to take the Arizona state test to become a Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA).

This certification not only establishes direct-to-work credentials, it is a creditable foundation for students interested in pursuing other, allied health careers. Licensed Nursing Assistant (LNA) is a mandatory requirement for entering the NPC Nursing Program.

To qualify for NAT 101, students must provide a DPS Fingerprint Clearance Card prior to enrollment to meet Department of Health Services requirements. Upon completion of NAT 101, students seeking the LNA credential must submit a second set of fingerprints to the Arizona State Board of Nursing.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment opportunity for nursing assistants is expected to grow faster than the average for all occupations through 2024. This is due to long-term care needs of a growing elderly population, plus the many advancements of modern medical technology that save and extend lives, increasing the need for long-term care provided by nursing assistants.

Median annual earnings: $33,390 (May 2019) northern Arizona Non-metropolitan Area (U.S. Bureau of Labor Statistics)

Bureau of Labor Statistics, U.S. Department of Labor, (May 2019, SOC 31-1014)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data online at ***www.npc.edu/nursing-assistant-cna***.

Requirements:

To earn the Certificate of Proficiency in Nursing Assistant, a student must complete the program with a grade-point average of 'C' or better.

Additionally, under the Arizona Nurse Practice Act, an applicant can be denied certification as a nursing assistant if convicted of a felony or addicted to habit-forming drugs or if the applicant in any other way fails to meet qualifications required by law. To enter the course, a Department of Public Safety (DPS) Fingerprint Clearance Card, a current TB skin test and immunization (Hep B and MMR) records are required.

Additional Costs and Requirements

Tuition, course fee, media fee, a current negative TB test, textbook, royal blue scrubs, nursing shoes, a watch with a second hand and current costs of testing and certification examination and fingerprinting (See page 151).

Students applying for the certification exam must provide proof of legal presence in the United States, provide an additional set of fingerprints for a criminal background check if seeking the LNA credential and compliance with A.R.S. § 32-1606(B)(17) regarding felony/misdeameanor convictions.

Nursing Assistant (CP) • 20 credits

Communications ..... ***3 credits***

- ☐ ENL 101 or higher, with grade of "C" or better ..... 3 credits
- ☐ HES 120 Law and Ethics of the Health Care Professional ..... 3 credits
- ☐ HES 145 Nutrition ..... 3 credits
- ☐ HES 170 Medical Terminology ..... 3 credits

☐ ***Mathematics*** ..... ***3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101.

- ☐ NAT 101* ..... 5 credits

** Students must submit DPS Fingerprint Clearance Card **BEFORE** enrolling in this course.*

Note: Students planning to enter the NPC Nursing Program must acquire Licensed Nursing Assistant (LNA) certification from the Arizona State Board of Nursing instead of the Certified Nursing Assistant (CNA) certification. LNA requirements are almost identical to the CNA requirements as there is no difference in the curricular or examination requirements. The LNA applicant must pay an additional $100 and provide fingerprints for a complete criminal background check prior to issuance of the LNA license. The fingerprint clearance by the Nursing Board is at a higher level of oversight than the DPS Level I Clearance Card, acceptable at some healthcare facilities. The renewal requirements are also different. LNAs are required to practice a minimum of 160 hours within the past two years to renew their license, while the CNA practice requirement to renew is only eight hours every two years.

See an academic adviser or Nursing Department for details.

Paramedicine (EMT)

Certificates (CP & CAS) and AAS Degree

Direct to Work

How do I start?

STEP 1: Students must first enroll in EMT 240 Basic Electrocardiogram (ECG) and Pharmacology, and upon successful completion of the course take an entrance exam and interview for acceptance into the paramedic program.

STEP 2: When accepted in the program you will take the core requirement course EMT 246 Paramedic Training I, a 20-credit hour course that meets two full days per week for the fall semester.

STEP 3: The following spring semester you take the final paramedicine core course, the 22-credit hour EMT 247 Paramedic Training II.

Note: Successful completion of the NPC program also fulfills the Arizona Department of Health Services mandatory requirement of 500 hours of clinical and vehicular hours.

Prerequisites:

Students interested in earning their EMT-Paramedic must also meet a number of requirements to qualify for the NPC program. Applicants must:

1. Be an Arizona certified EMCT with a minimum of one year of experience.
2. Meet NPC reading placement requirements for ENL 101 (College Composition I).
3. Have a TB skin test throughout the program, MMR and Hepatitis B, Varicella and TdaP immunizations.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Paramedicine (CP & CAS) Program online at ***www.npc.edu/paramedicine***

CAAHEP

Commission on Accreditation of Allied Health Education Programs

1361 Park Street • Clearwater, FL 33756 • (727) 210-2350 • Fax (727) 210-2354 • *www.caahep.org*

CAAHEP Accreditation for Paramedics: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

Paramedicine (CP) • 45 credits

- ☐ EMT 240 Basic Electrocardiogram (ECG) and Pharmacology ..... 3 credits
- ☐ EMT 246 Paramedic Training I ..... 20 credits
- ☐ EMT 247 Paramedic Training II ..... 22 credits

Minimum of 500 clinical/vehicular hours and 500 didactic hours are mandatory for completion of any paramedic program per AZDHS. Students must meet 100% of program minimums as per CoAEMSP. Clinical/vehicular shifts are scheduled separate from class days..

Paramedicine (CAS) • 51 credits

☐ ***Complete the Paramedicine CP*** ..... ***45 credits***

PLUS,

Communications ..... ***3 credits***

☐ ENL 101 College Composition I ..... 3 credits

☐ ***Mathematics*** ..... ***3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Paramedicine (AAS) • 63 credits

☐ ***Complete the Paramedicine CAS*** ..... ***51 credits***

PLUS

General Education Courses ..... **3 credits**

☐ ***Communications*** ..... ***3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies (Per the lists on page 66) ..... **9 credits**

☐ ***Arts and Humanities*** ..... ***3 credits***

Select one course from the **Arts and Humanities** section.

PHL 105 is recommended, but not required

Social and Behavioral Sciences ..... ***6 credits***

☐ PSY 101 Introduction to Psychology ..... 3 credits

AND

One additional non-PSY course from the

☐ **Social and Behavioral Sciences** list ..... 3 credits

Section IV Programs

Pharmacy Technician (PHT)

Certificate of Proficiency (CP)

The Northland Pioneer College Pharmacy Technician program trains students for a career providing assistance in pharmacies located inside of drugstores, general merchandise stores, and grocery stores, and as well as in hospitals.

Classes include theory and procedures, preparing students for national certification examination. A 120-hour internship is required.

Career Opportunities

Employment of pharmacy technicians is projected to grow 9 percent through 2024, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications: the population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases, such as diabetes among all age groups, also will lead to increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases.

In non-metropolitan northern Arizona, the U.S. Bureau of Labor Statistics lists the mean annual salary for Pharmacy Technicians as $37,990. (May 2019).

Pharmacy Assistant (CP) • 18 credits

- ☐ HES 170 Medical Terminology for Clinical Health Professionals ..... 3 credits
- ☐ PHT 103 Pharmacy Technician I ..... 7 credits
- ☐ PHT 104 Pharmacy Technician II ..... 8 credits

Cost and Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Pharmacy Technician (CP) Program online at ***www.npc.edu/pharm-tech***

Surgical Technology (SGT)

Associate of Applied Science (AAS) Degree

Why choose NPC's Surgical Technology Program?

Northland Pioneer College's Surgical Technology Program provides you with a quality Surgical Technologist education at a cost far below comparable programs in the State of Arizona. Our experienced faculty are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

Program Guidelines

Patient safety dictates that specific guidelines apply to this program that are more stringent than the general college student policies. A copy of the Surgical Technology Student Handbook is issued to students admitted to the program. In case of accreditation-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the Surgical Technology Program

- Students must be admitted to the Surgical Technology Program in order to enroll in surgical technology courses. (Admission information is available in the academic advising and the surgical technology program areas.)
- Completed Surgical Technology application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.
- All prerequisite courses must be completed prior to July 1 for admission to the program.

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee.

Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites by July 1.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.
- College credits over eight years old may be accepted with appropriate documentation and approval.
- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

Prerequisites Required Before Admission

Before the student will be considered eligible to enter the Surgical Technology Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative Grade-Point Average (GPA) of "B" (3.0 on a 4.0 scale) is recommended.

- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 201 Human Anatomy and Physiology I ..... 4 credits
- ☐ BIO 205 Microbiology ..... 4 credits
- ☐ CHM 130 Fundamental Chemistry ..... 4 credits
- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ HES 170 Medical Terminology for Clinical Health Professionals ..... 3 credits

Surgical Technology (AAS) • 68 credits

General Education Courses ..... 32 credits

Communications ..... 6 credits

- ☐ ENL 101 College Composition I ..... 3 credits
- ☐ ENL 102 College Composition II ..... 3 credits

Mathematics

- ☐ Next Gen. ACCUPLACER QAS score 250+; Classic ACCUPLACER Elem. Algebra score 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a 'C' or better within one year prior to application to the surgical technology program.

Arts and Humanities

No requirements.

Physical and Biological Sciences ..... 20 credits

- ☐ BIO 181 General Biology I ..... 4 credits
- ☐ BIO 201 Human Anatomy and Physiology I ..... 4 credits
- ☐ BIO 202 Human Anatomy and Physiology II ..... 4 credits
- ☐ BIO 205 Microbiology ..... 4 credits
- ☐ CHM 130 Fundamental Chemistry ..... 4 credits

Social and Behavioral Sciences ..... 6 credits

- ☐ PSY 101 Introduction to Psychology ..... 3 credits

PLUS one of the following:

- ☐ ANT 102 Cultural Anthropology ..... 3 credits
- ☐ SOC 101 Introduction to Sociology ..... 3 credits

Core Requirements ..... 36 credits

Must have current DPS Fingerprint Clearance Card, Immunizations and TB Tests.

- ☐ HES 170 Medical Terminology for Clinical Health Professionals ..... 3 credits
- ☐ SGT 117 Pharmacology for Surgical Technology ..... 3 credits
- ☐ SGT 121 Surgical Sterile Techniques and Instrumentation ..... 2 credits
- ☐ SGT 122 Surgical Techniques ..... 4 credits
- ☐ SGT 221 Perioperative Procedures ..... 4 credits
- ☐ SGT 222 Surgical Concepts and Specialty Procedures ..... 4 credits
- ☐ SGT 223 Surgical Technology Clinical Practicum I ..... 5 credits
- ☐ SGT 224 Surgical Technology Clinical Practicum II ..... 10 credits
- ☐ SGT 229 Surgical Technologist Review Seminar ..... 1 credit

Therapeutic Massage (TMP)

Certificate (CP, CAS) and AAS Degree

Today's massage therapists provide a range of services from personal care services for stress reduction, relaxation and preventative wellness techniques to health care services in clinical settings with other health care professionals, medical doctors, chiropractors, and nurse practitioners. While many massage therapists have private practices, others are finding career opportunities in full-service salons and day spas, health resorts, cruise ships, sports medicine clinics, gyms, and with personal trainers, as well as in hospitals and other health care offices.

Training Locations

The Therapeutic Massage Program will be offered at the Show Low and Winslow campuses. Check with your academic adviser for availability.

Career Opportunities

Employment of massage therapists is projected to grow 26 percent from 2016 to 2026, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

As more states adopt licensing requirements and standards for massage therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness.

The median annual salary for Arizona was $45,410 in May 2019.

Bureau of Labor Statistics, U.S. Department of Labor May 2019, SOC 31-9011)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Therapeutic Massage Program online at ***www.npc.edu/therapeutic-massage***.

Therapeutic Massage (CP) • 32 credits

- ☐ TMP 107 Overview for Alternative and Complementary Medicine ..... 3 credits
- ☐ TMP 108 A & P with Kinesiology Techniques I ..... 4 credits
- ☐ TMP 109 A & P with Kinesiology Techniques II ..... 4 credits
- ☐ TMP 111 Pathology for Massage Therapists ..... 3 credits
- ☐ TMP 112 Business and Communication for Massage Therapy ..... 3 credits
- ☐ TMP 205 Applied Therapeutic Massage ..... 4 credits
- ☐ TMP 214 Massage Techniques ..... 4 credits
- ☐ TMP 221 Body/Mind Therapy ..... 3 credits
- ☐ TMP 240 Massage Therapy Clinical Practice ..... 4 credits

Therapeutic Massage (CAS) • 38 credits

☐ ***Complete the Therapeutic Massage CP ..... 32 credits***

PLUS

Communications ..... 3 credits

☐ ENL 101 College Composition I ..... 3 credits

Mathematics ..... 3 credits

☐ MAT 103 Business Mathematics ..... 3 credits

Therapeutic Massage (AAS) • 64 credits

☐ ***Complete the Therapeutic Massage CAS ..... 38 credits***

PLUS

General Education Courses ..... 3 credits

☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies ..... 14 credits

☐ ***Arts and Humanities ..... 3 credits***

(Select one course from the **Arts and Humanities** list on page 66)

Social and Behavioral Sciences ..... 3 credits

PSY 101 Introduction to Psychology ..... 3 credits

☐ ***Physical and Biological Sciences ..... 8 credits***

(Select two courses from the **Physical and Biological Sciences** list on page 66)

PLUS

Additional Requirements ..... 6 credits

Complete a minimum of 6 credit hours from the following:

- ☐ BUS 100 Introduction to Business ..... 3 credits
- ☐ BUS 110 Small Business Management ..... 3 credits
- ☐ BUS 122 Computerized Accounting with QuickBooks™ ..... 3 credits
- ☐ BUS 231 Microsoft Office Level I ..... 3 credits
- ☐ CIS 105 Computer Applications and Information Technology ..... 3 credits

☐ **Electives ..... 3 credits**

Choose from any unduplicated courses at the 100-level or above.

Welding (WLD)

Certificates of Proficiency (CP)

Why study Welding?

It takes a special person to become a welder. If you have good eyesight, hand-eye coordination and manual dexterity coupled with good math, problem-solving and communication skills, this may be the job opportunity of a lifetime.

Northland's Welding Program is designed to teach incremental levels of welding skills, which enable students to achieve nationally recognized certifications from the National Center for Construction Education and Research (NCCER) and the AWS, the American Welding Society (NCCER/AWS Level I Entry Level Welder, Level II Intermediate Level Welder and Level III Advanced Level Welder). Industry markets acknowledge each certificate level is proof of acquired skills in various forms of welding, cutting, base metal preparation, welding inspection, safety and metallurgy. This prepares students for certification tests in specific welding code applications, such as AWS, API and ASME Sec IX.

In addition to welder certifications, students can obtain Certificates of Proficiency, a Certificate of Applied Science and an Associate of Applied Science degree.

The NPC program also teaches leadership and employability strategies, such as career planning, job search basics and how to interview. You develop techniques to enhance your critical thinking and problem solving abilities.

Welding Training Centers

NPC offers Welding training at three locations:

- 1320 E. Thornton Road, Show Low
- 2251 E. Navajo Blvd., Holbrook
- 955 W. 13th West, St. Johns

Welding Level I – Entry Level Welder (CP) • 13 credits

- ☐ WLD 100 Safety and Math ..... 2 credits
- ☐ WLD 170 Metal Preparation, Quality and Alignment ..... 2 credits
- ☐ WLD 171 Welding Cutting Processes ..... 2 credits
- ☐ WLD 172 SMAW ARC ..... 3 credits
- ☐ WLD 173 SMAW Open Root Plate ..... 2 credits
- ☐ WLD 174 SMAW V-Groove with Backing ..... 2 credits

Welding Level II – Intermediate Welder (CP) • 11 credits

Student must complete all of the requirements for Welding Level I and receive a Certificate of Proficiency for Level I before receiving the Welding Level II certificate.

- ☐ WLD 175 GMAW Plate ..... 3 credits
- ☐ WLD 176 FCAW Plate ..... 3 credits
- ☐ WLD 177 GTAW (TIG) Plate ..... 3 credits
- ☐ WLD 178 Metallurgy, Drawings and Symbols ..... 2 credits

Welding Level III – Advanced Welder (CP) • 21 credits

Student must complete all of the requirements for Welding Level I & II and receive a Certificate of Proficiency for Level I & II before receiving the Welding Level III certificate.

- ☐ WLD 179 AWS Prep ..... 2 credits
- ☐ WLD 200 AWS Certification ..... 4 credits
- ☐ WLD 280 GMAW (MIG) Pipe ..... 3 credits
- ☐ WLD 281 FCAW Pipe ..... 3 credits
- ☐ WLD 282 GTAW CS Pipe ..... 3 credits
- ☐ WLD 283 GTAW LA and SS Pipe ..... 3 credits
- ☐ WLD 284 SMAW CS Pipe ..... 3 credits

Certificate (CAS) and AAS Degree Options

Career Opportunities

According to the U.S. Bureau of Labor Statistics (BLS), prospects should be good for trained welders, especially those familiar with the latest technologies. Almost two out of every three jobs in the manufacturing sector is held by welders, brazers or solderers. Plus, basic welding skills are the same across industries, allowing welders to easily shift from one industry to another, or from one location to another depending on where there is greatest opportunity.

Employment of welders, cutters, solderers and brazers is projected to continue to grow, especially for skilled welders with up-to-date training. The more types of welding you master the more you can earn. NPC graduates experienced a 82% employment rate in 2018.

The U.S. Bureau of Labor Statistics lists the median annual wage for welders, cutters, solderers and brazers in non-metropolitan northern Arizona as $56,680 in May 2019.

Bureau of Labor Statistics, U.S. Department of Labor (May 2019, SOC 51.4121)

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Welding Program online at ***www.npc.edu/welding***.

Certificate of Applied Science (CAS) • 30 credits

- ☐ ***Complete the Welding Level I Entry Level Welder CP ..... 13 credits***
- ☐ ***Complete the Welding Level II Intermediate Welder CP ..... 11 credits***

PLUS

Communications ..... 3 credits

- ☐ ENL 101 College Composition I ..... 3 credits

- ☐ ***Mathematics ..... 3 credits***

Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

- ☐ ***Complete the Welding CAS ..... 30 credits***
- ☐ ***Complete the Welding Level III Advanced Welder CP ..... 21 credits***

PLUS

General Education Courses ..... 3 credits

- ☐ ***Communications ..... 3 credits***

Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

☐ Discipline Studies ..... 7 credits

Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.

PLUS

Electives ..... 3 credits

Student must complete a minimum of three credits from the following:

- ☐ WLD 134 Fundamentals of Plastic Welding ..... 3 credits
- ☐ WLD 288 Advanced Topics in Welding: Aluminum ..... 6 credits
- ☐ WLD 290 Welding Fabrication ..... 3 credits
- ☐ WLD 291 Internship for Welding ..... 2 credits
- ☐ Or any unduplicated 100-level course or higher ..... 3 credits

Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVES℠

Northland Pioneer College
Pre-Registration Course Selection Form

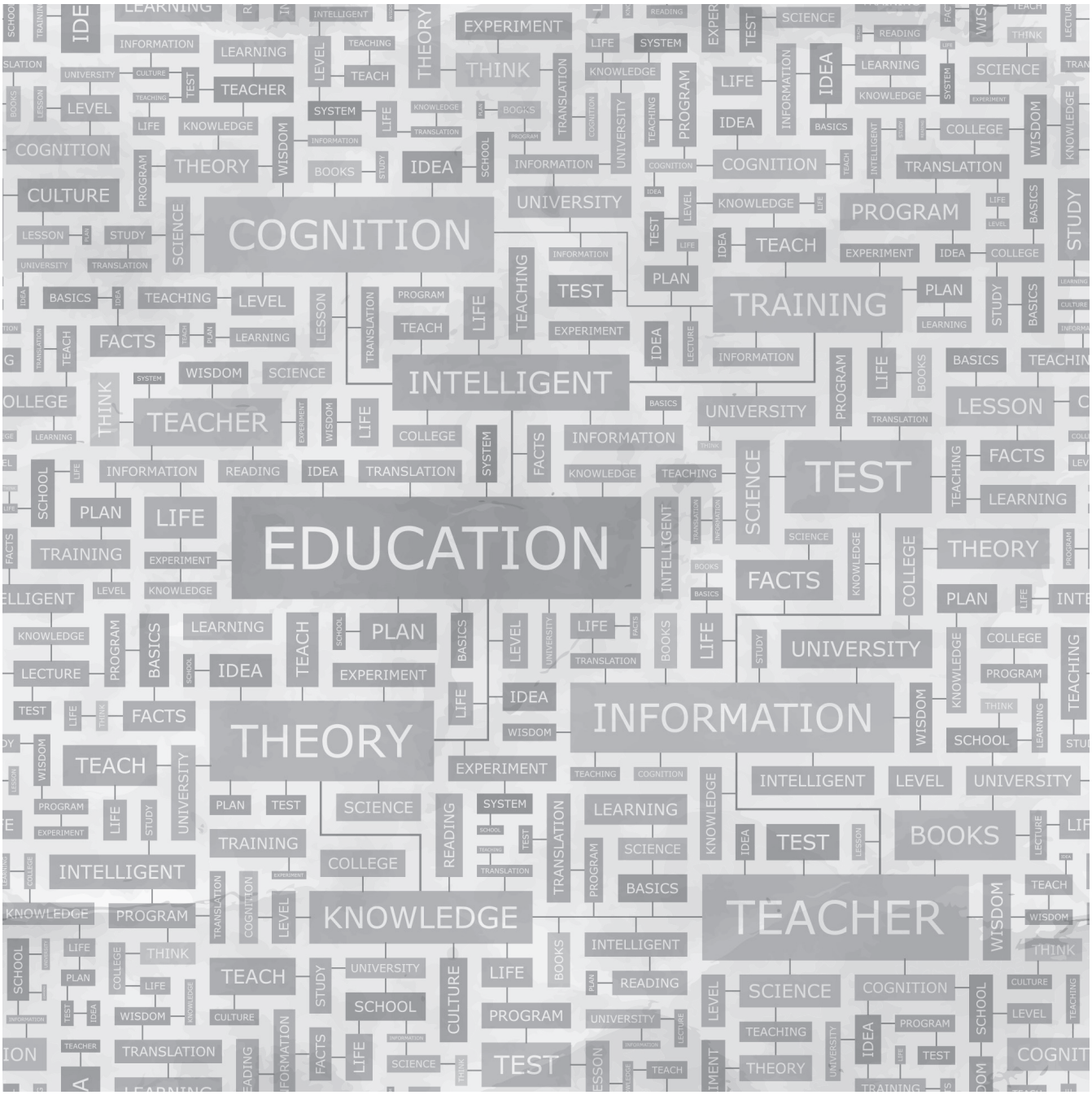
Steps for selecting courses:

Semester _____

1. Review the courses needed to complete your degree or certificate.
2. Access the NPC online class schedule at ***www.npc.edu/class-schedule***.
3. Choose the appropriate courses toward your career plan and list the classes below.
4. You are now ready to meet with an adviser and register for your classes.

Student Name							NPC Student ID Number		
	DEPT	**COURSE**	**SECTION #**	**COURSE TITLE**	**DAY**	**TIME**	**INSTRUCTOR**	**CREDIT**	**FEES**
Ex.	HDE	105	35	Success Strategies for College	W	4-5:49pm	Hill, A.	3	$0
1									
2									
3									
4									
5									
6									
7									
8									

Course Descriptions



Course Descriptions

Course descriptions list the number of lecture hours for which the class meets each week, e.g. "three lecture" and the number of lab hours of weekly class meeting time, e.g. "three lab." Some classes are divided between lecture time and "lab" time. Thus, a class that is "three lecture, three lab" meets for six hours each week — three hours in a lecture format and three hours in a lab ("hands-on") format. (See Definitions, page 67)

NPC courses that transfer directly to other Arizona public community colleges and three state universities have an additional notation: the Shared Unique Number (SUN). The SUN# symbol appears with those course descriptions. For an explanation of the SUN advantages, see page 63 in this catalog.

To assist students with sequencing to satisfy degree requirements, the semester a course is normally offered is now shown on the description. The course may be offered during other semesters based on student demand. Students should work with their NPC academic adviser to most efficiently reach their educational goals. Course offerings are based on availability of qualified faculty.

DBN = Determined by Need – Your academic adviser can help convey your need for the course to the appropriate dean.

See additional ***Definitions***, page 67.

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Administration of Justice Studies (AJS)

AJS 102 • Intensive Police Academy

36 credits

Intensive Police Certification meets the Arizona Peace Officers Standards and Training (AZPOST) curriculum: criminal and traffic investigations, community relations, administration of justice, patrol procedures, report writing, physical conditioning, defensive tactics, weapons proficiency/safety, and first aid. Prerequisite: Sponsorship by Arizona law enforcement agency. Thirty-two lecture; 12 lab. Both fall and spring semesters; DBN.

Anthropology (ANT)

ANT 102 • Cultural Anthropology

3 credits

Introduction to culture and language. Includes variations in subsistence strategies, social organization, religion, and disease theory systems. Patterns of culture change and the modern world system. Prerequisite: Satisfactory placement. Three lecture. Fall semester. Both fall and spring semesters.

ANT 104 • Biological Anthropology and Human Origins

4 credits

Study of human evolution and variation, including fossil hominids and their tools, primate anatomy and behavior, human genetics and the environment. Prerequisite: Satisfactory placement. Three lecture; three lab. DBN.

ANT 120 • Buried Cities and Lost Tribes

3 credits

Examines human history through archaeology. Emphasizes how archaeological inquiry informs our understanding of the change among human societies including the emergence of modern humans, transitions from hunting and gathering lifeways to agriculture and urban life, the development of stratified states and the significance of archaeology in the contemporary world system. Prerequisite: Satisfactory placement. Three lecture. DBN.

ANT 205 • Native American Cultures of the Southwest

3 credits

A survey of the cultures of Native Americans of the Southwestern United States and Northern Mexico. Prerequisite: Satisfactory placement. Three lecture. DBN.

ANT 210 • Southwestern Archaeology

3 credits

Past societies of the Greater Southwest and their relation to present societies. Prerequisite: Satisfactory placement or instructor permission. Three lecture. DBN.

Art (ART)

ART 101 • Understanding Art

3 credits

Understanding, enjoyment and relationship of the visual arts to everyday life through the study of styles, techniques and meaning in painting, sculpture and architecture. Broad historical overview of art from prehistoric through contemporary. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

ART 103 • Basic Design

3 credits SUN# ART 1112

Basic art elements (line, shape, form, value, color and texture) and compositional principles as applied to two- and three-dimensional projects. Introduction to basic tools and materials used in the visual process. Recommended as prerequisite for all art courses. Two lecture; two lab. Both fall and spring semesters.

ART 105 • Beginning Drawing I

3 credits SUN# ART 1111

Introduction to the fundamentals of drawing, including perspective and basics of composition using a variety of techniques and media (pencil, charcoal, pen and ink.) Subject matter includes still life, landscape and the human figure. Recommended as a prerequisite for all art courses. Two lecture; two lab. Both fall and spring semesters.

ART 110 • Figure Drawing I

3 credits

Development of skill and expressiveness in drawing the human figure from the model. Anatomy will be introduced. Prerequisite: ART 105 is recommended. Two lecture; two lab. DBN.

ART 115 • Art History I

3 credits SUN# ART 1101

Historical survey of painting, sculpture and architecture of the world from Prehistoric through Middle Ages art. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

ART 116 • Art History II

3 credits SUN# ART 1102

Historical survey of painting, sculpture and architecture of the world from the Renaissance through modern times. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

ART 121 • Digital Photography I

3 credits

An introduction to digital black and white photography. Emphasizes basic manual functions of a digital camera. Focuses on proper exposure, composition and understanding digital workflow. Encourages students to develop a personal artistic style through classroom critique. Two lecture; two lab. Both fall and spring semesters.

ART 150 • Advertising Design

3 credit

Introductory study of principles, tools and techniques applied to forms of visual communication in advertising art, commercial design, graphics and photography. Prerequisite: ART 103 is recommended. Two lecture; two lab. DBN.

ART 155 • Printmaking

3 credits

Methods of reproducing multiple editions of images. Types of prints covered are monoprints, paper and cardboard prints, linoleum or woodcut prints, silk screen prints, experimental prints, etched or engraved prints, and lithographs. Emphasis on individual creative expression. Prerequisite: ART 105 is recommended. Two lecture; two lab. DBN.

ART 170 • Sculpture I

3 credits

Introduction to materials and techniques utilized in producing three-dimensional forms. Various materials will be introduced (wood, clay, metal, plaster) and creative exploration is encouraged. Two lecture; two lab. DBN.

ART 175 • Painting I

3 credits

Fundamentals of color theory and color mixing, composition and materials, and techniques of painting. Also covered are painting supports and frame building. Prerequisite: ART 105 is recommended. Two lecture; two lab. Both fall and spring semesters.

ART 180 • Watercolor I

3 credits

Introduction to watercolor techniques and materials, color theory and color mixing, and composition. Prerequisite: ART 105 is recommended. Two lecture; two lab. Both fall and spring semesters.

ART 185 • Handbuilding Pottery

3 credits

Exploration of the nature and techniques of clay using the four basic methods: forming from the solid, using small building units, large building units and paddling. Emphasis will be not only on learning technique but encouraging students to develop their own techniques and style. Two lecture; two lab. Both fall and spring semesters.

ART 186 • Clay Sculpture

3 credits

Introduces students to the techniques, materials and creative aspects of clay sculpture. Two lecture; two lab. DBN.

ART 190 • Ceramics I

3 credits

Hand building techniques of clay (pinch, coil, slab), properties of clay, throwing on the wheel, decorating, glaze application and creative exploration are covered. Two lecture; two lab. Both fall and spring semesters.

ART 205 • Drawing II

3 credits

Continued study in drawing with emphasis on composition, experimentation with new techniques, materials and personal creative expression. Prerequisite: ART 105. Two lecture; two lab. DBN.

ART 206 • Figure Drawing II

3 credits

Continued study in drawing the human form with emphasis on management of materials and creativity. Prerequisite: ART 110. Two lecture; two lab. DBN.

ART 215 • Native American Art

3 credits

Intended to provide students with an introduction and selective overview of art of the native peoples of North America. Focus is on significant two- and three-dimensional art as well as installation art before and after establishment of formal art institutions. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

ART 220 • Painting II

3 credits

Continued study of painting materials and methods with an emphasis on composition, creativity and exploration. Prerequisite: ART 175. Two lecture; two lab. Both fall and spring semesters.

ART 221 •Digital Photography II

3 credits

An introduction to digital color photography. Focuses on correcting and manipulating digital color images. Emphasizes creative use of color to achieve emotional impact. Continued development of personal artistic style through class critique. Prerequisite: ART 121 or instructor permission. Two lecture; two lab. Both fall and spring semesters.

ART 222 • Digital Photography Practicum

2 credits

Enhancement of photographic skills through the creation of a portfolio of artworks. Development of personalized, self-directed goals and photographic projects. Digital camera is required. Prerequisite: ART 221 or instructor permission. One lecture; two lab. Both fall and spring semesters.

ART 225 • Watercolor II

3 credits

Continued study in watercolor with emphasis on composition, experimentation with media and methods, creativity and personal expression. Prerequisite: ART 180. Two lecture; two lab. Both fall and spring semesters.

ART 245 • Ceramics II

3 credits

Emphasizes increasing skill in forming methods. Types of clay, glaze composition and experimentation, and kilns and kiln firing are investigated. Prerequisite: ART 190. Two lecture; two lab. Both fall and spring semesters.

ART 246 • Ceramics III

3 credits

Advanced problem-solving and investigation with emphasis on individual creative development and personal expression in ceramics. Prerequisite: ART 245. Two lecture; two lab. Both fall and spring semesters.

ART 247 • Ceramics IV

3 credits

Explore and study ceramic glazes, glaze materials, types of glazes, calculating glaze formulas, sources of color in glazes, mixing and application. Prerequisite: ART 190, ART 245 and ART 246. Two lecture; two lab. DBN.

ART 251 • Photography as an Art Medium

3 credits

Survey of significant trends, philosophies and experimentation in photography from 1839 to the present. Non-technical in nature and is designed for the photography or non-photography student. Three lecture. DBN.

ART 280 • Art Studio – Two-Dimensional

3 credits

Continuation of investigation, advanced problem-solving and personal creative development in area of two-dimensional specialization. Course may be repeated. Prerequisite: Minimum of six hours in a specific two-dimensional medium. Two lecture; two lab. Both fall and spring semesters.

ART 281 • Art Studio – Three-Dimensional

3 credits

Continuation of investigation, advanced problem-solving and personal creative development in area of three-dimensional specialization. Course may be repeated. Prerequisite: Minimum of six hours in a specific three-dimensional medium. Two lecture; two lab. Both fall and spring semesters.

ART 289 • Figurative Ceramics

3 credits

Exploration of the human form in clay. Solid sculpting and hollowing techniques will be used in combination with ceramic surface options. Human anatomy and proportions will be examined through portraiture and with the use of a live model. Two lecture; two lab. DBN.

Automotive Technology (ATO)

ATO 103 • Safety and Hazardous Materials

2 credits

Course includes five areas of safety instruction: dressing for safety, vehicle safety, hoist operation and safety, hand and pneumatic tool safety and hazardous chemicals. Prerequisite: Satisfactory placement. Two lecture. Both fall and spring semesters.

ATO 107 • Engine Repair I

3 credits

Using a variety of tests, students diagnose base engine components to determine engine condition, cooling system and lubrication system. Students remove the engine for repair and/or replacement. Prerequisite: Satisfactory placement. One lecture; four lab. Both fall and spring semesters.

ATO 108 • Engine Repair II

2 credits

Focus on the diagnosis, repair and/or replacement of the engine valve train, cylinder head and lower end components such as; engine pistons, cylinders, crankshaft, and friction bearings. Prerequisite: ATO 107. One lecture; two lab. Both fall and spring semesters.

ATO 109 • Engine Performance I

3 credits

Covers automotive systems related to engine performance and drivability. Areas of instruction include work order information, engine leak inspection, engine noise and vibration diagnosis, base engine diagnosis and testing and cooling system diagnosis and repair. Prerequisite: Satisfactory placement. One lecture; four lab. Both fall and spring semesters.

ATO 110 • Engine Performance II

3 credits

Covers automotive systems related to engine performance and drivability. Areas of instruction include ignition system primary and secondary circuits, fuel delivery systems, diagnosis of drivability problems caused from ignition and fuel delivery systems, exhaust emission testing and analyzing. Prerequisite: ATO 109. One lecture; four lab. Both fall and spring semesters.

ATO 111 • Engine Performance III

3 credits

Covers automotive systems related to engine performance and drivability. Areas of instruction include work order information, engine leak inspection, engine noise and vibration diagnosis, base engine diagnosis and testing, and cooling system diagnosis and repair. Prerequisite: ATO 110. One lecture; four lab. Both fall and spring semesters.

ATO 112 • Automatic Transmission Systems I

3 credits

Covers general automatic transmission and transaxle diagnosis in vehicle repair and maintenance. Prerequisite: Satisfactory placement. One lecture; four lab. Both fall and spring semesters.

ATO 113 • Automatic Transmission Systems II

3 credits

Covers off-vehicle automatic transmission and transaxle repair. Students remove the transmission from the vehicle, disassemble, inspect and replace needed parts/components, reassemble, install, and test the transmission. Prerequisite: ATO 112. One lecture; four lab. Both fall and spring semesters.

ATO 114 • Brake Systems I

3 credits

The repair and maintenance of the vehicle hydraulic braking systems, power brake systems and wheel bearings will be examined in a hands-on setting. Two lecture; two lab. Both fall and spring semesters.

ATO 115 • Brake Systems II

2 credits

Covers operation, inspection, diagnosis and repair of automotive disc and drum brake systems, including anti-lock braking, traction and stability control systems. Prerequisite: ATO 114. One lecture; two lab. Both fall and spring semesters.

ATO 116 • Introduction to Auto and Safety

2 credits

Covers varios aspects of the automotive industry from safety regulations, procedures for a safe work environment, automotive-related tools, Globally Harmonized System for Hazardous Materials, and vehicle checklists for maintenance. One lecture; two lab. Both fall and spring semesters; summer.

ATO 118 • Electrical I

3 credits

Generally covers the automotive electronics and electrical systems used in modern vehicles. Diagnostics, basic electrical theories, and troubleshooting of malfunctioning electrical systems are additionally explored. Introductory electrical tools and equipment are used for training purposes. Prerequisite: ATO 116 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 120 • Electrical II

3 credits

Covers automotive batteries, starting, and charging systems. Students perform diagnosis, repair and replacement of the components and subsystems related to batteries, starters, and chargers. Prerequisite: ATO 118 or instructor permission. One lecture; four lab. Both fall and spring semesters; summer.

ATO 122 • Electrical III

3 credits

Explores the diagnosis and repair of lighting, instrument cluster, driver information, and body electrical systems encompassed in automobiles. Prerequisite: ATO 120 or instructor permission. One lecture; four lab. Both fall and spring semesters; summer.

ATO 124 • Engine Repair I

3 credits

Encompasses the basics of testing and diagnosis for engine components using a variety of techniques. Explores conditions of systems from the general engine, cylinders, valve trains, cooling systems, and lubrication. Prerequisite: ATO 116 or instructor permission. One lecture; four lab. Both fall and spring semesters; summer.

ATO 126 • Engine Repair II

3 credits

Expands upon the basics of testing and diagnosis for engine components. Revisits topics from ATO 124 including: conditions of systems from the general engine, cylinders, valve trains, cooling systems, and lubrication. Prerequisite: ATO 124 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 128 • Engine Performance I

3 credits

Explore general topics related to engine performance and computerized controls related to the drivability and performance of a vehicle. Prerequisite: ATO 116 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 130 • Engine Performance II

3 credits

Explores automotive topics related to fuel, air induction, exhaust and emission control systems related to safe operation and performance of a motorized vehicle. Prerequisite: ATO 128 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 134 • Fundamentals of Plastic Welding

3 credits

Fundamentals of plastic welding introduces theories pertaining to: thermoplastics welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. Prerequisite: WLD 100 or CON 100 or CON 107 or ATO 103 or instructor permission. Three lecture. DBN.

ATO 175 • GMAW Plate

3 credits

An introduction to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of GMAW fillet welds on plate in all positions. Co-requisite: WLD 100 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 201 • Automotive Fundamentals & Basic Service

3 credits

Overview of major vehicle components and basic automobile maintenance techniques for a novice technician. Intended as an introduction to those seeking basic vehicle maintenance skills in automotive applications. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 203 • Exploring Employment Opportunities

1 credit

Prepares students for career opportunities within the automotive industry by focusing on career skills development, job placements, site visits and guest speakers. Prerequisite: Instructor permission. Half lecture; one lab. Both fall and spring semesters; summer.

ATO 205 • Suspension and Steering Systems

4 credits

Covers the operation, diagnosis, service and repair of steering and suspension systems. Areas of instruction include front and rear suspension, wheels, tires, steering and four-wheel alignment. Prerequisite: Satisfactory placement. Two lecture; four lab. Both fall and spring semesters.

ATO 207 • Electrical and Electronics Systems I

3 credits

Covers basic automotive electronics and electrical systems including work order information, identifying and interpreting electrical/electronic system problems, diagnosing electrical / electronic integrity of series-parallel circuits using principles of electricity (Ohms law). Students demonstrate proper use of a digital multi-meter during diagnosis of electrical problems, including source voltage, voltage drop, current flow, and resistance. Prerequisite: Satisfactory placement. One lecture; four lab. Both fall and spring semesters.

ATO 208 • Electrical and Electronics Systems II

3 credits

Covers automotive starting and charging systems. Students perform diagnosis, repair and replacement of the components and subsystems of the vehicles starting and charging system. Prerequisite: ATO 207. Two lecture; three lab. Both fall and spring semesters.

ATO 209 • Electrical and Electronics Systems III

3 credits

Covers diagnosis and repair of lighting systems, gauges and warning devices, driver information systems and accessories equipment such as power windows, locks, seats, cruise control, sound systems, antitheft systems and CAN/BUS systems. Prerequisite: ATO 208. Two lecture; three lab. Both fall and spring semesters.

ATO 210 • Heating and Air Conditioning Systems

4 credits

Covers operation, diagnosis, service and repair of automotive heating and air conditioning systems. Prerequisite: Satisfactory placement. Two lecture; four lab. Both fall and spring semesters.

ATO 212 • Manual Drive Train and Axles

4 credits

Covers the operation, service and repair of manual drive train and axle systems including clutch systems, manual transmissions/ transaxles, front-wheel drive axle shafts, and constant velocity (CV) joints. Prerequisite: Satisfactory placement. Two lecture; four lab. Both fall and spring semesters; summer.

ATO 216 • Suspension and Steering

4 credits

Covers the operation, diagnosis, service and repair of steering and suspension systems. Areas of instruction include front and rear suspension, wheels, tires, steering and four-wheel alignment. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 218 • Automatic Transmissions

4 credits

Covers general automatic transmission, introduces continuously variable transmissions and trans-axle diagnosis in vehicle repair and maintenance. Prerequisite: ATO 116 or instructor permission. Two lecture; four lab. Both fall and spring semesters; summer.

ATO 220 • Manual Transmissions and Drive Trains

4 credits

Covers manual transmissions and drive trains as pertinent to automotive repair and service on related systems. Prerequisite: ATO 116 or instructor permission. Two lecture; four lab. Both fall and spring semesters; summer.

ATO 222 • Brake Systems

4 credits

Covers operation, inspection, repair and maintenance of the brake hydraulic systems, power brake systems and wheel bearings. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 224 • HVAC Systems

4 credits

Covers operation, diagnosis, service and repair of automotive heating and air conditioning systems. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 226 • Automotive Diesel

4 credits

Introduces diesel engines and the related concepts of maintenance and repair. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 230 • Hybrid Vehicles

3 credits

Explores different mechanical layouts of hybrid powertrains and the energy management systems that control the hybrid powertrain modes and battery charging and discharging. The inter-relationship of performance and complexity in the powertrain is explored along with the sizing of powertrains from micro, mild, full hybrids, and plug-in hybrids. Prerequisite: ATO 116 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 234 • High Performance Engines

3 credits

Advanced applications of skills related to assembling performance engines using advanced components. Immersive examples in comprehensive engine building processes; applicability to various engine configurations from V8 to horizontally opposed. Prerequisite: ATO 130 or instructor permission. Two lecture; two lab. DBN; Summer.

Biology (BIO)

BIO 100 • Biology Concepts

4 credits

Survey of biological principles: scientific inquiry, matter, energy, cell structure and function, reproduction, genetics, evolution, diversity of life, and ecology. Does not satisfy requirements for enrollment in advanced biology courses. Prerequisite: Satisfactory placement. Three lecture; three lab. Fall semester.

BIO 105 • Environmental Biology

4 credits

Fundamentals of ecology as they apply to the study of human impacts on the biosphere and solutions to environmental problems. Three lecture; three lab. Fall semester.

BIO 145 • Marine Biology

4 credits

Students use the scientific method to learn about marine biology and oceanography, including the unifying principles of evolution, ecology, and plate tectonics. Emphasizes the natural history and phylogenetics of marine life. Discusses diverse habitats including estuaries, reef systems, deep sea, and open ocean. Three lecture; three lab. Fall semester.

BIO 160 • Introduction to Human Anatomy and Physiology

4 credits

Structure and function of the human body examined from interactions that take place at the chemical level up through the level of the whole organism. Prerequisite: Satisfactory placement. Three lecture; three lab. Spring semester.

BIO 181 • General Biology I

4 credits SUN# BIO 1181

Principles of biological science at the molecular and cellular level: the chemistry of life, cell structure and function, genetics and evolution. Requirement for all advanced biology courses. Prerequisite: Satisfactory placement. Three lecture; three lab. Both fall and spring semesters; summer.

BIO 182 • General Biology II

4 credits SUN# BIO 1182

Structure and function of living things at the organismic and higher levels of the biological hierarchy. Includes exploration of: mechanisms of evolution, biological diversity, and principles of ecology. Prerequisite: BIO 181. Three lecture; three lab. Spring semester.

BIO 201 • Human Anatomy and Physiology I

4 credits SUN# BIO 2201

First semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology; fundamental concepts and principles of histology; integumentary, skeletal, muscular and nervous systems; and special senses. Prerequisite: BIO 181; Co-requisite: CHM 130 or CHM 152. Three lecture; three lab. Both fall and spring semesters.

BIO 202 • Human Anatomy and Physiology II

4 credits SUN# BIO 2202

Second semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include endocrine and cardiovascular systems, lymphatic system and immunity; respiratory and digestive systems; metabolism; urinary system; fluid/electrolyte and acid/base balance; and reproductive systems. Prerequisite: BIO 201. Three lecture; three lab. Both fall and spring semesters.

BIO 205 • Microbiology

4 credits SUN# BIO 2205

Bacterial, viral, fungal and protozoan biology, including microbial cytology, nutrition and metabolism, growth and reproduction, cultivation applications and bio-industrial/bio-medical technologies. Prerequisites: BIO 181 and either CHM 130 or CHM 152. Three lecture; three lab. Both fall and spring semesters.

BIO 241 • Human Genetics

3 credits

An introduction to the basic concepts and principles of human heredity with an emphasis on the medical and health aspects of human genetics. Topics include Mendelian genetics, cytogenetics, molecular /biochemical genetics, polygenetics and population genetics. Prerequisite: BIO 181 or equivalent or instructor permission. Three lecture. DBN.

Business (BUS)

BUS 100 • Introduction to Business
3 credits

Introduction to business operations. Includes marketing, management, human resources, finance, stakeholder relations, and the economic environment of capitalism. Three lecture. Online fall semester and summer.

BUS 103 • Success on Your Job
2 credits

How to successfully get and keep a job. Emphasizes human relations, time management, business dress, business etiquette, positive attitude development and résumé/portfolio development. Two lecture. Spring semester and online summer.

BUS 105 • Techniques of Supervision
3 credits

The basic principles of supervision with attention given to the development of skills needed to become a successful manager. Three lecture. Spring semester and online summer.

BUS 106 • Techniques of Personal Finance
3 credits

Personal money management with emphasis on budgeting, use of credit, insurance, investments and other financial planning topics. Three lecture. Online spring semester.

BUS 108 • Basic Keyboarding and Document Processing
3 credits

Students learn to type by touch with acceptable or better technique, increase speed and accuracy and format documents (emails, letters, memos, reports and tables) using word processing software. Two lecture; two lab. Both fall and spring semesters; online summer. Requires Windows-based operating system.

BUS 110 • Small Business Management
3 credits

Emphasizes launching and growing new entrepreneurial ventures. Topics covered are small business principles, management, marketing, accounting, finance, and budgeting techniques. Three lecture.

BUS 119 • Medical Office Administrative Procedures
3 credits

Study of administrative duties performed in a variety of medical office environments. Skill development in the areas of judgment, independent action, and coping with interruptions. Additional topics of study will include proper techniques in communication, creation and maintenance of patient charts, and financial related processes. Three lecture. Online fall semester.

BUS 122 • Computerized Accounting with QuickBooks™
3 credits

Computer accounting concepts on QuickBooks™ software, preparing balance sheets, income statements, statement of cash flows, setting up a business accounting system, adjusting entries, budgeting and reports. Two lecture; two lab. Online spring semester and summer.

BUS 123 • Income Tax Procedures
3 credits

Overview of individual, partnership and corporation income tax system. Includes tax calculation, who must file, filing status, exemptions, itemized deductions and standard deductions. Introduction to capital gains and losses along with tax information available through the IRS also included. Three lecture. Online fall semester.

BUS 125 • Payroll Accounting
3 credits

Payroll accounting concepts using manual and computerized systems. Includes payroll and personnel records, computing wages and salaries, Social Security taxes, income tax withholding, unemployment compensation and journal entries. Three lecture. Online spring semester.

BUS 128 • Microsoft Excel Applications for Business
3 credits

Explores spreadsheet software to design electronic spreadsheets for business, financial analysis and forecasting. Three lecture. Fall semester; online spring semester and summer.

BUS 133 • Business Mathematics
3 credits

An introduction to the practice in mathematics of fundamental business operations and applications including payroll, finance, interest, loans and investments. Prerequisite: CCP 088 or satisfactory placement. Three lecture. Both fall and spring semesters; summer session.

BUS 144 • Professional Office Skills
3 credits

Survey of the evolving modern office and the procedures related to modern technology. Basic skills covered include human relations, oral/written communications, records management, basic mathematics and business grammar review, reprographics, time management, supervision/management and telecommunications. Prerequisite: Keyboarding skills equivalent to 20 words a minute. Three lecture. Online fall semester.

BUS 149 • Microsoft Publisher Basics
1 credit

Basics of desktop publishing using Microsoft Publisher software. Includes page layout, graphics, and manipulating text using various tools, scanned images and special effects. Designed for students with basic keyboarding skills. Prerequisite: Keyboarding skills of 20 words per minute. One-half lecture; one lab. Both fall and spring semesters.

BUS 151 • Microsoft Excel Basics
1 credit

Introduction to Microsoft Excel spreadsheet software with personal and business applications. Designed for student with basic keyboarding skills. Half-credit lecture; one lab. Both fall and spring semesters.

BUS 152 • Microsoft Word Basics

1 credit

Get started with Microsoft Word. Learn to create, edit, format and print Word documents. Learn to create and format tables, sort data, merge cells, perform calculations and custom format. Prerequisite: Basic keyboarding skills. One-half lecture; one lab. Both fall and spring semesters.

BUS 155 • Microsoft Word Level I

3 credits

Level I coverage of Microsoft Word. Software applications include preparing reports, letters, memos and other business documents, creating macros, and inserting graphics into documents. Designed for student with basic keyboarding skills. Prerequisite: Keyboarding skills equivalent to 20 words per minute. Two lecture; two lab. Both fall and spring semesters.

BUS 182 • Records Management

3 credits

Covers types of records management systems and approaches to filing including developments in digital data storage. Three lecture. Online fall semester.

BUS 183 • Electronic Medical Records

3 credits

Introduces all facets of electronic medical record (EMR) as applied to the medical field. Includes administrative topics involving patient account creation and maintenance, billing and insurance systems, and clinical tasks. Prerequisite: HES170 Medical Terminology and BIO160 Introduction to Human Anatomy and Physiology or HES190 Human Body in Health and Disease Three lecture.

BUS 184 • Medical Scribe

3 credits

Students practice real-time clinical documentation and workflow efficiencies by collecting information gathered at a simulated point-of-care encounter with a patient and a provider and input data to create and maintain comprehensive and accurate electronic health records Prerequisite: BUS183 Electronic Medical Records Three lecture.

BUS 185 • Ethics in Management

3 credits

Introduction to theories of ethics for organizational managers. Perspectives on ethics are covered with applications to stakeholders and consideration of government regulation. Analysis of real-world examples. Three lecture. Online fall semester.

BUS 188 • Medical Transcription Fundamentals

3 credits

Introduces the healthcare documentation field with hands-on transcription practice in a variety of medical specialties. Increases fundamental knowledge of standard transcription practices, anatomy, pathophysiology, disease processes, pharmacology, and mastering expressions of medical language. Prerequisite: BUS183 -Electronic Medical Records Three lecture.

BUS 189 • Computerized Medical Billing

3 credits

Introduction to the medical insurance billing process, including updating and maintaining patient information, billing and insurance procedures. Students use industry standards in collecting data, processing charges, and ensuring accurate coding to create insurance claims. Prerequisite: BUS183 -Electronic Medical Records Three lecture.

BUS 201 • Quantitative Methods

3 credits

Basic business statistics including the collection, tabulation, and analysis of business and economic data. Topics will include methods of statistical description, probability theory and statistical inference in business and economics. Prerequisite: MAT 112. Three lecture. Fall semester; online spring semester.

BUS 202 • Professional Customer Service

1 credit

Provides student with knowledge of customer service and the fundamental abilities and strategies leading to successful customer service in any type of organization. One lecture. Online fall and spring semester; online summer.

BUS 203 • Introduction to Business Communication

3 credits

Facilitates critical analysis of communication in a variety of social and cultural contexts. Examines communication products/processes and the various ways we negotiate their importance. Includes theory and practice of communication skills in public, small group, and interpersonal settings, and the study of the speech communication process. Three lecture. Online fall semester.

BUS 206 • Legal, Ethical, Global & Regulatory Environment of Business

3 credits

Basic coverage of the environment of business, including legal and ethical issues and the regulatory and global environment of business that affect business policies and decisions. Three lecture. Fall semester; online spring semester.

BUS 210 • Principles of Management

3 credits

Presents principles of management with general applicability to all types of enterprises, management philosophy, and decision making; principles involved in planning, directing, and controlling as well as concepts in management. Three lecture. Online fall semester.

BUS 217 • Principles of Financial Accounting

3 credits

An introduction to the study of formal financial accounting concepts, procedures and practices. Learn the environment of accounting to include journalizing entries, management of assets and liabilities, and accounting for cash and receivables. Additional topics of study will include internal control systems, and financial statement analysis. Three lecture. Fall semester; online spring semester.

BUS 218 • Principles of Managerial Accounting

3 credits

Covers accounting equity issues, statements of change in financial position, analysis of financial statements and cost accounting. Prerequisite: BUS 217. Three lecture. Spring semester; online fall semester.

BUS 220 • Principles of Marketing

3 credits

Marketing concepts in the areas of retailing and wholesaling. Special emphasis is given to consumer needs and the relationship of the consumer with the marketing system as a whole. Distribution methods, costs, pricing, buying habits and motivation are covered. Three lecture. Online spring semester.

BUS 225 • Human Resources Management

3 credits

Covers concepts in motivation, leadership, organizational development, workplace diversity, safety, job design and career planning. Three lecture. Online spring semester.

BUS 227 • Medical Coding

4 credits

Medical coding is the transformation of narrative descriptions of diseases, injuries, and healthcare procedures into numeric or alphanumeric designations (code numbers). Topics include assignment and identification of the information using current industry standards. Briefly covers medical terminology and anatomy. Prerequisite: BUS 183 Electronic Medical Records. Four lecture.

BUS 230 • Organizational Leadership

3 credits

Traditional leadership theory with current leadership topics including culture, ethics, diversity, strategic leadership and change management. Provides models for effectively handling leadership functions. Three lecture. Online fall semester.

BUS 231 • Microsoft Office Level I

3 credits

Level I Microsoft Office Applications. Includes coverage of Windows, Microsoft Word, Excel, Access and PowerPoint. Students apply problem-solving techniques to complete a variety of projects including integrating Office applications. Combined with BUS 234 this course helps prepare the student for the core Microsoft Office Specialist (MOS) certification examination. Prerequisite: Keyboarding skills of 20 words per minute. Two lecture; two lab. Spring semester; online fall semester.

BUS 234 • Microsoft Office Level II

3 credits

Advanced course covers applications in Microsoft Office Suite including Word, Excel, Access, and PowerPoint. Students apply advanced problem-solving techniques to complete professional-looking documents and projects. Combined with BUS 231 this course helps prepare the student for the core Microsoft Office Specialist (MOS) Certification examination. Prerequisite: BUS 231 Two lecture; two lab. Both fall and spring semesters.

BUS 240 • Entrepreneurship

3 credits

Combines practical, step-by-step approach with a theoretical foundation to form basic understanding of the theory, process and practice of entrepreneurship. Provides the opportunity to apply ideas and develop useful entrepreneurial skills. Prerequisite: BUS 110. Three lecture. Online spring semester.

BUS 250 • Medical Administration Capstone

3 credits

Study of health care administration that integrates knowledge and skills gained from previous coursework. Focuses on health care delivery systems and strategic decision-making in the rapidly evolving global arena of health care administration. Prerequisite: BUS 118, 119, 131, 184, and 227. Three lecture.

BUS 255 • Microsoft Word Level II

3 credits

Level two coverage of Microsoft Word. Software applications include advanced software applications such as tables and charts, inserting and modifying pictures and illustrations, linking and embedding objects and creating and modifying newsletters. Prerequisite: BUS 155 or instructor permission. Two lecture; two lab. DBN.

Chemistry (CHM)

CHM 130 • Fundamental Chemistry

4 credits SUN# CHM 1130

A fundamental introductory course presenting chemistry for nursing/allied health, general education and non-chemistry major students. Prerequisite: MAT 109 or satisfactory placement. Three lecture; three lab. Both fall and spring semesters; summer.

CHM 151 • General Chemistry I

4 credits SUN# CHM 1151

Chemistry for the science and engineering student. The first part of a standard college and university sequence. Emphasis on inorganic chemistry concepts and principles. Prerequisites: High school chemistry and MAT 109/112 or MAT 121, or satisfactory placement. Three lecture; three lab. Fall semester.

CHM 152 • General Chemistry II

4 credits SUN# CHM 1152

Second half of a standard college and university general chemistry sequence. Emphasis on thermodynamics, kinetics and equilibrium. Prerequisite: CHM 151. Three lecture; three lab. Spring semester.

Child and Family Studies (CFS)

CFS 100 • Infant-Toddler Social and Emotional Development

3 credits

Study of the social and emotional development of infants and toddlers. Examines the infant-toddler and caregiver relationship as the foundation for social and emotional development. Addresses strategies for supporting social and emotional development including children's autonomy, positive self-concept and social competence. Prerequisite: ECD 250 or ECD 147, 148 and 149 combined or department permission. Three lecture. DBN.

CFS 101 • Infant-Toddler Cognitive Development

3 credits

Examines the development of the cognitive domain in infants and toddlers. Explores influences on development and assessment of typical and atypical cognitive development. Addresses appropriate planning and implementation of a variety of strategies that support cognitive and sensory learning in infants and toddlers. Prerequisite: ECD 250 or ECD 147, 148 and 149 combined or department permission. Three lecture. DBN.

College and Career Preparation (CCP)

CCP 010 • Literacy I

2 credits

Introduction to beginning reading and writing to build a foundation based in everyday activities and career readiness utilizing the Laubach method. Prerequisite: Satisfactory placement. One lecture; two lab. Both fall and spring semesters; summer.

CCP 020 • Literacy II

2 credits

Introduction to second level of reading and writing skills utilizing Labauch method with emphasis on sight and written vocabulary. Continued use of technology as it applies to career readiness. One lecture; two lab. Both fall and spring semesters; summer.

CCP 030 • Literacy III

2 credits

Level three literary skills including reading and writing words with long and short vowel patterns; diagramming parts of speech; increased reading and writing vocabulary; applying the writing process to a variety of writing products will enhance keyboard skills. One lecture; two lab. Both fall and spring semesters; summer.

CCP 052 • Reading/Writing Applications I

3 credits

Reading and writing study and practice with integrated math application activities through a career focus. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 55X • Opportunities Through Education

0 credit

Orientation to assess a student's readiness for the High School Equivalency test. Placement testing will determine areas of remediation while introducing students to the various services and academic degrees offered by NPC. One-half lecture. Both fall and spring semesters; summer.

CCP 058 • Mathematical Applications I

3 credits

Instruction, practice and practical applications in mathematical basics including whole numbers, place value, money, addition, subtraction, data, patterns, geometric shapes, measurement and digital literacy. Level one numeracy skills contextualized in college and career applications. Prerequisite: Satisfactory placement – ABE 1. Three lecture. Both fall and spring semesters; summer.

CCP 062 • Reading and Writing Applications II

3 credits

Students are taught to comprehend complex functional, informational, and literary texts. Students are taught to apply the writing process to create a variety of analytical writing products that reflect the understanding of materials read. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 068 • Mathematical Applications II

3 credits

Instruction and practice of foundational math skills with real-world applications for work, home, and continuing education. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 072 • Reading and Writing Applications III Science

3 credits

Strengthens the skills of reading and writing in the areas of Life Science, Physical Science, and Earth and Space Science in preparation for college and career success. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 074 • Reading and Writing Applications III Social Studies

3 credits

Strengthens skills and concepts in the areas of US history, civics, political systems, economics, and geography with integration of reading and writing skills in preparation for college and career success. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 077 • High School Equivalency Prep I

3 credits

Introduction to Arizona's high school equivalency content, study and test skill strategies. Instruction designed to improve student's basic skills while building confidence. Prerequisite: Satisfactory placement - ABEIII. Three lecture. Both fall and spring semesters.

CCP 078 • Math Applications III

3 credits

A comprehensive approach to mathematical concepts for application in the workforce with math instruction and practice using real-world careers with each concept. This is a preparation course for college and career readiness. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 082 • Reading/Writing Applications IV

3 credits

Reading and writing skills are integrated with science and social studies to create proficiency in independently disseminating complex information in a variety of content areas. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 084 • High School Equivalency Prep: Civics

1 credit

Introduction to Arizona's high school equivalency civics content. Instruction is designed to increase student's content knowledge and improve basic skills while building confidence in the test-taking process. Prerequisite: Satisfactory placement on TABE ABE III level. One lecture. Both fall and spring semesters; summer.

CCP 087 • High School Equivalency Exam Prep II

3 credits

Content review, study preparation, and confidence building to complete one or more sub-tests of the Arizona high school equivalency exam. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

CCP 088 • Beginning Algebra with Applications

3 credits

Beginning algebra through mathematical exploration and modeling of real problems. Topics include signed numbers, measurement, one and two variable data, linear equations, graphing, and polynomials. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 098 • High School Equivalency Ready

0.5 credit

Provides students with test taking strategies, computer skill assessments, and high school equivalency practice tests to determine readiness to pass the Arizona high school equivalency test. Prerequisite: Satisfactory placement. One-half lecture. Both fall and spring semesters; summer.

CCP 103 • Workforce Readiness I

2 credits

Provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information. Also instructs in the practice of Work Discipline, Teamwork, Managerial Potential, and Customer Service. Includes Arizona Career Readiness Certification preparation and assessment. One lecture; two lab. DBN.

CCP 104 • Workforce Readiness II

2 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis is placed on developing a functional Resume and refining interview skills. Prerequisite: Satisfactory placement. One lecture; two lab. DBN.

CCP 106 • Workforce Skills I

3 credits

Enhances soft skills necessary for success in the workplace. Instruction and practice are provided in the areas of Reading for Information, Applied Mathematics, and Locating Information, as they are applied directly in the workplace. Two lecture; two lab. Fall semester; DBN.

CCP 107 • Workforce Skills II

3 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis will be placed on developing a functional Résumé and refining interview skills. Prerequisite: Successful completion of CCP 106/HDE 106 or CCP 103/HDE 103 or instructor permission. Two lecture; two lab. Spring semester; DBN.

Computer Information Systems (CIS)

Students must have keyboarding ability or instructor permission in order to take any CIS course.

CIS 103 • Introduction to Windows

1 credit

Introduction to Windows operating environment that takes a critical-thinking approach to teaching Windows concepts and skills. In addition to in-depth coverage of essential topics such as: hardware, software, terminology, file management, Internet and email, and additional Windows tools. One lecture. DBN.

CIS 105 • Computer Applications and Information Technology

3 credits SUN# CIS 1120

Introduces business information systems and the uses of business application software with emphasis on database and spreadsheet packages. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

CIS 111 • Introduction to Programming I

3 credits

Introduces students to concepts of problem-solving using structured and object-oriented programming, algorithmic design, computer systems concepts, and social and ethical responsibilities. Prerequisites: CIS 105, placement equivalent to completion of MAT 112, or instructor permission. Three lecture. Spring semester.

CIS 112 • Introduction to Programming II

3 credits

A continuing introduction to programming with an emphasis on problem-solving and the broader applicability of relevant data structures and programming concepts, as well as the implementation of those structures and concepts in software. Prerequisite: CIS 111 or instructor permission. Three lecture Fall semester.

CIS 125 • Digital Media

3 credits

An introduction to the technical and conceptual tools to understand the basic concepts of digital media. Students learn to create graphics, images, audio, animations, video, presentations and basic websites to convey effective messages to an audience. Prerequisite: CIS 105 or instructor permission. Two lecture; two lab. Spring semester.

CIS 130 • Information Security Fundamentals

3 credits

Students learn the basic concepts and principles of information security along with current risks and threats to an organization's data and the fundamental approaches to secure computers and networks. Prerequisite: CIS 105 or instructor permission. Three lecture. Spring semester.

CIS 135 • IT Assessment, Audit, and Controls

3 credits

Students develop a thorough understanding of how to identify and mitigate risk related to information systems and learn how to develop plans and processes for a holistic approach to information security for an organization. Prerequisite: CIS 130 or instructor permission. Three lecture. Fall semester.

CIS 141 • A+ Certification Preparation I

3 credits

Comprehensive practical instruction on theory and skills relating to mobile devices; networking; hardware; virtualization and cloud computing; and network and hardware troubleshooting. Course includes about 50 percent of the competencies required for A+ certification. Prerequisite: CIS 105 or instructor permission. Two lecture; two lab. Both Fall and Spring semesters.

CIS 142 • A+ Certification Preparation II

3 credits

Comprehensive practical instruction on theory and skills relating to operating systems; security; software troubleshooting; and operational procedures. Course includes about 50 percent of the competencies required for A+ certification. Prerequisite: CIS 141 or instructor permission. Two lecture; two lab. Both Fall and Spring semesters.

CIS 145 • Network+ Certification Preparation

3 credits

Overview of networking concepts, infrastructure, network operations, network security, and network troubleshooting and tools. Students learn and apply skills through traditional methods as well as hands-on labs. This course prepares students for the CompTIA Network+ examination Prerequisite: CIS141 or instructor permission. Two lecture; two lab. Fall semester.

CIS 146 • Security+ Certification Preparation

3 credits

Prepares students for the CompTIA Security+ Certification examination. Topics include threats, attacks and vulnerabilities; technologies and tools; architecture and design; identity and access management; risk management; cryptography and public key infrastructure. Prerequisite: CIS 130 or instructor permission. Three lecture. Spring semester.

CIS 150 • Digital Culture

3 credits

Trans-disciplinary inquiry into the history, nature and implications of digital spaces and cultures. Students develop critical thinking capabilities and a humanistic perspective on the nature of cyberspace. Three lecture. Fall semester.

CIS 161 • Microsoft Operating Systems

3 credits

Covers in-depth uses of current Microsoft Operating Systems and takes a critical-thinking approach to teaching concepts and skills such as configuring hardware, software, interfaces, security, and practical skills. Prerequisite: CIS 105 or instructor permission. Three lecture. Spring semester.

CIS 162 • Linux+ Certification Preparation

3 credits

Prepares students for the CompTIA Linux+ certification exam. Topics include hardware and system configuration, systems operation and maintenance, security, troubleshooting, diagnostics, automation, and scripting. Prerequisite: CIS 105 or instructor permission. Three lecture. Fall semester.

CIS 171 • Linux Operating System

3 credits

An overview of the Linux Operating System. Students learn to install, configure, maintain and troubleshoot Linux systems. Introduces the command line and graphical user interfaces for workstation users and systems administration purposes. Prerequisite: CIS 105 or instructor permission. Two lecture; two lab. Fall semester.

CIS 187 • Introduction to Web Development

3 credits

Introduction to the theory, art, and practice of web design and development. Students learn to write and manage valid and accessible pages and sites which maintain high standards of usability regardless of client computing platform, connection speed, or browser choice. Prerequisite: CIS 105 or instructor permission. Three lecture. Spring semester.

CIS 190 • JavaScript Programming

3 credits

Provides students with the necessary knowledge and skills to design and develop JavaScript programs in order to build dynamic websites and applications. Prerequisite: CIS 111 and CIS 187 or instructor permission. Three lecture. Fall semester.

CIS 217 • JAVA Programming

3 credits

An introduction to the Java programming language. Students learn to write programs in Java with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission. Three lecture. Fall semester.

CIS 225 • C Programming

3 credits

An introduction to the C programing language. Students learn to write programs in C with an emphasis on problem analysis, program structure, and design.Three lecture. Fall semester.

CIS 226 • C++ Programming

3 credits

An introduction to the C++ programing language. Students learn to write programs in C++ with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission. Three lecture. Fall semester.

CIS 227 • C# Programming

3 credits

An introduction to the C# programming language. Students write programs in C# with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission. Three lecture. Spring semester.

CIS 230 • Operating System Security

3 credits

Students learn to install, configure, and administer common desktop and server operating systems and their associated applications and services with a focus on securing these systems against risks, vulnerabilities, and threats. Prerequisite: CIS 130, and CIS 161, and CIS 171 or instructor permission. Two lecture; two lab. Spring semester.

CIS 231 • Digital Forensics and Investigations

3 credits

Students will learn about the legal and technical aspects of Digital Forensics, including general forensic processes, imaging, hashing, file recovery, file system basics, identifying mismatched file types, reporting, and laws regarding computer evidence. Prerequisite: CIS 130 and CIS 171 or instructor permission. Two lecture; two lab. Spring semester.

CIS 232 • Network Security

3 credits

Students learn how to design, implement, and administer secure computer networks while exploring security incidents and intrusions, identifying and categorizing incidents, responding to incidents, log analysis, network traffic analysis, and utilizing various network security tools. Prerequisite: CIS 130 and CIS 145 or instructor permission. Two lecture; two lab. Spring semester.

CIS 233 • Ethical Hacking

3 credits

Students will learn about the ethical hacking methodology with a hands-on application of security tools to test and better secure information systems. Introduces common countermeasures that effectively reduce and/or mitigate attacks. Prerequisite: CIS 230 or instructor permission; Co-requisite: CIS 232 or instructor permission. Two lecture; two lab. Spring semester.

CIS 243 • Database-Driven Websites

3 credits

An in-depth study of creating dynamic database-driven websites using PHP and MySQL. Students learn how to design and create a database, PHP and MySQL programming concepts, and advanced web programming skills. Prerequisite: CIS 111 and 187, or instructor permission. Three lecture. Fall semester.

CIS 245 • Database Management Concepts

3 credits

An introductory overview of database management systems (DBMS). Structured Query Language (SQL) and other management tools are used to define, manipulate, and retrieve data from a DBMS. Students also learn common administrative tasks related to user management, authentication, stored procedures, and backup/restore strategies. Prerequisite: CIS 105 or instructor permission. Three lecture. Spring semester.

CIS 265 • Web Programming

3 credits

Advanced web development techniques using a variety of programming languages, frameworks, and libraries. Students enhance their skills in client-side and server-side programming. Intended for students with a solid background and understanding of web development techniques and programming languages. Prerequisite: CIS 190 or instructor permission. Three lecture. Springl semester.

CIS 280 • Systems Analysis and Design

3 credits

Introduction to the methodologies of systems analysis and design. Emphasizes developing interviewing skills, identifying organizational problems and objectives, analyzing and documenting systems physical modeling and design. Students gain experience in the creation of UML diagrams, a project repository, data normalization, and data flow modeling. Prerequisite: CIS 111 or instructor permission. Three lecture. Spring semester.

CIS 286 • Educational Technology

3 credits

A technology literacy course for current and future educators in K-12 and postsecondary education. The course emphasizes skill development and familiarity in e-learning tools, online educational resources, instructional design, distance learning and educational technology standards. Knowledge and skills will be assessed through discussions, hands-on projects and digital portfolios. Three lecture. DBN.

Construction Technology (CON)

CON 100 • Construction Math and Safety

3 credits

Introduces principles and procedures for working safely in construction. Also focuses on basic math skills needed to calculate slope, volume, area and unit conversion. Explores OSHA 10-Hour construction safety topics. Three lecture. DBN.

CON 101 • Jobsite Layout

3 credits

Lecture of contextualized applied math topics for accurately measuring and laying out different types of construction projects, shapes, and structures. Focusing on applications of geometry and trigonometry as it applies to building layout, quality control, and site surveying. Three lecture. Both fall and spring semesters.

CON 102 • Introduction to Construction Methods

3 credits

Introduction to principles and procedures to work safely in construction industry; construction terminology, hand tools, and power tools applications. OSHA 10 Hour construction safety topics are explored. Three lecture. Both fall and spring semesters.

CON 105 • Engineering Principles and Construction Methods

3 credits

Examines basic engineering calculations, architectural design principles, materials used in construction, technical specifications, documents, contracts, methods and systems. Research project included. Three lecture. DBN.

CON 107 • Safety and Job Hazard Recognition

1 credit

Explores Federal Occupational Health and Safety Administration (OSHA) regulations as they pertain to the construction industry with focus on hazards in the workplace and methods to reduce work-related injuries. One lecture. DBN.

CON 111 • Plan Reading and Employment

3 credits

Introduction to basic skills of reading plans, specifications, contractual documents, communication fundamentals, and employ-ability skills as they pertain to the construction industry. Three lecture. Both fall and spring semesters.

CON 120 • Concrete and Masonry Systems

3 credits

The theory and practice of construction work performed with mortar, brick, block (concrete masonry units), reinforced brick, reinforced concrete masonry, forming of structural concrete, and concrete placement. Additionally, explores the chemical characteristics of Portland cement-based products, common tools used, terminology, and methodologies used to work with aforementioned materials. Prerequisite: CON 107 or CON 102 or instructor permission. Two lecture; two lab. Both fall and spring semesters.

CON 121 • Cabinetmaking I

3 credits

Covers the design and fabrication of wood and composition cabinets. Topics include: shop safety, cabinet style, materials, face frame construction, casework construction, basic cabinet joints, gluing techniques, finish preparation, and installation methods. Prerequisite: CON 102 or CON 107 or instructor permission. Two lecture; two lab. DBN.

CON 126 • Framing Systems

4 credits

Hands-on identification of different types of framing systems commonly used in the construction industry. Topics include: the components of walls, floor systems, stair layout and ceiling layout. Lecture on appropriate building codes and interpretation of construction documents as they pertain to carpentry. Prerequisite: CON 102 or CON 107 or CON 100. Two lecture; four lab. Both fall and spring semesters.

CON 134 • Fundamentals of Plastic Welding

3 credits

Fundamentals of plastic welding introduces theories pertaining to: thermoplastics welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. Prerequisite: WLD 100 or CON 100 or CON 107 or ATO 103 or instructor permission. Three lecture. DBN.

CON 140 • Computer Applications in Construction

3 credits

Computing theory and practice in computer applications for the design and construction industry. Introduction to Microsoft Excel, Word, Project, PowerPoint and/or estimating software. Explores some basics of CAD software for development of work plans. Includes basics of creating spreadsheets for estimating. Three lecture. Fall semester.

CON 145 • Roofing, Thermal and Moisture Protection Systems

3 credits

Hands-on roofing materials from low-slope to steep-slope roofing systems will be explored. Varying types of exterior finishes, weatherization and waterproofing systems will be constructed. Lecture of thermal properties of materials, thermal resistance and heat transfer. Prerequisites: CON 102, CON 107, CON 100 or instructor permission. Two lecture; two lab. Both fall and spring semesters.

CON 150 • Interior Finish Systems and Weatherization

3 credits

Explores interior finish systems: drywall, insulation, soundproofing, firestopping, textures, trims, and painting in a hands-on environment. Co-requisite: CON 100 or CON 107 or CON 102 or instructor permission. Two lecture; two lab. Spring semester.

CON 180 • Construction Service Learning

3 credits

Places students in construction settings to perform and learn construction related duties in accordance with their goals and objectives in a service-based project that benefits the community. Six lab. Fall semester.

CON 181 • Building Maintenance

3 credits

Maintenance of residential, commercial, industrial and public buildings. Discusses safety and first aid, structural parts of buildings, exteriors, doors and windows, interiors, finish

carpentry, concrete/masonry, landscape maintenance, electrical and mechanical system maintenance. Two lecture; two lab. DBN.

CON 200 • Integrated Construction Management/ Design Laboratory

3 credits

Construction of mock structures including building and assemblage of components, progress reporting, safety documentation, quality control, coordination of teams among design, management and trades. Prerequisites: CON 140 or instructor permission. Two lecture; two lab. Fall semester.

CON 205 • Masonry Fundamentals

3 credits

Explores masonry topics ranging from basic terminology, tools used in the industry, products used for installation, construction document interpretation, and mortar mixing. Prerequisite: CON 102 or instructor permission. Two lecture; two lab. (Limited to ADOC students)

CON 206 • Masonry Installation

3 credits

Introduces masonry units (concrete masonry units and modular units), cutting techniques, layout techniques, and reinforcing materials will be examined as they pertain to the building process. Prerequisite: CON 102 or instructor permission. Two lecture; two lab. (Limited to ADOC students)

CON 207 • Residential Masonry

4 credits

Explores concepts of residential masonry products as they pertain to foundations, patios, steps, and decks. Additionally, covers topics in clay brick, stonework, and mortar. Prerequisite: CON 120 or instructor permission. Two lecture; four lab. (Limited to ADOC students)

CON 208 • Structural Masonry

4 credits

Expands upon ideas covered in CON 206; masonry units (concrete masonry units and modular units), cutting techniques, layout techniques, and reinforcing materials will be revisited as they pertain to the building process. Prerequisite: CON 206 or instructor permission. One lecture; six lab. (Limited to ADOC students)

CON 221 • Cabinetmaking II

3 credits

Advanced standard techniques of cabinetmaking. Includes shop safety for special setups, standard and customized cabinet dimensioning, detailed working drawings, specialized cabinet joinery, molding and trim applications, bending and laminating veneers and plastic laminates, design and fabrication of multi-component cabinet systems. Prerequisite: CON 121. Two lecture; two lab. DBN.

CON 222 • Cabinetmaking III

3 credits

Specialized techniques in cabinet production. Includes identification/use/care of specialized hand tools/portable power tools/machinery for mass production of cabinets, jigs and fixtures, designing and estimating materials for production cabinetry, production projects. Prerequisite: CON 221. Two lecture; two lab. DBN.

CON 228 • Electrical Systems

3 credits

Introduction to electrical systems, wiring, the National Electrical Codes, and basic electrical theories as they relate to building trades. Co-requisites: CON 100 or CON 102 or CON 107 or instructor permission. Two lecture; two lab. Spring semester.

CON 229 • Plumbing and Mechanical Systems

3 credits

A hands-on approach is taken for plumbing systems used in residential construction. Lecture-based approach to mechanical systems; their applications and basic theories as they relate to buildings in which they are used. Prerequisite: CON 100 or CON 102 or CON 107 or instructor permission. Two lecture; two lab. Spring semester.

CON 230 • Sustainable Construction

3 credits

Examines the role of professionals in the construction process to promote sustainability. Explores the impact construction activities have on: land development, material usage, energy consumption, environmental design considerations, and manufacturing processes are explored. Prerequisite: CON 102 or instructor permission. Three lecture. Fall semester.

CON 263 • Cost Estimating, Scheduling and Planning

3 credits

Students calculate quantities of materials used in construction projects using spreadsheets and computers. Once quantities are determined, cost and duration to time of completion are applied to each task. Prerequisite: CON 140 or instructor approval. Two lecture; two lab. Spring semester.

CON 265 • Construction Capstone Portfolio

2 credits

Integration of construction processes including: operations, trades (masonry, concrete, carpentry, finishes, and electrical), and management processes. Prerequisites: CON 101, 102, 111, 120, 126, 145, 228, 229 or instructor permission. One and a half lecture; one lab. Spring semester.

Cosmetology (COS)

COS 107 • Business Skills I

3 credits

Offers basic business skills relating to the beauty industry. Topics will include: customer service, work ethics and professionalism in the work place. Five and six-tenths lab. Both fall and spring semesters.

COS 108 • Business Skills II

3 credits

Continuation of COS 107. Emphasis continues in further training in customer service, work ethics, and professionalism in the work place. Prerequisite: COS 107. Five and six-tenths lab. Both fall and spring semesters.

COS 142 • Introduction to Hair Care

6 credits

Introduces students to basic hair care through live demonstrations and hands-on training in a realistic salon setting. Training will include beautification of the hair involving cutting, styling, coloring, chemical texture alteration and related theory. With completion of this course students will continue to practice on clients under instructor supervision. Prerequisites: The minimum of 16 years of age with official high school transcript with 10th grade equivalency; two English courses, one math, one science and a minimum of 10 credits, or; proof the prospective student is at least 18 years old with satisfactory proof of age is shown by government-issued driver's license or identification card, birth certificate, or; a transfer application. Eleven lab. Both fall and spring semesters.

COS 143 • Introduction to Basic Skin Care

2 credits

Introduces students to basic skin care through live demonstrations and hands-on training in a realistic salon setting. Training will include the fundamentals in cleansing, massaging, moisturizing, skin analysis and related theory. With completion of this course students will continue to practice on clients under instructor supervision. Three and eight-tenths lab. Both fall and spring semesters.

COS 144 • Introduction to Basic Nail Care

2 credits

Introduces students to basic nail care through live demonstration and hands-on training in a realistic salon setting. Training will include beautification of nails, massaging and moisturizing of the hands and related theory. With completion of this course students will continue to practice on clients under instructor supervision. Three and eight-tenths lab. Both fall and spring semesters.

COS 145 • Law and Ethics for a Beauty Professional

3 credits

Overview of laws and ethics relevant to the beauty professional including Arizona State Board of Cosmetology Laws and Rules, communication skills, professional image, life skills, career opportunities and related theory. Five and six-tenths lab. Both fall and spring semesters.

COS 146 • Scientific Concepts I

3 credits

Overview of scientific concepts relevant to the beauty professional including infection control, general anatomy, chemistry, electricity and related theory. Five and six-tenths lab. Both fall and spring semesters.

COS 147 • Scientific Concepts II

3 credits

Continuation of COS 146. Emphasis continues on further training in infection control, general anatomy, chemistry, electricity and related theory. Prerequisite: COS 146. Five and six-tenths lab. Both fall and spring semesters.

COS 231 • Advanced Hair Care I

3 credits

Students learn the science of healthy hair including hands-on training in shampooing, hair cutting, haircolor, chemical alternation and related theory. Students explore beauty enhancement techniques and acquire knowledge to help people look and feel more beautiful. Prerequisite: COS 142. Five and six-tenths lab. Both fall and spring semesters.

COS 232 • Advanced Hair Care II

3 credits

Continuation of COS 231. Emphasis continues on further training in hair care with advanced techniques including conditioning treatments, highlights, wig designs, braids and related theory. Prerequisite: COS 231. Five and six-tenths lab. Both fall and spring semesters.

COS 233 • Advanced Hair Care III

3 credits

Continuation of COS 232 concentrating on skills to offer satisfactory client services, proper communication skills and up-to-date techniques. Prerequisite: COS 232. Five and six-tenths lab. Both fall and spring semesters.

COS 234 • Advanced Skin Care I

3 credits

Students learn the science of healthy skin including hands-on training in skin analysis, facials, masks, waxing, makeup applications and related theory. Students explore beauty enhancement techniques and acquire knowledge to help people look and feel beautiful. Prerequisite: COS 143. Five and six-tenths lab. Both fall and spring semesters.

COS 235 • Advanced Skin Care II

3 credits

Continuation of COS 234. Emphasis continues on further training in skin care with advanced techniques including spa facials, masks, moulage makeup, false eyelash application and related theory. Prerequisite: COS 234. Five and six-tenths lab. Both fall and spring semesters.

COS 236 • Advanced Skin Care III

3 credits

Continuation of COS 235 concentrating on skills to offer satisfactory client services, proper communication skills and up-to-date techniques. Prerequisite: COS 235. Five and six-tenths lab. Both fall and spring semesters.

COS 237 • Advanced Nail Care I

3 credits

Students learn the science of healthy nails including hands-on training in manicures, pedicures, artificial nail enhancements and related theory. Students explore beauty enhancement techniques and acquire knowledge to help people look and feel more beautiful. Prerequisite: COS 144. Five and six-tenths lab. Both fall and spring semesters.

COS 238 • Advanced Nail Care II

3 credits

Continuation of COS 237. Emphasis continues on further training in nail care with advanced techniques including spa manicures, spa pedicures, nail wraps, paraffin wax treatments and related theory. Prerequisite: COS 237. Five and six-tenths lab. Both fall and spring semesters.

COS 239 • Advanced Nail Care III

3 credits

Continuation of COS 238. Concentrating on advanced nail care skills to offer satisfactory client services and up-to-date techniques. Prerequisite: COS 238. Five and six-tenths lab. Both fall and spring semesters.

COS 240 • Prepare for Licensure

2 credits

Summarizes the fundamental knowledge of a beauty professional including self-assessments and practice exams in core domains of Cosmetology and Hairstyling. Three and eight-tenths lab. Both fall and spring semesters.

COS 241 • Cosmetology Special Topics I

3 credits

A course designed to meet the needs of an individual Cosmetology Program completer who has an interest in a specific topic. This course is especially applicable to the occupational student who wants to specialize in training or transfer hours to another state. Prerequisite: Student must have completed 1600 hours of State Board documented cosmetology training. Five and six-tenths lab. DBN.

COS 242 • Cosmetology Special Topics II

3 credits

A continuation of COS 241. Students will continue to practice in self-directed study or an advanced project that relates to a Cosmetologist. Prerequisite: COS 241. Five and six-tenths lab. DBN.

COS 243 • Law and Ethics for a Cosmetology Educator

1 credit

Overview of legal and ethical topics relevant to the Cosmetology Educator including topics from the Arizona State Board of Cosmetology regulations, professionalism in the work place and related theory. Prerequisite: Licensed as a Cosmetologist with one year work experience form from the Arizona State Board of Cosmetology. One and nine-tenths lab. Spring semester.

COS 244 • Safety Concepts for a Cosmetology Educator

2 credits

Introduces students to safety concepts to be used as a potential Cosmetology Educator including infection control principles, industry safety practices and related theory. Prerequisite: COS 243. Three and eight-tenths lab. Spring semester.

COS 245 • Basic Teaching Skills for a Cosmetology Educator

3 credits

Designed for Cosmetology Educators focusing on classroom management including self-motivated instructors, developing organized work habits, creating a motivated classroom environment, foster learning and study skills and related theory. Five and six-tenths lab. Spring semester.

COS 246 • Beauty and Wellness Disciplines for a Cosmetology Educator

3 credits

Presents cosmetologists with teaching concepts relevant to becoming a Cosmetology Educator including management of a student training environment, preparing students for employment, providing an energized education environment and related theory. Five and six-tenths lab. Spring semester.

COS 247 • Professional Development for a Cosmetology Educator

3 credits

Covers enhanced levels of a Cosmetology Instructor's work performance including educator-to-educator relationships, educator-to-supervisor relationships, effective human relationships and related theory. Five and six-tenths lab. Spring semester.

Drafting (DRF)

DRF 120 • Technical Drafting I

3 credits

Basic skills for technical drafting using AutoCAD. Topics include language of industry, drafting skills, drafting office practices, theory of shape description, applied geometry, basic dimensioning, working drawings, sections and conventions, and printmaking machines. Two lecture; two lab. DBN.

DRF 130 • Architectural Drafting I

3 credits

Basic techniques and fundamentals of architectural drafting with emphasis on line work, lettering and basic technical drawing. Basic drafting skills are developed through projects devoted to acquiring knowledge of basic residential construction methods and their graphical representation. Emphasis on industry standards. Prerequisite: DRF 120 or instructor permission. Two lecture; two lab. DBN.

DRF 150 • AutoCAD I

3 credits

Specializing in two-dimensional drawings and the application of Computer Aided Drafting Design. Topics include system startup, setting up drawings, drawing fundamentals, getting around with display controls, graphic entities, introduction to editing, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. Two lecture; two lab. DBN.

DRF 200 • Applied Drafting and Design

2 credits

The application of advanced drafting and design skills in a challenging format. Topics include defining areas of interest, advanced sketching skills, advanced manual drafting skills, advanced AutoCAD skills, project work plans, activities and evaluation. Repeatable with different student/instructor/division director created specific learning object. Prerequisite: 15 credit hours of drafting core courses. Four lab. DBN.

DRF 230 • Architectural Drafting II

3 credits

An advanced course in architectural drafting. Topics include site/plot plans, foundation plans, floor plans, elevations, sections, framing plans, internal elevations, electrical plans, plumbing plans, sketching, perspective drawing, shading and coloring and building codes. Prerequisite: DRF 130. Two lecture; two lab. DBN.

DRF 250 • AutoCAD II

3 credits

Covering two-dimensional specialized techniques and continued development of AutoCAD skills. Emphasis is on advanced student project(s). Topics include advanced editing, attributes and data extraction, customizing macros and menus, tailoring menu systems, using AutoLISP for drawing automation, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. Prerequisite: DRF 150 or instructor permission. Two lecture; two lab. DBN.

Early Childhood Development (ECD)

ECD 100 • Providing a Healthy Environment

1 credit

Provides an overview of policies, regulations, and strategies that support young children's health and well-being. Covers concepts of nutrition, environmental influences, and physical activity in a variety of early childhood settings serving children birth through age eight. Addresses strategies for working with families to support children's health and well-being. Co-requisite: ECD 102. One-half lecture; one clinical. DBN.

ECD 102 • Ensuring a Safe Environment

1 credit

Overview of strategies for implementing safe practices and ensuring the safety of children ages birth through age eight in a variety of early childhood settings such as preschools, playgrounds, and homes. Includes ways to engage families in understanding practices for keeping children safe. Co-requisite: ECD 100. One-half lecture; one clinical. DBN.

ECD 105 • Understanding Behavior and Encouraging Self-Discipline

1 credit

Strategies and methods for understanding children's behavior. Explores instructional techniques to promote self-regulation and support children's positive social-emotional development. Co-requisite: Concurrent enrollment in ECD 120. One-half lecture; one clinical. DBN.

ECD 108 • Observation and Assessment in Early Childhood

1 credit

Foundations in observing and assessing learning for the purpose of understanding development and guiding instruction for young children, birth through age eight. Covers a variety of techniques and strategies for effectively documenting learning and interpreting results. Co-requisites: ECD 250 or ECD 147, ECD 148 and ECD 149. One-half -lecture; one clinical. Both fall and speing semesters.

ECD 110 • Building Relationships with Families

1 credit

Overview of the importance of the family and early childhood professional relationship. Strategies for engaging with families and building strong relationships as a means to support children's positive growth and development. One-half lecture; one clinical. Both fall and spring semesters.

ECD 112 • Enhancing Family and Community Engagement

1 credit

Overview of a parent, family and community engagement framework used in early childhood systems. Reviews research and assesses the value of family engagement as a fundamental strategy to promote children's learning and healthy development. One-half lecture; one practicum. DBN.

ECD 120 • Guidance and Development of Social-Emotional Development

1 credit

Overview of children's social-emotional development. Explores instructional strategies and techniques to build young children's social-emotional awareness and promote positive self-concepts. Co-requisite: Concurrent enrollment in ECD 105. One-half lecture; one clinical. DBN.

ECD 128 • Culture, Language and Community

1 credit

Explores how culture, language and community impact child development and learning. Reviews methods and materials that promote culturally and linguistically responsive environments and instruction in a variety of early childhood settings. One-half -lecture; one clinical. Both fall and spring semesters.

ECD 129 • Planning and Implementing a Bilingual Program

1 credit

Providing young children with communication skills in their primary language with exposure to a basic vocabulary of a second

language. (This course will be made language specific for the group of children with which the student is involved). One-half lecture; one lab. DBN.

ECD 136 • Understanding How Children Learn

1 credit

Overview of brain development and learning theories and principles in early childhood. Strategies for applying theory to practice and using knowledge of learning to support children's comprehensive growth and development for birth through age five. Prerequisite: ECD 250 or ECD 147, 148 AND 149. One-half lecture; one clinical. DBN.

ECD 139 • Curriculum and Environments for Infants and Toddlers

2 credits

Overview of developmentally appropriate curriculum and planning to support comprehensive growth and development of children birth to three. Explores the roles that daily routines and responsive caregiving play in supporting young children's learning experiences. Addresses influences of environments on development and learning. Prerequisite: ECD 250 or equivalent (ECD 147, 148 AND 149). One lecture; two clinical. DBN.

ECD 141 • Healthy and Safe Early Childhood Practices

2 credits

Provides an overview of policies, regulations and strategies that ensure young children's safety, health and well-being in a variety of early childhood settings serving children birth through age eight. Covers concepts of nutrition, environmental influences on development, physical activity, and safe sleep and playground practices. Addresses strategies for engaging families in healthy and safe practices in the home. One lecture; two practicum. Both fall and spring semesters.

ECD 142 Designing Developmentally Effective Learning Environments

2 credits

Exploration of the foundations of constructivist, whole child learning approaches with particular focus on developmentally appropriate and effective practices in early childhood. Includes overview of specific curricula used in a variety of early childhood settings. Co-requisites: ECD 136 – may be taken concurrently. One lecture; two clinical. DBN.

ECD 143 Inclusion of Children with Special Needs

2 credits

An overview of the concepts of quality inclusion of children with special needs, including information on laws which govern services to children with disabilities, knowledge of individualized plans, a review of typical and atypical child development, developmentally appropriate activities for children, working collaboratively with families, service providers and multidisciplinary teams. One lecture; two lab. Both fall and spring semesters.

ECD 147 • Prenatal and Infant Development

1 credit

Development of an infant from conception through infancy. Includes theories of development and the birth process. Student must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab. DBN.

ECD 148 • Toddler Development

1 credit

Development of toddlers from 12 months to 36 months of age. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab. DBN.

ECD 149 • Development of the Preschool Child

1 credit

Development of children from 3 to 5 years of age. Must complete ECD 147, 148, 149 and 150 in numerical order. One-half lecture; one lab. DBN.

ECD 154 • Environments for Infants and Toddlers

1 credit

A composite of practical theories and principles for the arrangement of a safe, healthy environment for infants and toddlers with emphasis on indoor/outdoor environments, material selection and usage based on observation and participation in an infant/toddler care setting. One-half lecture; one lab. DBN.

ECD 155 • Curriculum and Learning Materials for Infants

1 credit

Practical theories and principles for the infant curriculum with emphasis on responsive relationships, developmental stages, applied observation. Course provides developmentally appropriate learning materials that are safe and interesting for infant exploration. One-half lecture; one lab. DBN.

ECD 156 • Curriculum and Learning Materials for Toddlers

1 credit

Practical theories and principles for the toddler curriculum with emphasis on responsive relationships, developmental stages, applied observation, and providing developmentally appropriate learning materials that are safe and interesting for toddler exploration. One-half lecture; one lab. DBN.

ECD 163 • Supporting Infant/Toddler Cognitive Development

1 credit

Review of theories and principles of cognitive development in the first three years of life. Explores how infants and toddlers develop the skills of reasoning, symbolic representation, concept development, and problem-solving. Co-requisites: ECD 164 and ECD 169. One-half lecture; one clinical. DBN.

ECD 164 • Practical Applications for Infant-Toddler Cognitive Development

1 credit

Overview of strategies and concepts for providing infants and toddlers with the environments and supports that enhance cognitive development. Emphasizes the role of effective

interactions in the promotion of cognitive skills, including reasoning, problem-solving, symbolic representation, and concept development. Co-requisite: Concurrent enrollment in ECD 163 and ECD 169. One-half lecture; one clinical. DBN.

ECD 165 • Language Development of Infants and Toddlers

1 credit

A study of the normal language skills development in infants and toddlers, including activities to foster language development and help identifying language delays. One-half lecture; one lab. Both fall and spring semesters.

ECD 166 • Infant-Toddler Social and Emotional Development

1 credit

Overview of social and emotional development in children birth to age three. Addresses the importance of consistent and responsive caregiving practices in supporting children's social and emotional competence, including autonomy, self-concept, identity and belonging. Co-requisite: Concurrent enrollment in ECD 167 and ECD 168. One-half lecture; one clinical. DBN.

ECD 167 • Guiding Behavior: Infants and Toddlers

1 credit

Overview of developmentally appropriate behavioral expectations for children birth to three. Addresses strategies and techniques for guiding and supporting positive behavior development in infants and toddlers. Co-requisite: Concurrent enrollment in ECD 166 and ECD 168. One-half lecture; one clinical. DBN.

ECD 168 • Supporting Social and Emotional Competence: Infants and Toddlers

1 credit

Review of supports and interactions that promote social-emotional competence in young children birth to age three. Emphasizes development of children's emotional expression and self-regulation through responsive, warm, and nurturing relationships with caregivers. Co-requisite: Concurrent enrollment in ECD 166 and ECD 167. One-half lecture; one clinical. DBN.

ECD 169 • Sensory Learning and Cognitive Development

1 credit

Examines the specific relationship between sensory experiences and cognitive development in infants and toddlers. Addresses strategies for encouraging sensory exploration as well as developing adjustments for children with varying needs and abilities. Co-requisite: Concurrent enrollment in ECD 163 and ECD 164. One-half lecture; one clinical. DBN.

ECD 172 • Physical Development in Infancy and Toddlerhood

1 credit

The normal sequence of physical development in infants and toddlers, utilizing observations and participation in infant and toddler care activities to individualize the program. One-half lecture; one lab. DBN.

ECD 175 • Professionalism

1 credit

Overview of professional ethics and behavior within the field of early childhood including, professional development, understanding of the core knowledge and competencies of the field, and the importance of ongoing professional growth. One-half lecture; one clinical. Both fall and spring semesters.

ECD 184 • Early Social and Emotional Development

2 credits

Overview of children's social and emotional development from birth through age eight. Explores instructional strategies and techniques to build young children's social-emotional competence, promote positive self-concepts, and support self-regulation in the early years. Empahasizes the child-adult relationship as the foundation for trusting, positive interactions with peers and adults. One lecture; two practicum. DBN.

ECD 186 Effective Interactions for Learning

1 credit

Students will gain an understanding of the important role of adult-child interactions in the development of young children. Course will explore the topics of attachment, building warm relationships, and effective scaffolding using questioning and language strategies to promote self-regulation and learning in children ages birth – five years. One-half lecture; one clinical. Both fall and spring semesters.

ECD 187 Supporting STEM in Early Childhood

1 credit

Overview of integrated learning approaches to teaching young children science, technology, engineering and math (STEM) concepts. Reviews strategies and techniques for planning, developing, and implementing developmentally appropriate and effective STEM curriculum for young children birth to age five. Co-requisites: ECD 200 or ECD 136 and ECD 142. Both fall and spring semesters.

ECD 200 • Introduction to Early Childhood Education

3 credits

Provides an overview of early childhood education including programs, policies, and curriculum. Offers opportunities to design environments and instructional strategies using developmentally effective practices. Emphasizes play and constructivism as a means for supporting children's learning in settings serving children birth through age five.Prerequisite: Satisfactory placement or instructor permission. Three lecture. DBN.

ECD 217 • Early Childhood Language and Literacy

1 credit

Methods and materials to support young children's emerging language and literacy skills from birth using whole child, integrated approaches to learning. Includes topics in communication, early reading and early writing. Co-requisite:

ECD 136 and ECD 142 or ECD 200. One-half lecture; one clinical. Both fall and spring semesters.

ECD 220 • Preschool Behavior Problems

3 credits

Step-by-step approach in dealing effectively with behavior problems of preschool children. Prerequisite: Satisfactory placement. Three lecture. DBN.

ECD 221 • Stress Management for Educators

2 credits

Strategies for managing time, space and people in the early childhood setting. Prerequisite: Satisfactory placement. Two lecture. DBN.

ECD 222 • Introduction to Early Childhood Special Education

3 credits

Overview of legislation, policies, issues, philosophies and trends in special education with an emphasis on provisions for children birth through age eight. Includes an examination of the student's own beliefs and assumptions regarding learners with exceptionalities. Three lecture. DBN.

ECD 231 • Planning and Managing an Early Childhood Program

2 credits

Designing, planning, implementing and managing an early childhood program based upon needs assessment and program philosophy. One lecture; two lab. DBN.

ECD 232 • Play and Learning Environments

2 credits

Examines the role of play in children's development birth through age eight. Focuses on the importance of play and how play benefits children in both indoor and outdoor environments. Emphasizes developmentally appropriate strategies adults use to create indoor and outdoor environments that enhance and support play in early childhood settings. Two lecture. DBN.

ECD 233 • Policies and Procedures in Early Childhood Programs

2 credits

Overview of early childhood systems, policies and procedures. Discussions of childcare licensure, quality early childhood programs, and other early childhood regulatory entities. One lecture; two clinical. Both fall and spring semesters.

ECD 237 • Evaluating an Early Childhood Program

1 credit

Development and implementation of an evaluation system for an early childhood program, including children's pro-gram, staff and overall program. One-half lecture; one lab. DBN.

ECD 250 • Survey of Child Development

3 credits

Study of the theories of child development from the prenatal through middle childhood periods. Includes an emphasis on the interactions between biology and the environment and the influences of culture and social issues on children's health and development. Prerequisite: Satisfactory placement or instructor permission. Three lecture. DBN.

Economics (ECN)

ECN 211 • Principles of Macroeconomics

3 credits SUN# ECN 2201

Study of the economic system as a whole, including the level of employment and diversity in income, fiscal and monetary policies, and the role of government in the economy. Also covered are economics of resource issues related to market failure and sustainability. Prerequisite: CCP 088 or satisfactory placement. Three lecture. Fall semester.

ECN 212 • Principles of Microeconomics

3 credits SUN# ECN 2202

Elements of supply and demand analysis. Examination of market structures, market allocation and externalities, labor markets and income distribution, and decision making by the individual firm. Prerequisite: CCP 088 or satisfactory placement. Three lecture. Spring semester.

Education (EDU)

EDU 101 • Effective Tutoring

1 credit

For those who work with students as tutors, scribes or note takers. The course identifies methods and approaches to tutoring, including qualities, goals, strategies and implementation guidelines for the development of effective tutoring relationship. One lecture. Both fall and spring semesters; summer.

EDU 102 • Laubach Literacy Tutor Training

1 credit

The philosophy, methods, techniques and materials employed in teaching of basic reading to the nonreader, using the Laubach system of reading, as well as basic math, computer and life skills. Prerequisite: EDU 101. One lecture. Both fall and spring semesters; summer.

EDU 200 • Introduction to Education

3 credits

Surveys the field of education. Historical development, the requirements for admission into teaching, approaches and theory, problems of teachers, organization and administration, ethical and legal aspects and foundations of education are examined. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

EDU 220 • Diversity in Education

3 credits

An introduction to multicultural education and the various forms of human diversity found in classrooms, schools and communities. Emphasis on the role of stereotyping and prejudice as they affect teachers and learners. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

EDU 222 • Introduction to Special Education

3 credits

The history, practices, advances, problems and challenges of the special education field from birth to adulthood. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

EDU 223 • Classroom Observation Skills

1 credit

Presents classroom observation skills to identify effective teaching practices. Eight areas related to positive outcomes in learners include: learning climate, classroom management, lesson clarity, instructional variety, task orientation, student engagement, student success, and higher thought processes. Prepares pre-service teachers for classroom observation assignments in conjunction with the core EDU courses. One lecture. DBN.

EDU 250 • Critical and Evaluative Reading for Educators

3 credits

Applies critical inquiry skills to varied and challenging reading materials that includes analysis, synthesis, and evaluation through written discourse. Prerequisite: ENL 101. Three lecture. Spring semester; summer.

EDU 275 • Instructional Skills

2 credits

Participants review basic ideas about teaching, check current practices, and experiment with new instructional strategies and techniques. Participants will address different learning domains - psycho-motor, cognitive, and affective. Two lecture. Both fall and sprig semesters; summer.

EDU 276 • Managing the Learning Environment

3 credits

Classroom management techniques, discipline models, student behavior and misbehavior, group dynamics, student self-motivation, and learning styles. Arizona State Board of Education professional teaching standards emphasized; includes 20 hours field experience. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

EDU 280 • Introduction to Structured English Immersion (SEI) Augmented

3 credits

Emphasis on understanding English Language Learners (ELL) in the K-12 classroom. Covers the history, culture, theory, methods and an introduction to both the English Language Proficiency (ELP) standards and the Arizona English Language Learner Assessment (AZELLA). Three lecture. Both fall and spring semesters.

EDU 282 • Structured English Immersion (SEI) and English Language Learner (ELL) Teaching Methods

3 credits

Provides methods of developing and analyzing lesson plans in all content areas using English Language Learners (ELL) standards, including the Sheltered Instruction Observation Protocol (SIOP) method. Emphasis on components of curriculum content, teaching strategies, and the historical role of ELL instruction in the classroom. Three lecture. Both fall and spring semesters.

EDU 286 • Educational Technology

3 credits

A technology literacy course for current and future educators in K-12 and postsecondary education. This course emphasizes skill development and familiarity in e-learning tools, online educational resources, instructional design, distance learning and educational technology standards. Knowledge and skills will be assessed through discussions, hands-on projects and digital portfolios. Three lecture. Both fall and spring semesters.

EDU 291 • Children's Literature

3 credits

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. Prerequisite: ENL 101 or instructor permission. Three lecture. Spring semester.

Paramedicine (EMT)

EMT 104 • Healthcare Provider CPR and First Aid

0.5 credit

Designed to certify the student in CPR (HealthCare Provider level) and First Aid (American Heart Association or ASHI). One-half lecture. Both fall and spring semesters.

EMT 130 • Emergency Medical Technician Preparatory Course

3 credits

Introduction to medical terminology with basic anatomy and physiology of the human body as cornerstones for providing care to patients in the pre-hospital environment. Includes CPR at Healthcare Provider level. Prerequisite: Next Gen. ACCUPLACER Reading of 253+, COMPASS Reading of 81+ or ASSET reading of 41+ or "C" or better in ENL101 Three lecture. Both fall and spring semesters.

EMT 131 • Emergency Medical Technician – Basic

8 credits

Students learn skills to recognize and properly treat illness and injury in the pre-hospital setting. Successful completion of the course provides eligibility to take the certification exam through the National Registry of EMTs and the Arizona Department of Health Services. Prerequisites: Current Healthcare Provider CPR certification and satisfactory placement; successful completion of EMT 130 is required unless documented

proof of prior experience or equivalent class and successful completion of course final. Must be 18 years of age to test NREMT. Eight lecture; one and one quarter clinical. Both fall and spring semesters.

EMT 133 • EMT – Basic Refresher

2 credits

A 32-hour continuing education class that fulfills the National Registry of Emergency Medical Technicians and Arizona Department of Health Services requirements for recertification as a basic EMT in the state. Prerequisite: Current certification as an EMT-B with NREMT or State of Arizona. Two lecture. Both fall and spring semesters.

EMT 135 • EMT IVC

1 credit

Designed for the EMT BASIC technician to develop intravenous skills and provide advanced care for improved patient outcomes. Prerequisites: Current certification as an EMCT-B in the State of Arizona. Require written approval from the EMCT EMS provider agency and from an administrative medical director who agrees to provide medical direction. Half-hour lecture; one and one-half clinical. DBN.

EMT 240 • Basic Electrocardiogram (ECG) and Pharmacology

3 credits

Content includes cardiac electrophysiology, basic heart rhythms, introduction to pharmacologic management and medication calculations. Three lecture. Spring semester.

EMT 241 • Advanced Life Support (ALS) Refresher

3 credits

A 48-hour continuing education class that fulfills the National Registry of Emergency Medical Technicians and Arizona Department of Health Services requirements for recertification as a paramedic or intermediate EMT in the state of Arizona. Prerequisite: must be certified as an EMT-P or EMT-I in the state of Arizona. Three lecture. Both fall and spring semesters.

EMT 246 • Paramedic Training I

20 credits

Develops advanced knowledge and skills for recognition and appropriate management of illness and injury in the pre-hospital setting. Prerequisites: EMT 240, Current Arizona State Certified EMT for at least 1 year, satisfactory placement or "C" or better in ENL 101, current Healthcare Provider CPR, negative TB test result within last 6 months, MMR, Hep B immunization or signed waiver, current Tdap. Sixteen lecture; fourteen clinical. Fall semester.

EMT 247 • Paramedic Training II

22 credits

Develops advanced knowledge and skills for recognition of and appropriate management of illness and injury in the pre-hospital setting. Successful completion provides the opportunity to test for certification by the National Registry of EMTs and the Arizona Department of Health Services. Prerequisites: EMT 246. Current AZ State EMCT Certification. Sixteen lecture; eighteen clinical. Spring semester.

Energy and Industrial Technician (EIT)

EIT 100 • Introduction to Advanced Manufacturing

4 credits

Introduction to advanced manufacturing production systems and concepts. Covers basic skills and knowledge that any technical employee needs to be successful in a variety of manufacturing and other industrial settings. Three lecture; 2 lab. DBN.

EIT 120 • Industrial Mechanics I

6 credits

Principles and applications of the most commonly found mechanical drive and fluid power components in an industrial power plant and manufacturing environment. Prerequisite: Satisfactory placement. Two lecture; eight lab. DBN.

EIT 130 • Industrial Electrical Systems

4 credits

Principles and application of alternating (AC) and direct (DC) current electricity, industrial sequential control and electrical controls construction as found in a typical energy and manufacturing environment. Prerequisite: Satisfactory placement. Two lecture; four lab. DBN.

EIT 140 • Introduction to Programmable Logic Controllers

4 credits

Principles and application of programmable logic controllers (PLCs) as found in a typical energy and manufacturing environment. Prerequisite: EIT 130. Two lecture; four lab. DBN.

EIT 150 • Industrial Mechanics II

6 credits

Builds and expands upon Industrial Mechanics I. Principles and applications of additional mechanical drive and fluid power components, expanding upon troubleshooting and looking at predictive and preventative maintenance techniques. Prerequisite: EIT 120. Two lecture; eight lab. DBN.

EIT 151 • Electrical Level I

6 credits

First course in a sequence of four that develops knowledge and skills required of Certified Industrial Electricians. Covers alternating current, motors: theory and applications, and conductor installation. Co-requisites: EIT 201 or instructor approval. Two lecture; eight lab. DBN.

EIT 152 • Electrical Level II

6 credits

Second course in a sequence of four that develops a knowledge and skills required of Certified Industrial Electricians. Covers alternating current, motors: theory and applications, and conductor installation. Prerequisite: EIT 151 or instructor approval. Two lecture; eight lab. DBN.

EIT 153 • Electrical Level III

6 credits

Third course in a sequence of four that develops knowledge and skills required of Certified Industrial Electricians. Covers alternating current, motors: theory and applications, and conductor installation. Prerequisite: EIT 152 or instructor approval. Two lecture; eight lab. DBN.

EIT 154 • Electrical Level IV

6 credits

Fourth course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Electricians. Topics include load calculations, feeders and services, health care facilities, standby emergency equipment, HVAC controls, and introductory skills for crew leader. Prerequisite: EIT 153 or instructor approval. Two lecture; eight lab. DBN.

EIT 155 • Instrumentation Level I

6 credits

First course in a sequence of four that develops knowledge and skills required of Certified Industrial Instrumentation Technician. Topics include hand and power tools for instrumentation, instrument drawings and documents, piping and hoses, and flow pressures, level and temperature. Co-requisite: EIT 201 or instructor approval. Two lecture; eight lab. DBN.

EIT 156 • Instrumentation Level II

6 credits

Second course in a sequence of four that develops knowledge and skills required of a Certified Industrial Instrumentation Technician. Topics include craft-related mathematics, principles of welding for instrumentation, process control theory and installing field-mounted instruments. Prerequisite: EIT 155 or instructor approval. Two lecture; eight lab. DBN.

EIT 157 • Instrumentation Level III

6 credits

Third course in a sequence of four that develops knowledge and skills required of Certified Industrial Instrumentation Technician. Topics include instrument fitters math, instrumentation theory and protective measures for instrumentation. Prerequisite: EIT 156 or instructor approval. Two lecture; eight lab. DBN.

EIT 158 • Instrumentation Level IV

6 credits

Fourth course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Instrumentation Technician. Topics include digital logic circuits, performing, troubleshooting and commissioning a loop, and programmable logic controllers. Prerequisite: EIT 157 or instructor approval. Two lecture; eight lab. DBN.

EIT 160 • Rotating Electrical Machines

4 credits

Principles, application, troubleshooting and maintenance of rotating electrical motors and electronic motor drives as used in industry. Prerequisite: EIT 130. Two lecture; four lab. DBN.

EIT 200 • Robotics and Motion Control

4 credits

Provides the student with a background in the programming and application of industrial robots and general purpose synchronized multi-axis motion control. Expands upon those concepts by combining multiple axes of motion to perform useful functions such as creating a flexible manufacturing system utilizing robots. Prerequisite: EIT 140 and EIT 160. Two lecture; four lab. DBN.

EIT 201 • Introduction to an Industrial Environment

4 credits

The preparatory course and requirement for students wanting to be NCCER certified for all NCCER Level industry disciplines. The students are exposed to the basic foundation skills in Industry. Two lecture; four lab. DBN.

EIT 205 • Process Control and Instrumentation

4 credits

Fundamentals of process control and instrumentation as applied in industry for the control of level, flow, temperature and pressure. Prerequisite: EIT 130. Two lecture; four lab. DBN.

EIT 208 • Energy Generation and Distribution I

6 credits

First course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes how electricity is generated, transmitted and distributed to the point of use. Four lecture; four lab. DBN.

EIT 211 • Energy Generation and Distribution II

6 credits

Second course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes the following topics: valves, piping and auxiliaries, pumps, compressors, coal handling and heat exchange. Prerequisite: EIT 208 or instructor approval. Four lecture; four lab. DBN.

EIT 212 • Energy Generation and Distribution III

6 credits

Third course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes the following topics: statistical process control, chemistry, electrical systems, instrumentation and control measurement, automatic process control, refrigeration, water and wastewater treatment. Prerequisite: EIT 211 or instructor permission. Four lecture; four lab. DBN.

EIT 213 • Energy Generation and Distribution IV

6 credits

Fourth course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes the following topics: furnaces, boilers, steam cycles and turbines, protection systems, air and water pollution controls and troubleshooting. Prerequisite: EIT 212 or instructor permission. Four lecture; four lab. DBN.

EIT 214 • Advanced Power Plant Specific Training Course

6 credits

Orientation for students in power plant specific concepts. Clearance and confined space procedures, energy conversions, steam and pressure measurements, steam generators, plant layout, pumps, condensate and feedwater systems, fuel delivery and circulating water systems. Prerequisite: EIT 212 or instructor approval. Co-requisite: EIT 213 or instructor approval. Four lecture; four lab. DBN.

EIT 215 • Introduction to Steam Systems

3 credits

Introduction to science of steam systems, thermodynamics and boiler operation. Two lecture; two lab. DBN.

EIT 216 • Natural Gas Combustion Turbine and Heat Recovery Steam Generation Theory

6 credits

Principles and applications of natural gas combustion turbines that drive generators that produce electricity. Four lecture; four lab. DBN.

EIT 220 • Advanced Programmable Logic Controllers

4 credits

Advanced principles and applications of programmable logic controllers (PLCs) including PLC real-time considerations, levels of PLC networking, alternate programming languages for PLCs, international standards applied to PLCs, and integration of logic and motion control in PLCs. Prerequisite: EIT 140. Co-requisites: EIT 200 and EIT 205. Two lecture; four lab. DBN.

EIT 230 • Mechanical Maintenance I

6 credits

First course in a sequence of four that develops knowledge and skills required of a Certified Industrial Maintenance Mechanics. Topics include orientation to the trade, tools of the trade, pumps, valves and drivers and rigging. Co-requisite: EIT 201 or instructor approval. Two lecture; eight lab. DBN.

EIT 231 • Mechanical Maintenance II

6 credits

Second course in a sequence of four that develops knowledge and skills required of a Certified Industrial Maintenance Mechanics. Topics include basic layouts, introduction to ferrous metal piping practices, valves, introduction to bearings, and low- and high-pressure systems and auxiliaries. Prerequisites: EIT 230 or Certified in NCCER Industrial Maintenance Mechanic Level ONE. Two lecture; eight lab. DBN.

EIT 232 • Mechanical Maintenance III

6 credits

Third course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Maintenance Mechanics. Topics include advanced trade math, precision measuring tools, installing bearings and couplings, conventional alignment, and installing belts, chains and mechanical seals. Prerequisite: EIT 231 or certified in NCCER Industrial Maintenance Mechanic Level TWO. Two lecture; eight lab. DBN.

EIT 233 • Mechanical Maintenance IV

6 credits

Fourth course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Maintenance Mechanics. Topics include preventive maintenance, advanced blueprint reading, pneumatic systems, reverse and laser alignment, and introduction to supervision. Prerequisite: EIT 232 or certified in NCCER Industrial Maintenance Mechanic Level THREE. Two lecture; eight lab. DBN.

EIT 235 • Integrated Manufacturing Systems

4 credits

Interfacing and integrating manufacturing components and unit operations. Prerequisite: EIT 200; Co-requisite: EIT 220. Two lecture; four lab. DBN.

EIT 241 • Hydraulic Troubleshooting

4 credits

Physical principles of force, pressure, fluid flows and troubleshooting. Two lecture; four lab. DBN.

EIT 242 • Industrial Maintenance Electrical and Instrumentation Technician Level I

6 credits

First course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers orientation and tools of the trade, craft-related mathematics, and pumps, valves, drivers and lubrication. Co-requisite: EIT 201 or instructor permission. Two lecture; eight lab. DBN.

EIT 243 • Industrial Maintenance Electrical and Instrumentation Technician Level II

6 credits

Second course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers industrial safety for E&I technician, electrical theory, hand bending, tubing, conductors and cables. Prerequisite: EIT 242 or instructor approval. Two lecture; eight lab. DBN.

EIT 244 • Industrial Maintenance Electrical and Instrumentation Technician Level III

6 credits

Third course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers hazardous locations, electronic components, controls, E&I drawings and layouts and machine bending. Prerequisite: EIT 243 or instructor approval. Two lecture; eight lab. DBN.

EIT 245 • Industrial Maintenance Electrical and Instrumentation Technician Level IV

6 credits

Fourth course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers standby emergency equipment, basic process, control elements, transducers, transmitters, PLC's, tuning and troubleshooting. Prerequisite: EIT 244 or instructor approval. Two lecture; eight lab. DBN.

English (ENL)

ENL 101 • College Composition I

3 credits SUN# ENG 1101

A course in the basic principles of college-level reading and writing. The course includes several academic essays and a short research paper. Prerequisite: Satisfactory placement, or CCP 082. Three lecture. Both fall and spring semesters; summer.

ENL 102 • College Composition II

3 credits SUN# ENG 1102

A course in critical reading and writing, including literary analysis, documented critical essays, other critical writing, and a research paper. Prerequisite: 'C' or better in ENL 101. Three lecture. Both fall and spring semesters; summer.

ENL 109 • Technical Writing

3 credits

Surveys the basic principles of preparing reports and other work-related documents. The emphasis will be generating professional documents used in engineering, science, and business. Prerequisite: ENL 101. Three lecture.

ENL 110 • Scriptwriting

3 credits

Students study and write media scripts for television and radio commercials, documentaries, instruction videos, dramatizations, interviews and questionnaires/surveys. Three lecture. DBN.

ENL 210 • Screenplay Writing

3 credits

Students study the history, form, format and style of the screenplay genre, observe film clips; read screenplay models and movie reviews; write a movie review; and write a treatment and first act of an original screenplay script. As a final project, students read and/or direct their scripts. Three lecture. DBN.

ENL 220 • World Literature I

3 credits

A survey of world literature, ending with the Renaissance Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 221 • World Literature II

3 credits

A survey of world literature since the Renaissance Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 224 • English Literature I

3 credits

A survey of significant writers, works, and developments in English Literature from the pre-Middle Ages through the Restoration and 18th Century. Meets the common program requirements for English majors. Three lecture. DBN.

ENL 225 • English Literature II

3 credits

A survey of the significant writers, works, and developments in English Literature from the Romantic Movement to the Modern/Post-Modern period. Meets the common program requirements for English majors. Three lecture. DBN.

ENL 230 • American Literature I

3 credits

A survey of selected readings in American literature from the colonial period to 1865. Prerequisite: 'C' or better in ENL 101 or instructor permission. Three lecture. DBN.

ENL 231 • American Literature II

3 credits

A survey of readings in American literature from 1865 to the present. Prerequisite: 'C' or better in ENL 101 or instructor permission. Three lecture. DBN.

ENL 233 • Literature of the Southwest

3 credits

A survey of writers of the American Southwest, emphasizing Anglo, Native American and Mexican-American writers. Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 234 • Native-American Literature

3 credits

Introduction to Native-American literature, including the relationship between oral traditions and literacy fiction, drama, poetry and non-fiction writing. Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 236 • Creative Writing I

3 credits

Elements of fiction, poetry, creative non-fiction, or drama, depending upon instructor choice. Emphasis on basic rules of form, creative expression, and critical, effective revision. Three lecture.

ENL 237 • Creative Writing II

3 credits

Continuing practice in the elements of fiction, poetry, creative non-fiction, and/or drama. Emphasis on knowledge of chosen genre/sub-genre, creative expression, critical, effective revision, and submitting for publication. Prerequisite: ENL 236. Three lecture. Fall semester.

ENL 238 • Women's Literature

3 credits

Explores the changing roles of women in terms of culture, rhetoric, religion, education, and relationships through their writing and also examines biases and stereotypes that have defined women's roles in the past and in the present. Prerequisite: Satisfactory reading and writing placement. Three lecture. DBN.

ENL 291 • Children's Literature

3 credits

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. Prerequisite: ENL 101 or instructor permission. Three lecture. Spring semester.

Film and Digital Video (FDV)

FDV 115 • Introduction to Graphic Communication Technology

3 credits

Introduction to the conceptualization, visualization and production of graphic communications using the computer as designer, illustrator and photographer's tool in digital applications. Two lecture; two lab. DBN.

FDV 116 • Computer Photographic Imaging

3 credits

Introduction to digital editing of images and the process of digital imaging through the use of digital editing applications. Basic foundation in the use of Adobe Photoshop software as a photographic and design tool for digital imaging. Two lecture; two lab. DBN.

FDV 118 • Two-Dimensional Computer Design

3 credits

Introduction to two-dimensional digital imaging. Basic foundation in the use of Adobe Illustrator software as an illustrator and designer's tool. Two lecture; two lab. DBN.

FDV 119 • Digital Page Layout and Design

3 credits

Introduction to digital page layout and design using industry standard layout and design software. Basic foundation in the production of professional document types using Adobe InDesign software. Two lecture; two lab. DBN.

FDV 130 • Video Production

3 credits

Study and practice of basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing and field production. Two lecture; two lab. DBN.

FDV 140 • Video Editing

3 credits

Introduction to the theories, history and practices of editing. Students will work with nonlinear video editing stations to gain experience editing and learning the concepts, procedures and challenges of this art form. Two lecture; two lab. DBN.

FDV 150 • Introduction to Film

3 credits

Introduction to the history, ideology and aesthetics of film, film theory and film criticism. Prerequisite: Satisfactory placement. Three lecture. DBN.

FDV 160 • Digital Audio For Film/TV

3 credits

Practical, hands-on experience in recording and editing audio for film and digital video productions. Develops skills using microphones, digital recorders and digital audio workstations. Overview of principles of audio for motion pictures. Emphasis on how to achieve professional results in creating a soundtrack for film and television productions. Two lecture; two lab. DBN.

FDV 210 • Screenplay Writing

3 credits

Students study the history, form, format and style of the screenplay genre, observe film clips; read screenplay models and movie reviews; write a movie review; and write a treatment and first act of an original screenplay script. As a final project, students read and/or direct their scripts. Three lecture. DBN.

FDV 220 • Film Aesthetics

3 credits

Provides in-depth study of common aesthetic techniques used in the making of films and digital videos. Focus on the filmmaker's decision process and how it affects the critical reception of the final film. Prepares students to undertake their own film/video projects by introducing them to the audio-visual language of film.

Prerequisite: Satisfactory placement for general education in reading and writing. Three lecture. DBN.

FDV 260 • Digital Video Production Projects

3 credits

Production of the student's own short video project. Builds and expands upon production skills learned in FDV 130 and FDV 210. Skill development in scriptwriting, camera, design, lighting, sound and the myriad skills involved in producing and directing one's own work. Prerequisite: Instructor permission. One and a half lecture; four and a half lab. DBN.

FDV 270 • Digital Video Post-Production Projects

3 credits

Post-production of student's own short video project initiated in FDV 260. Builds and expands upon post-production skills learned in FDV 140 and FDV 160. Topics include advanced non-linear video editing, advanced digital audio editing and preparing finished work for screening and distribution. Prerequisite: Instructor permission. One and a half lecture; four and a half lab. DBN.

Fire Science (FRS)

FRS 101 • Principles of Fire and Emergency Services Administration

3 credits

Overview into the organization and management of fire and emergency services departments. Emphasis is placed on fire and emergency service, ethics and leadership from the perspective of the company officer. Three lecture. Both fall and spring semesters; Fall semester.

FRS 103 • Firefighter I

6 credits

Covers basic firefighting skills for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction follows NFPA Standard 1001 and the Arizona Center for Fire Service Excellence to become eligible for Firefighter I certification. An approved agency sponsorship is preferred, but not required. Five lecture; two lab. Both fall and spring semesters; summer.

FRS 105 • Firefighter II

4 credits

Covers basic firefighting skills for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction follows NFPA Standard 1001 and the Arizona Center for Fire Service Excellence to become eligible for Firefighter II certification. An approved agency sponsorship is preferred, but not required. Co-requisite: FRS 110. Three lecture; two lab. Both fall and spring semesters; summer.

FRS 110 • Hazardous Materials for First Responder

2 credits

Basic information and skills needed for appropriate response to hazardous materials emergencies. Follows state and national standards for the response, identification, safety and containment of a hazardous materials incident. Two lecture. Both fall and spring semesters; summer.

FRS 126 • Rope Rescue I

1 credit

Foundational class in techniques and concepts in fire service rope rescue. One lecture. Fall semester.

FRS 127 • Rope Rescue II

1 credit

Hands-on class covering basic and advanced skills in technical litter evacuations in vertical environments. Prerequisite: FRS 126. One lecture. Fall semester.

FRS 128 • Rope Rescue III

1 credit

Hands-on class focusing on teamwork, rescue leadership and application of all rope rescue skills in real-life exercises. Prerequisite: FRS 127. One lecture. Fall semester.

FRS 130 • The Incident Command System

1 credit

Course designed to meet the needs of fire officers and managers with responsibility to use, deploy, implement and/or function within a department incident command system. One lecture. DBN.

FRS 132 • Fire Investigation I

3 credits

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Prerequisites: FRS 200, FRS 202, FRS 207 or instructor permission. Three lecture. DBN.

FRS 135 • Fire Protection Hydraulics and Water Supply

3 credits

Examines theoretical knowledge to understand principles of water use in fire protection and apply hydraulic principles to analyze and solve water supply problems. Prerequisite: Demonstration of a competency in high school-level algebra (or the equivalent) at a grade of "C" or better or instructor permission. Two and one half lecture; one lab. Spring semester.

FRS 137 • Strategies and Tactics

3 credits

Principles of fire ground control through utilization of personnel, equipment and extinguishing agents. Three lecture. Both fall semester.

FRS 138 • Legal Aspects of Emergency Services

3 credits

An overview of federal, state and local laws that regulate emergency services, including a review of national standards, regulations and consensus standards. Three lecture. DBN.

FRS 139 • Confined Space Operations

3 credits

Overview of various types of confined space situations that a student may respond to during the course of their

duties. Provides basic skills in recognizing and operating at a confined space event. Two and a half lecture; one lab. Both fall and spring semesters.

FRS 141 • Fire Service Communication

3 credits

Application of written and oral communication in the fire service. Students write incident reports, daily logs and investigative and personnel documents along with oral presentations. Prerequisite: ENL 101. Three lecture. Spring semester.

FRS 150 • Wildland Firefighter

2 credits

Students acquire entry-level skills for wildland firefighter positions. Includes hands-on instruction to utilize tools and equipment for the wildland firefighter. Students also acquire knowledge of wildland fire behavior, safety procedures and tactics. Two lecture. Both fall and spring semesters.

FRS 200 • Fire Behavior and Combustion

3 credits

An overview of the theories and fundamentals of how and why fires start, spread and are controlled. Three lecture. Fall semester.

FRS 201 • Fire Protection Systems

3 credits

Focuses on information relating to the features of design and operation of fire alarm systems. Three lecture. Spring semester.

FRS 202 • Principles of Emergency Services

3 credits

This course provides an overview to fire protection, career opportunities, culture and history of emergency services; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; introduction to fire strategy and tactics. Three lecture. Fall semester.

FRS 203 • Fire Prevention

3 credits

Summarizes the fundamental knowledge relating to the field of fire prevention. Students learn the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education. Three lecture. Fall semester.

FRS 207 • Building Construction for Fire Prevention

3 credits

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at emergencies. Three lecture. Spring semester.

FRS 208 • Principles of Fire and Emergency Services Safety and Survival

3 credits

Summarizes the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral changes throughout the emergency services. Three lecture. Fall semester.

French (FRE)

FRE 100 • Beginning French Conversation

3 credits

Introduction to French through emphasis on phonology, basic structures and vocabulary manipulation. Three lecture. DBN.

FRE 101 • Elementary French I

4 credits SUN# FRE 1101

Focus on speaking and understanding French through an audio-aural approach comprised of dialogues, pattern drills, grammar and situation. Reading and writing skills are introduced. Prerequisite: Satisfactory placement. Four lecture. DBN.

FRE 102 • Elementary French II

4 credits SUN# FRE 1102

Continuation of FRE 101. Emphasis continues on the four basic skills of hearing, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures and increased focus on culture. Prerequisite: FRE 101. Four lecture. DBN.

Geography (GEO)

GEO 110 • World Regional Geography

3 credits

Basic physical, cultural and economic elements and their integration on a world and regional basis. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

GEO 111 • Physical Geography

4 credits

Study of Earth's formative processes, including atmospheric, hydrologic, volcanic and glacial. The effects of the Earth's formative processes on the landscapes, climate, vegetation and soils are examined as are the impact of human activity on these processes. Prerequisite: Satisfactory placement. Three lecture; three lab. DBN.

GEO 120 • Human Geography

3 credits

Systematic study of human use of the earth; including spatial organization of economic, social, political and perceptual environments. Prerequisite: Satisfactory placement or instructor permission. Three lecture. Fall semester.

Geology (GLG)

GLG 101 • Introduction to Geology I – Physical Geology

4 credits SUN# GLG 1101

Physical geologic concepts and principles pertaining to Earth's structure, composition and changes. Prerequisite: Satisfactory placement. Three lecture; three lab. Both fall and spring semesters.

GLG 102 • Introduction to Geology II – Historical Geology

4 credits

Historical geologic concepts and principles pertaining to Earth's origin and development. Prerequisite: GLG 101. Three lecture; three lab. Spring semester.

GLG 110 • Natural Disasters

4 credits

Natural processes, hazards, and disasters affecting life on Earth. Topics include climate change, meteorite impacts, mass extinctions, earthquakes, landslides, tsunamis, floods, and volcanic eruptions. Prerequisite: Satisfactory placement. Three lecture; three lab. Fall semester.

GLG 203 • Dinosaurs

4 credits

A review of dinosaur evolution, their taxonomy, ecology, and physiology. Presents basic scientific techniques used to understand dinosaurs. Prerequisite: Satisfactory placement. Three lecture; three lab. Fall semester.

German (GER)

GER 100 • Beginning German Conversation

3 credits

Introduction concentrating on phonology, vocabulary, basic patterns and structure drills that prepare the way for rapid acquisition of conversational German and for German 101. Three lecture. DBN.

GER 101 • Elementary German I

4 credits SUN# GER 1101

Systematic approach to develop the skills of comprehension, speaking, reading and writing. Fundamentals of grammar, basic vocabulary and conversation. Prerequisite: Satisfactory placement. Four lecture. DBN.

GER 102 • Elementary German II

4 credits SUN# GER 1102

Emphasis continues on the four basic skills introduced in German 101: comprehension, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures, more conversation and increased focus on culture. Prerequisite: GER 101. Four lecture. DBN.

Health and Physical Education (HPE)

HPE 101B • Beginning Yoga

1 credit

An introduction to basic yoga poses, breathing techniques, principles of relaxation and body awareness designed to increase flexibility, strength, to create better concentration and promote feelings of relaxation. Two lab. Fall and spring semester; summer.

HPE 101C • Intermediate Yoga

1 credit

Students will build upon skills learned in beginning yoga, refining postures, breathing and meditation. Pranayama techniques and intermediate level Asanas will be introduced. Discussion of yoga philosophy will be interwoven with physical practice. Prerequisite: HPE 101B or instructor permission. Two lab. Fall and spring semester; summer.

Health Sciences (HES)

HES 101 • Basic Technical Mathematics

3 credits

Practical mathematical skills needed in a wide variety of trade and technical areas. Course includes a review of fractions, decimals, percents, measurement, basic algebra and a brief overview of geometry and trigonometry. Prerequisite: CCP 088 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

HES 102 • Health Career Occupations

3 credits

Supports discovery of career opportunities in healthcare occupations. Fosters development of critical thinking skills using problem solving models. Three lecture. DBN.

HES 103 • Direct Care Worker

4 credits

Prepares the direct care worker (DCW) to provide assistance in a home setting with the focus on skills development in performing personal care tasks and home management. Prerequisites: Satisfactory Reading placement score and current CPR card. Three lecture; two lab. DBN.

HES 109 • Phlebotomy

4 credits

Theory and practice of phlebotomy and specimen processing with practicum. Requires separate community clinical site practicum be arranged. Prerequisites: HES 170; DPS Level 1 Fingerprint Clearance Card; current health care provider CPR card; satisfactory placement; current negative TB skin test or negative chest X-ray; hepatitis B series proof of immunity or waiver; MMR and varicella immunization proof of immunity or waiver; be 18 years of age with high school diploma or equivalent; or instructor permission. Two lecture; four lab. Both fall and spring semesters; summer.

HES 120 Law and Ethics of the Health Care Professional

3 credits

Overview of medical law and ethics relevant to the health care professional, including patient consents, invasion of privacy, malpractice, government regulations, confidentiality and the environment of health care institutions. Three lecture. Both fall and spring semesters.

HES 145 • Nutrition

3 credits

Essential nutrients and their relationship to health and the body's use of those nutrients. Includes studies of therapeutic diets and medical conditions for which they are prescribed. Discusses dietary guidelines and federal Recommended Dietary Allowance (RDA) in effective meal planning and nutritional evaluation. Three lecture. Both fall and spring semesters.

HES 170 • Medical Terminology for Clinical Health Professionals

3 credits

Introduction to medical word roots, combining forms, prefixes, and suffixes needed to become familiar with medical terms used in healthcare settings. Three lecture. Both fall and spring semesters.

HES 180 • Basic Pharmacology

3 credits

Body systems approach focusing on drug classifications. Includes basic math review, dosage calculations and medication administration methods. Prerequisite: HES 101 or MAT 101 or MAT 109 or higher. Three lecture. Spring semester.

HES 190 • Human Body in Health and Disease

4 credits

Basic concepts of human biology including anatomy, physiology, biochemistry, cytology, histology and pathology of body systems across the lifespan. Does not meet Nursing Program prerequisites.
Co-requisite: HES 170. Three lecture; three lab. Spring semester.

History (HIS)

HIS 101 • World History: Prehistory to 1450 CE

3 credits

Survey of the rise of complex societies, the formation of classical civilizations worldwide, cross-cultural exchange, technological and environmental change, oceanic exploration and the origins of the modern world. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

HIS 102 • World History: 1450 CE to Present

3 credits

Survey of world history from 1450 CE to the present including such topics as: empires, globalization, colonization, nationalism, slavery, exploration, global economic changes, industry, revolution and world wars. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

HIS 105 • U.S. History to 1877

3 credits SUN# HIS 1131

Survey of the history of the United States from its beginning through the Civil War and Reconstruction. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

HIS 106 • U.S. History Since 1877

3 credits SUN# HIS 1132

Survey of the history of the United States from the post-Civil War Reconstruction period to the present. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

HIS 110 • Southwestern History

3 credits

History of the U.S. Southwest with an emphasis on the history of Arizona, moving from prehistory to Puebloan and other Native American cultures, the arrival of the Spanish, Americans and 20th century developments. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 115 • Navajo History

3 credits

Examines Diné history beginning with anthropological theories about prehistoric migrations to and acculturation in the Southwest, later European contact and ending with current events. Includes an overview of legal, judicial and governmental issues and interrelationships. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 155 • Western Civilization to 1700

3 credits

Traces origin and development of Western Europeans and their institutions from prehistory to the Enlightenment. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 156 • Western Civilization Since 1700

3 credits

Traces the origin and development of Western Europeans and their institutions and ideas from the Enlightment to the present. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 201 • History of Women in America

3 credits

Thematic survey of women's lives in North America with an emphasis on the impact of gender across lines of race, ethnicity, religion and nationality. Prerequisite: Satisfactory placement. Three lecture. DBN.

Honors Colloquia (HON)

HON 101 • Honors Colloquium I
HON 102 • Honors Colloquium II
HON 201 • Honors Colloquium III
HON 202 • Honors Colloquium IV

1 credit each

The Honors Colloquium is the academic component of the NPC President's Scholars Program. These are theme-based courses designed to enhance critical inquiry of a particular theme from a wide variety of academic viewpoints. Each course is one lecture. HON 101 & 201 are fall semester; HON 102 & 202 are spring semester. (Enrollment restricted to NPC President's Scholars.)

Human Development (HDE)

HDE 100 • Career Awareness and Exploration

3 credits

Students are introduced to Northland Pioneer College academic requirements, develop career and educational plans and participate in a variety of individual activities, which will involve decision-making, value clarification and career information research. Standardized tests are administered to help students determine occupational interests, aptitudes and personalities. Résumé development, interviewing and job seeking skills are emphasized. Three lecture. DBN.

HDE 103 • Workforce Readiness I

2 credits

Provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information. Also instructs in the practice of Work Discipline, Teamwork, Managerial Potential, and Customer Service. Includes Arizona Career Readiness Certification preparation and assessment. One lecture; two lab. DBN.

HDE 104 • Workforce Readiness II

2 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis is placed on developing a functional Resume and refining interview skills Prerequisite: Satisfactory placement. One lecture; two lab. DBN.

HDE 105 • Success Strategies for College

3 credits

Introduces students to college life with a focus on general skills for success. Students learn to access a variety of resources that facilitate academic success, persistence and critical thinking skills. Three lecture. Both fall and spring semesters.

HDE 106 • Workforce Skills I

3 credits

Enhances soft skills necessary for success in the workplace. Instruction and practice are provided in the areas of Reading for Information, Applied Mathematics, and Locating Information, as they are applied directly in the workplace. Two lecture; two lab. Fall semester; DBN

HDE 107 • Workforce Skills II

3 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis will be placed on developing a functional Résumé and refining interview skills. Prerequisite: Successful completion of CCP 106/HDE 106 or CCP 103/HDE 103 or instructor permission. Two lecture; two lab. Spring semester; DBN.

Human Services (HUS)

HUS 110 • Introduction to Social Work

3 credits

Social work as a profession and social welfare as an institution. Emphasize historical development of the field, fundamental social work principles and philosophy. Provides students with a beginning understanding of social work practice methods for delivery of services to people with various problems in living. Introduces the client intake and interview process. Three lecture. DBN.

HUS 111 • Foundations of Chemical Dependency

3 credits

Introduction to the foundations of the alcohol and drug-abuse rehabilitation field. Emphasis on the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification and conducting alcohol/drug histories. Interactive work is stressed. Three lecture. DBN.

HUS 112 • Biosystems/Pharmacology of Chemical Dependency

3 credits

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crisis situations. Three lecture. DBN.

HUS 140 • Group Dynamics

3 credits SUN # COM 2271

Examination of small group and group dynamics in theory and practice through group discussion, role-play and socio-drama. Three lecture. DBN.

HUS 160 • Drug Abuse in Our Society

3 credits

History, pharmacology and the psychological and social effects of the common chemical substances being abused in the United States. Three lecture. DBN.

HUS 180 • Cross-Cultural Helping Skills

2 credits

Introduction to social values of cultures emphasizing cross-cultural communication. Includes understanding of and skills to work with persons from other cultures. Two lecture. DBN.

HUS 210 • Family Dynamics and Chemical Dependency

3 credits

Analysis of the impact of addictions on all members of a family. Interviewing assessment and therapeutic approaches particularly useful for these family members are presented. Three lecture. DBN.

HUS 251 • Developing a Culture of Care

2 credits

Introduction to the development of a residential child and youth care professional based upon characteristics of shared history, common language, general knowledge of the field and competency in the field. Two lecture. DBN.

HUS 252 • Building Relationships

2 credits

Study of relationships on two levels: assisting the residential assistant in establishing positive relationships with children and the role of the residential assistant as teacher to children. Two lecture. DBN.

HUS 253 • Teaching Discipline

2 credits

The exploration of the relationship between unmet needs of children's behavior and the issues related to teaching discipline in residential care. Two lecture. DBN.

HUS 256 • Understanding Child Development

2 credits

An overview of children's process of development in four aspects: physical, personality, social and cognitive. Includes problems of older children functioning at a developmental level below their age. Two lecture. DBN.

Humanities (HUM)

HUM 150 • Humanities in the Western World I

3 credits

A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from classical Greece to the Renaissance. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

HUM 151 • Humanities in the Western World II

3 credits

A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from the Renaissance to the present. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

Industrial Arts (INA)

INA 103 • Furniture Making I

3 credits

Design, fabrication and finishing of basic types of wood furniture explored. Includes: shop safety, materials, tools, project design and planning. Furniture components, dimensioning, joinery, assembly and surface preparation demonstrated. Two lecture; two lab. DBN.

INA 104 • Furniture Making II

3 credits

Advanced course in design, fabrication/production, preparation and finishing of custom wood furniture. Prerequisite: INA 103. Two lecture; two lab. DBN.

INA 105 • Woodworking I

3 credits

Basic materials, tools and techniques to produce wood projects. Topics include shop safety, tool certification, use and care of hand tools/portable power tools/woodworking machinery, designing and drawing wood projects, common wood identification and selection, surfacing/jointing/cross cutting/ripping lumber, dado and rabbet techniques, fasteners, clamping, gluing, joinery, assembly, surface preparation and finishing. Two lecture; two lab. DBN.

INA 106 • Woodworking II

3 credits

Intermediate course in materials, tools and techniques used to produce wood projects. Topics include shop safety for specialized tools, use and care of specialty woodworking hand tools/specialty portable power tools and specialty woodworking machinery, multi-view project designs and drawings, hardwood lumber grades and identification, intermediate complex joinery, special joining and shaping methods, setups, surface pre-finishing and finishing. Prerequisite: INA 105. Two lecture; two lab. DBN.

INA 205 • Woodworking III

3 credits

Forming and joining processes for wood projects. Topics include lathe safety, center to center turned pieces, faceplate turnings, advanced router applications, shaper safety, piecework production, custom moldings and trim production, parquetry and inlays, exotic wood identification and utilization and alternate methods of finishing. Prerequisite: INA 106. Two lecture; two lab. DBN.

INA 206 • Woodworking IV

3 credits

Production woodworking. Topics include project selection, production planning, replication methods for radial arm saw/table saw/band saw/lathe/shaper/portable power tools, jig design and manufacture, fixture design and manufacture, service of woodworking portable power tools and machinery, alignment techniques, shop layout for production and finish matching and control. Prerequisite: INA 205. Two lecture; two lab. DBN.

Information and Communication Technology (ICT)

ICT 095 • Skills for Online Learning

0.5 credit

Examination and practice of rudimentary skills necessary f or successful online learning. One-quarter lecture; one-half lab. DBN.

ICT 096 • Teaching Online Learning

1 credit

Prepares students to teach ICT 095; covers rudimentary skills necessary for successful online learning and teaching. One-half lecture; one lab. DBN.

Languages (LAN)

LAN 120 • Conversational Navajo I

3 credits

Simple conversation in Navajo. Three lecture. DBN.

LAN 121 • Conversational Navajo II

3 credits

Review of grammar and phonetics. Development of speaking, reading and writing skills. Prerequisite: LAN 120. Three lecture. DBN.

LAN 125 • Conversational Apache I

3 credits

Introduction to Phonetic Alphabet. Learn the phonetic sounds of the Apache language, alphabet and vowels; and reproducing the sounds from the written language. Some basic vocabulary and expressions. Three lecture. DBN.

LAN 126 • Conversational Apache II

3 credits

Beginning language drills and skills continued. Includes sentence structure and unusual vowel usage. Prerequisite: LAN 125. Three lecture. DBN.

LAN 130 • Conversational Hopi I

3 credits

Simple conversational Hopi. Three lecture. DBN.

LAN 131 • Conversational Hopi II

3 credits

Continues to emphasize conversational Hopi. Further development of Hopi phonetics, grammar and writing skills. Course is designed to meet the needs of students wishing to converse and write in Hopi. Prerequisite: LAN 130. Three lecture. DBN.

LAN 160 • Beginning American Sign Language

3 credits

Emphasis on learning of the language of signs and cultural information about the people who use American Sign Language (ASL). Three lecture. DBN.

LAN 161 • Intermediate American Sign Language

3 credits

Continuation of emphasis on the learning of the language of signs and cultural information about the people who use American Sign Language (ASL). Prerequisite: LAN 160. Three lecture. DBN.

LAN 171 • Navajo I

4 credits

Introduction to the Navajo language, with emphasis on developing the skills of listening, speaking, reading and writing. Stress on basic grammar, pronunciation, vocabulary and culture. Four lecture. Fall semester.

LAN 172 • Navajo II

4 credits

Continuation of Navajo I. Emphasis on the vocabulary, verbs and sentence structures commonly used in the Navajo language. Prerequisite: LAN 171. Four lecture. Spring semester.

LAN 201 • Navajo III

4 credits

Introduces recipes for traditional food and the significance of the nutritional value. Identifies titles of people who are involved in educational circles. Includes vocabulary regarding games and traditional and nontraditional occupations. Encourages using the Navajo language between students and the instructor. Prerequisite: LAN 172. Four lecture. DBN.

LAN 202 • Navajo IV

4 credits

Extension of LAN 201 involving a variety of writing and oral activities covering the Navajo verb structure. Mastering a variety of Navajo words and writing complex sentences. All instruction and interaction is in Navajo, except when making connections with other languages. Prerequisite: LAN 201. Four lecture. DBN.

LAN 260 • Advanced American Sign Language

3 credits

Advanced emphasis on learning the language of signs and cultural information about the people who use American Sign Language (ASL). Prerequisite: LAN 161. Three lecture. DBN.

LAN 261 • American Sign Language Grammar/Culture

3 credits

A comprehensive evaluation of syntax, grammar and culture related to American Sign Language. Includes an emphasis on linguistic, social, educational and political issues in deaf culture. Special emphasis on the cultural and philosophical attitudes shared with other minority groups. Prerequisite: LAN 161. Three lecture. DBN.

LAN 262 • Conversational American Sign Language

3 credits

Strengthens student's ability to communicate using American Sign Language. Helps build vocabulary. All work is given without verbal instruction. Prerequisite: LAN 260. Three lecture. DBN.

Mathematics (MAT)

MAT 101 • Basic Technical Mathematics

3 credits

Practical mathematical skills needed in a wide variety of trade and technical areas. Course includes a review of fractions, decimals, percents, measurement, basic algebra and a brief overview of geometry and trigonometry. Prerequisite: CCP 088 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 103 • Business Mathematics

3 credits

An introduction to the practice in mathematics of fundamental business operations and applications including payroll, finance, interest, loans and investments. Prerequisite: CCP 088 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 109 • Algebra I: Introductory

3 credits

A review of the fundamental skills of arithmetic and algebra, using techniques for handling algebraic expressions and solving linear equations/inequalities, with an emphasis on developing problem-solving strategies when solving applications. Prerequisite: CCP 082 or satisfactory Reading placement score and CCP 088 or satisfactory Mathematics placement score. Three lecture. Both fall and spring semesters; summer..

MAT 112 • Algebra II: Intermediate

3 credits

Extends the understanding of basic algebraic concepts and skills with an emphasis on factoring, exponents, complex numbers, operations of rational and radical expressions, and solving techniques for applications on quadratic, rational, exponential and logarithmic equations. Prerequisite: MAT 109 or satisfactory placement. Three lecture. Both fall and spring semesters; summer..

MAT 125 • Introduction to Statistics

3 credits

Statistical methods used in collecting, tabulating, analyzing and presenting data; frequency distributions; measures of central tendency; elementary probability; statistical inference. Prerequisite: MAT 112 or satisfactory placement. Three lecture. DBN.

MAT 142 • College Mathematics with Contemporary Applications

3 credits SUN# MAT 1142

An emphasis on developing quantitative skills and reasoning abilities covering management science, statistics, data analysis, probability, and social choice Prerequisite: MAT 109 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 152 • Advanced Algebra

3 credits SUN# MAT 1151

Algebraic concepts with an emphasis on solving real-life applications that includes a review of basic algebra, equations, inequalities, functions, polynomials, rational, radical, exponential and logarithmic functions as well as sequences, series and combinatorics. Prerequisites: MAT 112 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 161 • Algebra-based Mathematics for Elementary Teachers I

3 credits

Topics include teaching critical thinking skills, problem solving, mathematical algorithms, number theory and proportional reasoning. Prerequisites: MAT 142 or MAT 152. Three lecture. Fall semester; summer.

MAT 162 • Algebra-based Mathematics for Elementary Teachers II

3 credits

Topics include teaching measurement, analyzing data, algebra, plane and coordinate geometry, probability and statistics. Prerequisite: MAT 161. Three lecture. Spring semester; summer.

MAT 189 • Pre-Calculus Algebra/Trigonometry

3 credits

Algebraic and trigonometric concepts with an emphasis on solving real-life applications that includes trigonometric functions, analytic trigonometry, vectors, systems of equations and inequalities, matrices and analytic geometry. Prerequisites: MAT 152 with "C" or better or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 211 • Technical Calculus

4 credits SUN# MAT 2212

Foundations of differential and integral calculus that includes applications in business, management, economics, life science, and social science. Topics include applications of functions, derivatives, exponential and logarithmic functions,

integration, and multivariate calculus. Prerequisite: MAT 152. Four lecture. DBN.

MAT 221 • Calculus I

4 credits SUN # MAT 2220

An introduction to limits, continuity, differential and integral calculus of single variable functions and related applications. Prerequisite: MAT 189. Four lecture. Both fall and spring semesters.

MAT 231 • Calculus II

4 credits SUN # MAT 2230

Topics include integration of proper and improper integrals with applications in geometry, science, engineering, mathematical modeling with differential equations, infinite series and analytic geometry. Prerequisite: MAT 221. Four lecture. Both fall and spring semesters.

MAT 241 • Calculus III

4 credits SUN # MAT 2241

Topics include three-dimensional space, vector-valued functions, partial derivatives, multiple integrals and topics in vector calculus. Prerequisite: MAT 231. Four lecture. Summer.

Medical Assistant (MDA)

MDA 124 • Clinical Procedures I

5 credits

Theory and skill development of clinical procedures, includes infection control, vital signs, patient history, physical exam, positioning and draping, patient education and assisting in various medical specialties. Prerequisites: BIO 160 or HES 190; HES 170. Three lecture; six lab. Fall semester.

MDA 125 • Clinical Procedures II

5 credits

Theory and skill development of clinical procedures. Dosage calculation, medication administration, medical asepsis, sterilization and disinfection, electrocardiograms, minor surgery, office lab testing and career skills and development. Prerequisites: MDA 124; EMT 104 (or equivalent); HES 101 or MAT 101 or MAT 109 or higher. Co-requisites: BUS 119, HES 180. Three lecture; six lab. Spring semester.

MDA 126 • Medical Assistant Externship

4 credits

160-hour paid or unpaid externship in an ambulatory health care setting performing administrative/clinical procedures. Includes comprehensive review for RMA and NCMA certification exams. Minimum grade 'C' to pass. Failing students may not repeat this course. Students withdrawing with instructor's permission may retake only once with instructor's permission. Prerequisites: MDA 125 with grade of 'C' or better no earlier than the previous academic year or instructor permission; proof of required immunizations; and DPS Level 1 Fingerprint Clearance Card. One lecture; nine clinical. Spring semester; summer.

Music (MUS)

MUS 100 • Northland Master Chorale

1 credit

Mixed-voice choral ensemble focused on the learning and performance of traditional choral repertoire. Requires diligence in learning music and in collaborating with fellow choir members. Course develops healthy vocal production and utilizes auditory and music reading skills. For first-year choral students. Instructor permission required. May be repeated for credit. Prerequisite: Instructor permission. Two lab. DBN.

MUS 118 • Vocal Performance Techniques

2 credits

Focus on the performance of vocal jazz repertoire in mixed ensembles. Emphasis on learning music, minor research of pieces and public performance. Enrollment requires small audition and instructor permission. May be repeated for credit. Prerequisite: Instructor permission; concurrent enrollment with MUS 100. One lecture; two lab. DBN.

MUS 121 • Soundcheck

1 credit

Vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Participation requires a flexible schedule, travel as part of performance tours, diligence in learning music and cooperative collaboration. May be repeated for credit. Prerequisite: Audition and instructor permission required. Two lab. DBN.

MUS 123 • Musical Theatre Ensemble

2 credits

Ensemble that performs smaller contemporary musical theatre productions, revues and song cycles. Features individual vocal coaching and increased solo opportunities. Requires diligence in learning music, developing vocal capabilities and working together with fellow ensemble members. May be repeated for credit. Prerequisite: Audition and instructor permission required One lecture; two lab. DBN.

MUS 129 • Vocal Ensembles

1 credit

Offers opportunities for vocalists to sing solos and form duets, trios, sextets, octets and other mixed vocal ensembles. Provides opportunities for performances and personal enjoyment. May be repeated for credit. Prerequisite: Instructor permission. DBN.

MUS 130 • Instrumental Ensembles

1 credit

Opportunities for instrumentalists to form string, brass and woodwind combinations. May be repeated for credit. Prerequisite: Audition required. Two lab. DBN.

MUS 135 • Music Theory I

3 credits

Beginning intensive study of fundamentals of music and materials. Includes written exercises, original writing and the analysis of musical examples. Also covers beginning writing in four-part choral texture, structure of tonality, doubling and spacing of triads in root position and inversions and cadences. Three lecture. DBN.

MUS 136 • Music Theory II

3 credits

Continuation of MUS 135 including intermediate writing in four-part choral textures: non-harmonic tones, melodic harmonization, instrumental styles, seventh chords, borrowed chords and secondary dominants. Prerequisite: MUS 135. Must be taken concurrently with MUS 138. Three lecture. DBN.

MUS 137 • Ear Training I

1 credit

Includes sight-singing, dictation, keyboard exercises and related skills, all designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory I. Two lab. DBN.

MUS 138 • Ear Training II

1 credit

Continuing sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest possible degree. Course coincides with Music Theory II. Prerequisite: MUS 137. Two lab. DBN.

MUS 150 • Music Appreciation

3 credits

A nontechnical introduction to elements of music and music composers of the Medieval, Renaissance, Baroque and Classical eras. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

MUS 155A • Music Applied – Voice

1 credit

Instructor works one-on-one with vocalist to improve the fundamentals of singing and apply them to vocal performance. Other topics covered are foreign language, diction and proper vocal technique. Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155B • Music Applied – Piano

1 credit

Piano lessons, depending on the student's playing ability. Prerequisite: Instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155C • Music Applied – Guitar

1 credit

Lessons on the guitar, depending on the student's abilities. Prerequisite: Instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155D • Music Applied – French Horn

1 credit

Focuses on the fundamentals of French Horn performance as applied to solo, chamber and large ensemble playing. Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155E • Music Applied – Trumpet

1 credit

Focuses on the fundamentals of trumpet performance as applied to solo, chamber and large ensemble playing. Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155F • Music Applied – Violin

1 credit

Focuses on the fundamentals of Violin performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson. May be repeated for credit. Prerequisite: Audition and instructor's permission. DBN.

MUS 155G • Music Applied – Flute

1 credit

Focuses on the fundamentals of Flute performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson. May be repeated for credit. Prerequisite: Audition and instructor's permission. DBN.

MUS 160 • Introduction to Conducting

2 credits

A study of fundamental gesture technique, score-reading and interpretation. Prerequisite: MUS 135 or instructor permission. One lecture; two lab. DBN.

MUS 200 • Advanced Northland Master Chorale

1 credit

Requires Northland Master Chorale singers in their second year to exhibit further leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. Prerequisite: MUS 100 and instructor permission. Two lab. DBN.

MUS 221 • Soundcheck II

1 credit

Advanced vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Emphasizes leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. Prerequisite: MUS 121, audition and instructor permission. Two lab. DBN.

MUS 235 • Music Theory III

3 credits SUN# MUS 2222

A continuation of Music Theory II. Includes introductory studies of formal organization, 18th-Century counterpoint and score analysis. Begins exploration of chromaticism. Prerequisite: MUS 136; must be taken concurrently with MUS 237. Three lecture. DBN.

MUS 236 • Music Theory IV

3 credits SUN# MUS 2223

A continuation of Music Theory III covering advanced harmonic materials such as chromaticism, modulation and 20th-Century techniques. Prerequisite: MUS 235; must be taken concurrently with MUS 238. Three lecture. DBN.

MUS 237 • Ear Training III

1 credit SUN# MUS 2222

Sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory III. Prerequisite: MUS 138. Two lab. DBN.

MUS 238 • Ear Training IV

1 credit SUN# MUS 2223

Sight-singing, dictation, keyboard exercises and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory IV. Prerequisite: MUS 237. Two lab. DBN.

MUS 250 • World Music

3 credits

Introduces students to global wealth of vernacular musics; explores interaction between music and other aspects of cultural expression from areas around the world. Through studying historical and contemporary musical heritages, students come to know, relate to and understand a broad range of cultural and artistic perspectives. Prerequisite: Satisfactory placement. Three lecture. DBN.

MUS 261 • Advanced Choral Conducting

2 credits

A detailed study of rehearsal techniques, musical components and baton expressiveness as related to choral conducting. Topics include score reading, accompaniment and performance practice. Prerequisite: MUS 160. One lecture; two lab. DBN.

MUS 262 • Advanced Instrumental Conducting

2 credits

A detailed study of rehearsal techniques, musical components and baton expressiveness as related to instrumental conducting. Topics include score reading, accompaniment and performance practice. Prerequisite: MUS 160. One lecture; two lab. DBN.

MUS 275 • Music Composition I

3 credits

Focus on composition of various exercises and original music. Additional topics include study of 20th-Century compositions and performance of new works. Students wishing to take this course should contact instructor. Three lecture. DBN.

MUS 276 • Music Composition II

3 credits

Continuation of MUS 275. Students wishing to take this course should contact instructor. Prerequisite: MUS 275. Three lecture. DBN.

MUS 285 • Band

1 credit

Focus on performance of the concert band repertoire, requiring diligence in learning music and study of fundamentals, includes minor research of pieces and public performance. May be repeated for credit. Two lab. Prerequisite: Audition required. DBN.

MUS 287 • Jazz Band

1 credit

Study and performance of jazz band literature and appropriate jazz techniques. Requires diligence in learning music, minor research of pieces and public performance. May be repeated for credit. Two lab. Prerequisite: Audition required. DBN.

Nursing (NUR)

NUR 105 • Nursing Calculations

1 credit

This course is designed to present mathematics necessary to convert between the American and metric systems of measurement, intake and outtake calculations, drug dosage calculations and determining IV flow rates in multiple formats, pediatric dosages. Prerequisite: Admission to Nursing Program. One lecture. DBN.

NUR 116 • LPN to RN Transition

3 credits

For licensed practical nurses preparing to enter the Associate Degree Nursing (ADN) Program. Emphasis is on ensuring students are prepared to enter the ADN Program in the third semester. Knowledge gaps will be identified, nursing skills updated, and current trends in nursing explored. Prerequisite: Admittance to the LPN-RN program. Three lecture. Spring semester.

NUR 117 • Pharmacology I

2 credits

Introduces student to use of pharmacological agents and provides theoretical development of competence in the safe and accurate administration of medications. Prerequisite: Enrollment in Nursing Program or instructor permission. Two lecture. Fall semester.

NUR 118 • Pharmacology II

2 credits

Extends student knowledge in the use of pharmacological agents. Theoretical development of competences in the safe and accurate administration of intravenous, pediatric, psychotropic and obstetric medications, as well as parenteral nutrition. Prerequisite: NUR 117; enrollment in Nursing Program or instructor permission. Two lecture. Spring semester.

NUR 121 • Nursing I

8 credits

Focus on practice in the nursing student role with emphasis on the client's admission to and movement within the health care system, the student's development as a caring, competent nurse within the legal/ethical framework of the profession, and development of critical thinking and communication skills. Prerequisite: Admission into nursing program. Four lecture; eight clinical; four lab. Fall semester.

NUR 122 • Nursing II

8 credits

Focus on nursing care for individuals and families with chronic health conditions in well-defined practice settings. Emphasis on basic management concepts and continued development of critical thinking, nursing judgment and skills. Prerequisites: NUR 117 and NUR 121. Four lecture; eight clinical; four lab. Spring semester.

NUR 123 • Paramedic to Nurse Bridge Course

11 credits

This intensive course introduces the experienced paramedic to nursing process, critical reasoning, concept mapping, basic CNA and advanced nursing skills, medication calculations and administration, nutrition, a review of acute disease processes, theoretical development of clinical and cultural competencies and safe and accurate nursing practice. Prerequisites: Current paramedic certification and minimum of one year of active paramedic experience; Nursing Program prerequisites; admission to the Nursing Program; Co-requisites: NUR 117 and NUR 118. Eight lecture; nine clinical lab. DBN.

NUR 125 • Practical Nurse Completion

2 credits

Preparation for the NCLEX-PN examination through comprehensive critical content review, practice questions with rationales, and development of a study plan. Emphasis is on strengthening critical thinking skills and test-taking strategies for a practical nurse. Prerequisite: Co-enrollment or completion of NUR 122. Two lecture. Spring semester.

NUR 219 • NCLEX Review Seminar

2 credits

Preparation for the NCLEX-RN examination through comprehensive critical content review, practice questions with rationales, and development of a study plan. Emphasis will be placed on the current NCLEX-RN Test Plan. Prerequisite: Co-enrollment or completion of NUR 222. Two lecture. Spring semester.

NUR 221 • Nursing III

8 credits

Focus on nursing care of individuals and families experiencing developmental milestones. Includes group theory and nursing therapeutics related to parenteral therapy, assisting the client through acute health care issues, concepts in critical thinking, organizational skills and psychosocial nursing. Prerequisites: Successful completion with a 'C' or better in NUR 122, BIO 205; and PSY 240. Four lecture; eight clinical; four lab. Fall semester.

NUR 222 • Nursing IV

8 credits

Focus on the impact of acute health care conditions on individuals, families and groups. Emphasis is on synthesis and application of nursing therapeutics as students continue to develop in the role of the professional nurse with an introduction to organizational transitions. Prerequisite: NUR 221. Four lecture; eight clinical; four lab. Spring semester.

NUR 291 • RN Refresher

8 credits

Designed for the RN whose license has lapsed. Updates nursing knowledge and skills including medication administration and intravenous therapy. Candidate applies to the Arizona State Board of Nursing for licensure upon completion. Student responsible to negotiate placement in health care agency for 160 hours precepted clinical experience during the course. Prerequisite: Student must acquire a temporary RN license for refresher course prior to first day of class. Five lecture; ten clinical. Both fall and spring semesters.

Nursing Assistant Training (NAT)

NAT 101 • Nursing Assistant Training

5 credits

Prepares students to assume the role and responsibilities of a nursing assistant within community health settings with a focus on long-term care. Complies with federal (OBRA) guidelines and preparation for the Arizona State Board of Nursing certification examination. Prerequisite: Satisfactory reading and math placement. Co-requisite: Healthcare Provider CPR and First Aid certification (EMT 104, or equivalent). Three lecture; three lab; three clinical. Both fall and spring semesters; summer.

Before enrolling in this course, the student must present a "Health Science Student" AZ DPS Fingerprint Clearance Card. There is a $65 application fee and a fingerprinting fee may also apply. Go to ***azdps.gov/services/public/fingerprint***, click on Apply for Card, then on Online Application to schedule an appointment with the closest FieldPrint Office, after signing

up as a new user, or logging in. Card must be paid for online. Additional costs and requirements will apply. Your academic adviser, or the NPC Nursing Department, can provide detailed instructions. See page 102.

Pharmacy Technician (PHT)

PHT 103 • Pharmacy Technician I

7 credits

Provides an in-depth overview of pharmaceutical principles and practice related to the role of the pharmacy technician. Provides preparation for the Pharmacy Technician Certification Examination (PTCE). Prerequisites: Satisfactory Placement [requires reading score Next Gen. ACCUPLACER 249+/Classic Accuplacer 73+/ASSET 41+/COMPASS 81+ and numerical score]; must be at least 18 years of age and have a high school diploma or equivalent. Keyboarding skills equivalent to 20 words per minute. Co-requisite: EMT104 Healthcare Provider CPR and First Aid and HES 170 Medical Terminology for Clinical Health Professionals or equivalent. Seven lecture.

PHT 104 • Pharmacy Technician II

8 credits

An overview of each body system and the medications used to treat common conditions that afflict each system. Provides preparation for the Pharmacy Technician Certification Examination (PTCE)and 120-hour pharmacy internship. Prerequisites: EMT104 Healthcare Provider CPR and First Aid or equivalent HES170 Medical Terminology for Clinical Health Professionals or equivalent PHT103 Pharmacy Technician I Current DPS Fingerprint Clearance Card and a Pharmacy Technician Trainee license issued by the Arizona State Board of Pharmacy. Proof of legal US residency is required to obtain trainee license. Six lecture, 7.5 lab.

*** NOTE: Students completing the NPC course will meet PTCB's 2021 education/training eligibility requirements for CPhT Certification. Students must still take and pass the national exam to become certified.

Philosophy (PHL)

PHL 101 • Introduction to Philosophy

3 credits SUN# PHI 1101

Introduction to and analysis of selected philosophical issues, including ideas which have shaped Western thought: knowledge, causality, the existence of God, morality, the nature of persons, free will, the good life, the ideal community, and the nature of reality. Reading and critical discussion of both classical and contemporary texts. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

PHL 103 • Introduction to Logic and Critical Thinking

3 credits SUN# PHI 1103

An introduction to the basic concepts of deductive and inductive logic. Covers informal fallacies, validity, and soundness. Students learn elementary symbolic logic, methods of inductive reasoning, and basics of scientific method. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

PHL 105 • Introduction to Ethics

3 credits SUN# PHI 1105

Introduction to moral philosophy and problems of practical ethics; analysis of philosophical problems in ethics and political philosophy, e.g., virtue and integrity, rights vs. social utility, nature of law and state. Reading and critical discussion from sources representative of moral philosophers of both the classical and contemporary periods. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

PHL 150 • Comparative World Religions

3 credits

Introduction to the concepts and philosophies of religion including: the nature religious belief; arguments for the existence of God; mysticism; religion and meaning; theistic and pantheistic conceptions of God and creation in the world from animism to the modern religions; traditions including Buddhism, Hinduism, Islam, Judaism, Christianity and others. Prerequisite: Satisfactory placement. Three lecture. DBN.

Physics (PHY)

PHY 111 • General Physics I

4 credits SUN# PHY 1111

Algebra-based course that explores the fundamental laws of physics with an emphasis on kinematics, dynamics, Newton's laws, work, energy, momentum, and the conservation laws. Prerequisite: MAT 152. MAT 189 recommended. Three lecture; three lab. DBN.

PHY 112 • General Physics II

4 credits SUN# PHY 1112

Continuation of PHY 111 with concentration on thermodynamics, vibrations and wave motion, electricity and magnetism, light and optics, and topics in modern physics. Prerequisite: PHY 111. Three lecture; three lab. DBN.

Political Science (POS)

POS 110 • United States Government

3 credits SUN# POS 1110

General survey of the constitutional bases, organizations and functioning of the United States government and political processes. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

POS 112 • Navajo Government

3 credits

Focuses on the development of the Navajo government, its evolution, legal and political bases, structure and functions, fiscal changes and administrative growth. Three lecture. DBN.

POS 221 • Arizona Constitution and Government

1 credit

Surveys the Arizona Constitution, with special attention to operation of state and local government. Requirement for teacher certification. One lecture. Both fall and spring semesters; summer.

POS 222 • U.S. Constitution

1 credit

Surveys the U.S. Constitution from its philosophical and historical roots to its modern day structure. Course is intended to satisfy Arizona's requirement for teacher certification. One lecture. Both fall and spring semesters; summer.

Psychology (PSY)

PSY 101 • Introduction to Psychology

3 credits SUN# PSY 1101

Survey of the science of psychology, including history and systems, physiology, development, sensation and perception, learning theory, abnormal psychology, personality and memory and cognition. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

PSY 230 • Introduction to Psychological Statistics

3 credits

Basic concepts in descriptive and inferential statistics, emphasizing applications to psychology. Prerequisites: PSY 101 or PSY 240 and MAT 142 or MAT 152 or equivalent placement scores in mathematics. Three lecture. DBN.

PSY 240 • Developmental Psychology

3 credits

A survey of the issues and concepts dealing with age-related behavior and developmental changes during each different period of our life span from conception through old age and death. Current research in human development includes the physical, cognitive and psychosocial development of each period of the life span. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

PSY 250 • Social Psychology

3 credits

Introduction to major theories and research findings of social psychology. Including theoretical perspectives of social psychology, understanding self and others, social cognition, attitudes and persuasion, social influence, interpersonal relations, aggression, prejudice and group processes. Prerequisite: Satisfactory placement. Three lecture. DBN.

PSY 270 • Abnormal Psychology

3 credits

To acquaint the student with the different areas of mental illness, including causes, symptoms and treatments. PSY 101 recommended. Prerequisite: Satisfactory placement. Three lecture. DBN.

PSY 290 • Research Methods in Psychology

4 credits

Basic concepts in research methodology, emphasizing applications to psychology. Prerequisite: PSY 230. Four lecture. DBN.

Sociology (SOC)

SOC 101 • Introduction to Sociology

3 credits SUN# SOC 1101

Fundamentals of sociology, organization of human groups and society and processes of interaction and social change. Prerequisite: Satisfactory reading, writing and math placement. Three lecture. Both fall and spring semesters.

SOC 121 • Social Problems

3 credits SUN# SOC 2250

A sociological exploration of selected social problems. Prerequisite: Satisfactory placement. Three lecture. DBN.

SOC 212 • Sex and Gender in Society

3 credits

Social processes that shape the construction of gender in society. The role of major social institutions in these processes, including distinguishing sex and gender, gender identity, sexual orientation and gender inequality. Prerequisite: Satisfactory reading and writing placement. Three lecture. DBN.

SOC 215 • Ethnicity and Race

3 credits SUN# SOC 2215

Examines the social construction of race and patterns of ethnic relations with an emphasis on the social histories and contemporary diversity of ethnic groups in the United States. Analyzes concepts of prejudice and discrimination, segregation and assimilation. Prerequisite: Satisfactory reading and writing placement. Three lecture. DBN.

SOC 225 • Sociology of the Family

3 credits

The U.S. family in many of its aspects, including the history of the family, marriage, sex, family problems, money matters, future of the family and others. Prerequisite: Satisfactory placement. Three lecture. DBN.

Spanish (SPA)

SPA 100 • Beginning Spanish Conversation

3 credits

Emphasizes basic sentence structure, pronunciation, vocabulary, and practical usage. Designed for developing speaking and listening abilities. Little emphasis on grammar. Three lecture. DBN.

SPA 101 • Elementary Spanish I

4 credits SUN# SPA 1101

Introduction to the Spanish language emphasizing basic grammar, pronunciation, vocabulary, and culture. Prerequisite: Satisfactory placement. Four lecture. Both fall and spring semesters.

SPA 102 • Elementary Spanish II

4 credits SUN# SPA 1102

A continuation of the study of fundamental linguistic patterns in SPA101. Continued emphasis on comprehension, speaking, reading, and writing in Spanish. Prerequisite: SPA 101. Four lecture. Both fall and spring semesters.

SPA 201 • Intermediate Spanish I

4 credits SUN# 2201

Consolidate and augment dexterity in the four basic communicative skills: comprehension, speaking, reading, and writing in Spanish. Further development of Spanish vocabulary and cultural awareness. Prerequisite: SPA 102. Four lecture. DBN.

SPA 202 • Intermediate Spanish II

4 credits SUN# 2202

Systematic expansion to strengthen the communicative skills of listening, speaking, reading, and writing in Spanish. A continued emphasis on vocabulary and cultural enrichment. Prerequisite: SPA 201. Four lecture. DBN.

SPA 218 • Advanced Spanish Practicum

3 credits

Increased proficiency in Spanish for advanced students. The area of concentration -be it grammar, conversation, reading, composition, or intense review - depends on the need of each student. Prerequisite: SPA 202. Three lecture. DBN.

Speech, Theatre and Film (SPT)

SPT 110 • Fundamentals of Oral Communications

3 credits SUN# COM 1100

Theory and practice in the organization, preparation and -delivery of communication. Special attention to elements of interpersonal communication, constructive criticism, conflict management and small group process. Three lecture. DBN.

SPT 115 • Interpreter's Theatre

3 credits

Theory and performance in interpreter's theatre. An effective vehicle for understanding literature, developing skills in oral interpretation and bringing enjoyment and enrichment to both the interpreters and the audience. Performance portion of the course is a touring group available to perform for area schools and organizations. Three lecture. DBN.

SPT 120 • Public Speaking

3 credits

Development of skill in speaking in a variety of formal public communication situations. Application of the principles of logic and critical thinking as well as the behavioral theories of audience psychology. Prerequisite: Satisfactory placement. Three lecture. DBN.

SPT 130 • Introduction to Theatre

3 credits

An introductory survey course of theatre from its earliest known beginning(s) to the present day. Students are exposed to drama from a variety of historical and ethnic backgrounds. The course focuses on the aesthetic and humanistic aspects of theatre within historical and contemporary contexts. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

SPT 140 • Principles of Drama

3 credits SUN# THE 2220

Focuses on the analysis of structural elements of major dramatic forms and styles and how they inform interpretive decisions related to theatrical production. Emphasis on studying representative plays, ranging from the classical to contemporary eras. Three lecture. DBN.

SPT 150 • Introduction to Film

3 credits

Introduction to the history, ideology and aesthetics of film, film theory and film criticism. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

SPT 155 • History of Television

3 credits

Historic evolution of American television programming from the late 1940s to the present. Examines the economic, political, social and cultural influence of television in American society. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

SPT 170 • Introduction to Acting

3 credits

Background in the theatre, and a variety of approaches to acting. Identification and preparation of a role. How to begin a characterization and how to act with other characters on stage. Basic work done with voice and movement. Two lecture; two lab. DBN.

SPT 171 • Intermediate Acting

3 credits

A continuation of acting training with the use of Meisner techniques designed to develop self-awareness, rehearsal skills and application of action to a dramatic text. Prerequisite: SPT 170 or instructor permission. Two lecture; two lab. DBN.

SPT 175 • Theatre Dance

1 credit

Basic movement styles and dance terminology for students wishing to participate in musical theatre or dance productions. Includes anatomy study and some dance history. Two lab. DBN.

SPT 178 • Stage Makeup

3 credits

Focuses on the essentials of stage makeup, including straight, character and special types of makeup. The effects of stage lighting on makeup are also examined. Possible opportunities for production experience, where students apply the techniques learned in the course on actors cast in NPC drama or musical productions. Two lecture; two lab. DBN.

SPT 180 • Introduction to Stage Lighting

3 credits

Emphasizes play script analysis in association with lighting color and angle theory. Course includes basic design communication tools such as drafting. Lab is based on developing color, intensity, texture and beam angle in association with mood and place context of a play. Two lecture; two lab. DBN.

SPT 185 • Introduction to Scene Design

3 credits

Emphasizes analysis of a play script subject to the development of stage scenery, developing drafting and drawing skills necessary to effectively communicate as a designer and skills necessary to construct a working model for a play script. Two lecture; two lab. DBN.

SPT 190 Introduction to Costume Design

3 credits

Basic principles of costume design and construction and a survey of selected historical periods. Students develop drawing skills necessary to effectively communicate as a designer and complete a costume design project as part of a production experience. Two lecture; two lab. DBN.

SPT 200 • Play Production I

3 credits

Techniques and materials used in theatrical production. Directing, acting, lighting, stagecraft, makeup, costume and management. Emphasis placed on performance of a play for an audience. Six lab. DBN.

SPT 201 • Play Production II

3 credits

Continuation of Play Production I, students are assigned roles and/or positions on technical committees. Additional focus placed on the function of directing, character analysis and technical theatre. Emphasis on performance of a play or musical for an audience. Prerequisite: SPT 200 or instructor permission. Six lab. DBN.

SPT 210 • Intermediate Public Speaking

3 credits

Emphasis on in-depth study of communication theory, introduction to argumentation and debate, and the organization, preparation and delivery of a variety of speech types. Prerequisite: SPT 120 or instructor permission. Three lecture. DBN.

SPT 220 • Technical Theatre

3 credits

The study and utilization of design and construction techniques for theatre. Includes the areas of lighting design and wiring, scenery design and construction, costume design and construction and stage management. Two lecture; two lab. DBN.

SPT 230 • Video Production

3 credits

Study and practice of basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing and field production. Two lecture; two lab. DBN.

SPT 240 • Video Editing

3 credits

Introduction to the theories, history and practices of editing. Students will work with nonlinear video editing stations to gain experience editing and learning the concepts, procedures and challenges of this art form. Two lecture; two lab. DBN.

SPT 251 • Teaching Theatre for Youth

3 credits

Provides students educational theory on learning styles, insight into theatrical games and activities designed for children to help them practice basic theatre performance and technical activities, including acting, singing, dancing and technical theatre areas such as set building, makeup and costumes. Two lecture; two lab. DBN.

SPT 252 • Playwriting

3 credits

Introduction to playwriting. Emphasis placed on composition of action, plot development and character development. Students write a series of short scripts. Two lecture; two lab. DBN.

SPT 265 • Directing

3 credits

Basic principles and techniques of stage direction: play selection, play analysis, stage composition and design, casting, blocking and business, technical coordination, rehearsal and final production. Direction of scenes or one-act required. Prerequisites: SPT 200, SPT 220 or instructor permission. Two lecture; two lab. DBN.

SPT 275 • Acting for the Musical Theatre

3 credits

Development of performance skills for the actor interested in musical theatre, with an emphasis on the singing voice, physical movement, and acting preparation for interpreting songs. Two lecture; two lab. DBN.

Student Topics (STU)

STU 098x • College Success Strategies

0 credit

Student learn to access various college resources, guidance and support from faculty, staff and peers to fully develop academic and life skills. Emphasis placed on increasing student success through personal growth, study skills development, and educational planning. Topics to promote learning, understanding, critical-thinking skills and perseverance in college. One lecture. DBN.

Surgical Technology (SGT)

SGT 117 • Pharmacology for Surgical Technology

3 credits

Presents role of the surgical technologist in safe handling of drugs according to standard policies and best practices. Includes drug classifications and uses, federal and state pharmacy regulations. Covers labeling, dosage calculation and methods of administration. Emphasizes complications and safety issues of medication administration. Prerequisite: Admission into the Surgical Technology Program. Three lecture. Fall semester.

SGT 121 • Surgical Sterile Techniques and Instrumentation

2 credits

Introduction to surgical technologist profession and practice. Applies principles of microbiology to decontamination, inspection, sterilization, packaging and storage of reusable surgical instruments and devices. Prerequisites: EMT 104 or equivalent; DPS Fingerprint Clearance Card; immunization records. One lecture; one lab; two clinical. Fall semester.

SGT 122 • Surgical Techniques

4 credits

Introduction to the hospital environment, the role of the surgical technologist, fundamental principles and practices in surgical techniques, safe patient care and knowledge to identify, select and safely use equipment and supplies in the operating room. Co-requisite: SGT 121. Three lecture; three lab. Spring semester.

SGT 221 • Perioperative Procedures

4 credits

Develops fundamental understanding of perioperative environments, roles of surgical team members and surgical patient processes. Includes a clinical experience in sterile processing environment. Prerequisite: SGT 121. Three lecture; three lab. Spring semester.

SGT 222 • Surgical Concepts and Specialty Procedures

4 credits

Classroom presentations and laboratory demonstrations of surgical procedures with review of anatomy and related pathophysiology. Operating room procedures, instrumentation and equipment in surgical specialties including genitourinary, ophthalmic, otolaryngology, maxillofacial, plastic/reconstructive, orthopedic, vascular, thoracic/pulmonary, cardiac, pediatric, neurosurgery and emergency trauma. Prerequisite: SGT 221. Three lecture; three lab. Spring semester.

SGT 223 • Surgical Technology Clinical Practicum I

5 credits

Students assume role as surgical technologist in a live operating room setting applying learned skills. Prerequisites: SGT 117, SGT 122, SGT 222. Seventeen clinical. Summer.

SGT 224 • Surgical Technology Clinical Practicum II

10 credits

Continuation of SGT 223 providing student opportunities to develop proficiency by serving in First and Second Scrub roles on surgical cases of increasing complexity to advance toward entry-level graduate achievement. Prerequisite: SGT 223. Thirty-one clinical. Fall semester.

SGT 229 • Surgical Technologist Review Seminar

1 credit

Preparation for the Certified Surgical Technologist examination (CST-ERC) through lecture, analysis of practice questions, development of a study plan and taking practice exams. Prerequisite: SGT 223. One lecture. Fall semester.

Therapeutic Massage Program (TMP)

TMP 107 • Overview for Alternative and Complementary Medicine

3 credits

Exploration of the definition of health and the mind-body-spirit-emotional connection. Identify the strengths and limitations of alternative therapies and alternative health professionals. Introduction to history and techniques of various massage therapies and how to research and discern the value of therapeutic modalities. Three lecture. Fall semester.

TMP 108 • A & P with Kinesiology Techniques I

4 credits

The study of human anatomy and physiology with emphasis on the central nervous system, muscles and specific normal muscular structural functions, deviations, the body's energy systems, the pain cycle, kinesiology theories, and massage therapy benefits, indications and contraindications. Prerequisite: DPS Fingerprint Clearance Card. Three lecture; three lab. Fall semester.

TMP 109 • A & P with Kinesiology Techniques II

4 credits

Continues the study of structure and function of the human body systems related to therapeutic massage. Introduces assessment skills, applied kinesiology, the modalities of healing, therapist role with other health care professionals, and mastery of fundamental massage techniques appropriate to specific muscle areas and those of special populations. Prerequisite: TMP 108. Three lecture; three lab. Fall semester.

TMP 111 • Pathology for Massage Therapists

3 credits

Student develops skills to work with special population including those with abnormal conditions and disabilities. Three lecture. Fall semester.

TMP 112 • Business and Communication for Massage Therapy

3 credits

Relevant financial, legal, business and ethical skills necessary to start and maintain a profitable massage therapy business. Knowledge of client intake forms, charting, business forms, contracts, insurance and billing, marketing, licensing, ADA compliance, financial record keeping, informed consent and client confidentiality, job search, résumé skills, effective communication and problem-solving techniques. Three lecture. Spring semester.

TMP 205 • Applied Therapeutic Massage

4 credits

Introduces historical and functional knowledge of massage therapy skills, ethical and legal responsibilities, client physical and emotional assessment, postural assessment, proper body mechanics and client draping, Swedish Massage techniques, types of muscular releases, joint motions and range of motion, Trigger point therapy, pain and pain pathways, benefits of stretching. Co-requisites: TMP 107, 109, 111 and 112. Three lecture; three lab. Spring semester.

TMP 214 • Massage Techniques

4 credits

Mechanics of popular and effective techniques and clinical settings utilized in massage therapy, use of appropriate equipment and supplies. Introduces research methodologies relating to research and case studies, explores a variety of massage techniques including Lymphatic, Thai, Pregnancy, Infant, Geriatric, Fibromyalgia, Sports, Deep Tissue, Seated, Medical, Spa, Neuromuscular therapies. Prerequisite: TMP 205. Three lecture; three lab. Spring semester.

TMP 221 • Body/Mind Therapy

3 credits

Explore historical and fundamental psychological dimensions of nurturing touch relating to massage therapy. Learn boundaries and limits, therapist self-care, how the body expresses emotional patterns and emotional release, and psychological contraindications to therapy. Increase understanding of mental health conditions/disorders, discover the value of making client referrals and per collaboration. Three lecture. Spring semester.

TMP 240 • Massage Therapy Clinical Practice

4 credits

Refines technical massage therapy skills, with emphasis on the student's development as a therapist within the legal/ethical framework of the profession. Interpersonal skills to establish working rapport with clients, peers and other health care practitioners. Includes 160 hours of hands-on experience by practicing massage and spa protocols with public clientele. Prerequisites: TMP 214 and 221. One lecture; ten practicum. Summer.

Welding (WLD)

WLD 100 • Safety and Math

2 credits

Introduces trainees to principles and procedures needed to work safely in the construction environment and includes common safety equipment with procedures for inspection and use. Two lecture. Fall and spring semester; summer; DBN.

WLD 130 • Metal Art

3 credits

Introduction to various forms of metal artwork techniques including basic blacksmith forging, scrollwork, bending, forming of sheet metal into armour and other implements. Also features elements of armour and weapons history by touching on the styles found in different countries. One -lecture; four lab. Fall and spring semester; DBN.

WLD 131 • Metal Armour Fabrication

3 credits

Skills enhancement in various forms of metal artwork techniques, specifically chasing, engraving, etching and beginning inlay work (soldering style inlay and puzzle style inlay). Skills are applied to brass, copper, steel or iron. Objective is the practice of shaping and forming of steel armour. Student will build a set of armour and enhance its surface with inlaying techniques. Prerequisite: WLD 130. One lecture; four lab. Fall and spring semester; DBN.

WLD 134 • Fundamentals of Plastic Welding

3 credits

Fundamentals of plastic welding introduces theories pertaining to: thermoplastics welding techniques, plastic identification processes, fusion welding, chemical welding processes and thermoset plastics. Prerequisite: WLD 100 or CON 100 or CON 107 or ATO 103 or instructor permission. Three lecture. Fall and spring semester; DBN.

WLD 170 • Metal Preparation, Quality and Alignment

2 credits

The student will be exposed to welding quality control methods, metal preparation techniques and alignment. Additionally, fitting and welding base metal joints. Co-requisite: WLD 100 or instructor permission. Two lecture. Fall and spring semester; DBN.

WLD 171 • Welding Cutting Processes

2 credits

Students are introduced to oxy-fuel cutting (OFC), plasma arc cutting (PAC), and carbon arc cutting (CAC). Co-requisite: WLD 100 or instructor permission. Two lecture. Fall and spring semester; DBN.

WLD 172 • SMAW ARC

3 credits

The student is introduced to: shielded metal arc welding (SMAW) and its equipment setup; shielded metal arc welding beads and fillet welds using only shielded metal arc welding technology. Co-requisite: WLD 100 or instructor permission. Half lecture; five lab. Fall and spring semester; summer; DBN.

WLD 173 • SMAW Open Root Plate

2 credits

Students are introduced to shielded metal arc welding, open V-Groove welds using appropriate equipment, advanced training in the fabrication of out of position welding (using shielded metal arc welding), and open V-Groove welds using appropriate equipment. Co-requisite: WLD 100 and WLD 172 or instructor permission. Half lecture; three lab. Fall and spring semester; summer; DBN.

WLD 174 • SMAW V-Groove with Backing

2 credits

Shielded metal arc welding groove welds with backing and their manufacture uses and the use of shielded metal arc welding equipment. Co-requisite: WLD 100 and WLD 172 or instructor permission. One lecture; two lab. Fall and spring semester; summer; DBN.

WLD 175 • GMAW Plate

3 credits

An introduction to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of GMAW fillet welds on plate in all positions. Co-requisite: WLD 100 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 176 • FCAW Plate

3 credits

An introduction to: flux cored arc welding (FCAW) equipment and filler metals and the fabrication of FCAW fillet welds and groove welds using the flux cored arc welding process. Co-requisite: WLD 100 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 177 • GTAW (TIG) Plate

3 credits

A comprehensive study of gas tungsten arc welding (GTAW) equipment and filler metals and the fabrication of groove welds in mild steel plate with the GTAW process. Co-requisite: WLD 100. One lecture; four lab. Fall and spring semester; summer; DBN.

WLD 178 • Metallurgy, Drawing, and Symbols

2 credits

The student is introduced to physical characteristics and mechanical properties of metal. Additionally, pre-heating and post-heating weld heat treatment requirements as related to specific base metal types are explored. Students are introduced to weld detail drawing and welding symbols. Co-requisites: WLD 100 and WLD 170 or instructor permission. Two lecture. Fall and spring semester; DBN.

WLD 179 • AWS Prep

2 credits

Prepares the student to meet the requirements of the AWS Level I Entry Level Welder, requirements more comprehensive than the NPC general welding curriculum. When linked with WLD 200, WLD 179 prepares the student to sit for the nine-part AWS national certification exam. Prerequisite: Level I & II Certificate of Proficiency or instructor permission. Half lecture; three lab. Fall and spring semester; DBN.

WLD 200 • AWS Certification

4 credits

This is the final certification requirement as an American Welding Society Entry Level Welder (Level I). Successful completion of this course earns the student the AWS Entry Level Welder certification as required by AWS EG2.0. Prerequisite: All welding 100-level courses in the Level I and II Certificates of Proficiency or instructor permission. Three lecture; two lab. Fall and spring semester; DBN.

WLD 280 • GMAW (MIG) Pipe

3 credits

Introduces the student to gas metal arc welding pipe along with GMAW equipment and filler metals appropriate for the fabrication of pipe welded joints. Co-requisites: WLD 100 and WLD 175 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 281 • FCAW Pipe

3 credits

Introduces the student to flux cored arc welding pipe along with FCAW equipment and filler metals appropriate for the fabrication of pipe welded joints. Co-requisites: WLD 100 and WLD 176 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 282 • GTAW CS Pipe

3 credits

Introduces the student to gas tungsten arc welding open root pipe along with GTAW equipment and filler metals appropriate for the fabrication of carbon steel pipe welded joints. Co-requisites: WLD 100 and WLD 177 or instructor permission. One lecture; four lab. Fall and spring semester; summer; DBN.

WLD 283 • GTAW LA and SS Pipe

3 credits

Introduces the student to gas tungsten arc welding open root pipe along with GTAW equipment and filler metals appropriate for the fabrication of stainless steel and low alloy pipe welded joints. Co-requisites: WLD 100 and WLD 177 or instructor permission. One lecture; four lab. Fall and spring semester; summer; DBN.

WLD 284 • SMAW CS Pipe

3 credits

The performance of open root pipe welds in the 1G, 2G, 5G, and 6G positions using shielding metal arc welding is explored. Specifically, fast freeze electrodes for the root pass and low hydrogen electrodes for the fill and cover passes will be covered. Co-requisites: WLD 100 and WLD 173 or instructor permission. One-Half lecture; five lab. Fall and spring semester; summer; DBN.

WLD 288 • Advanced Topics in Welding: Aluminum

6 credits

Instruction in how to weld one of the most difficult alloys: Aluminum. Learning the set up of GMAW and GTAW equipment for welding aluminum plate and pipe. Trainees clean and prepare coupons for welding; avoiding problems often encountered in aluminum welding processes. Prerequisite: All courses in Welding Certificates of Proficiency Levels I, II, and III or instructor permission. Two lecture; eight lab. Fall and spring semester; DBN.

WLD 290 • Welding Fabrication

3 credits

Instruction in welding fabrication for advanced student welding projects, using welding detailed drawings. Projects are completed from documents. Prerequisite: Instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 291 • Internship for Welding

2 credits

Internship course designed to accompany any WLD course to learn the fundamentals of welding, fabrication and cutting through on-the-job-training as an intern with a local contractor. The course emphasizes techniques and use of basic tools in performing welding related work and includes physical demonstrations of safety requirement. Students must schedule job hours with a designated contractor for an average minimum of 10 hours per week. Prerequisite: WLD 100 and instructor permission. Ten lab. Fall and spring semester; DBN.

Workshops and Special Project Courses

The following list of courses are available and applicable in every departmental area and may carry the departmental prefix. Such courses are not described in the preceding Course Description section since their descriptions (below) are the same for all similarly numbered courses.

198 • Internship

1 to 16 credits

An on-the-job training program for students to earn college credit for learning achieved on the job. Learning is demonstrated through student completion of employer, student (employee) and NPC instructor-approved written learning objectives relating to the student's job, career goals and academic major. DBN.

099/199 • Workshop

0.5 to 6 credits

Courses designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of students involved. DBN.

298 • Portfolio

1 to 3 credits

Supervised special project in field of study designed for application to professional/technical and academic studies. Students participate in an in-depth, critical evaluation of their own work as it relates to competencies developed during their program. Development of a portfolio of individual performance consisting of assessment and examples demonstrating success in communication, problem solving, decision making and technical competencies. DBN.

299 • Special Topics

0.5 to 4 credits

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training. DBN.

Administration, Faculty and Emeriti

Navajo County Community College District Governing Board

Front Row (left to right): Secretary Daniel Peaches, Chair Frank Lucero.
Back Row (left to right): Members Elias Jouen, Derrick Leslie, Everett Robinson

Daniel Peaches
District 1
1985 to Present; Secretary 1988 – 90, 1997 – 98, 2000 – 04, 2013 to Present;
Chairman 2005 – 07

Elias Jouen
District 2
Appointed 2018

Frank Lucero
District 3
January 2013; Chair 2017 to Present

Everett Robinson
District 4
Appointed 2019

Derrick Leslie
District 5
Elected 2017

Administration

Mark Vest (2001)
President
B.A., M.A., University of Kentucky;
M.A., Ohio State University

Jessica Clark (2019)
Vice President for Learning and Student Services
B.A., Central Washington University;
M.A., Ph.D., North Dakota State University;
Additional Studies: University of Wyoming

Maderia Ellison (2007)
Vice President for Administrative Services,
Chief Business Officer
B.A., Fort Lewis College
M.P.A., Western International University

Administrative Staff

Peggy Belknap (1990)
Dean of Career and Technical Education
A.A., Northland Pioneer College;
B.G.S., M.Ed, Northern Arizona University

Gail Campbell (2013)
Associate Dean of Education & College and Career Preparation
B.S., Colorado State University;
M.A., University of New Mexico

Richard Chanick (2019)
Director of Small Business Development Center
B.S., United States Air Force Academy

Hendry "Scott" Estes (2020)
Director of Infromation Sevices / Chief Information Officer
AAS Business, BS Technical Management, MS Information Systems

Ann Hess (2007)
Director of Marketing and Public Relations
B.F.A., State University of New York at New Paltz

Ernest Hess (2009)
Network and Systems Administrator
A.A.S., Blue Ridge Community College;
B.B.A., James Madison University

Amber Hill (2015)
Director of Financial Services/Controller
B.S. - Accountancy, Northern Arizona University
Certified Public Accountant (CPA)
M.B.A., Western Governor's University

David Huish (1996)
Director of Facilities and Vehicles
B.S., Arizona State University;
M.Ad., Northern Arizona University

Rickey Jackson (2004)
Dean of Arts and Sciences
A.A., Central Arizona College;
B.S., M.Ed., Northern Arizona University

Wei Ma (2020)
Dean of Instructional Innovation
M.A., Ball State University - Telecommunications
Ph.D. Ball State University - Educational Studies

Lauren Maestas (2010)
Director of Budgets and Payroll
A.Bus, Northland Pioneer College;
B.S., Kaplan University
M.B.A, Western Governor's University

Shannon Motter (2020)
Director of Library Services
M.A., University of Pennsylvania Edinboro
M.S., University of Pennsylvania Clarion

Jeremy Raisor (2012)
Director of Enrollment Services
B.A., M.B.A., Utah State University

Joshua Rogers (2014)
Director of Student Services
B.S., M.B.A., University of Phoenix
Curtis Stevens (2015)
Coordinator of Technical Services
Richard Strickland (2019)
Construction Manage
A.S., Colorado Technical University
B.S., Colorado Technical University
MBA,. Colorado Technical University
Nicole Ulibarri (2008)
Apache County Coordinator
B.S., M.B.A., Western Governor's University
Betsy Ann Wilson (2014)
Executive Director, NPC Friends & Family
B.S., University of Arizona
Jon Wisner (2018)
Director of Public Safety Education
B.A., Michigan State University
Judy Yip-Reyes (2017)
Director of Institutional Effectiveness
B.A., University of Hong Kong;
M.A., Kent State University;
Ph.D., University of Southern California
Ruth Zimmerman (2020)
Director of Nursing and Allied Health
B.S.-Arizona State University
M.S.-University of Phoenix

Northland Pioneer College Faculty

Rachel Arroyo-Townsend (2019)
Interim Faculty: Business
B.S., Northern Arizona University;
M.B.A., University of Phoenix
Stacy Ashcraft (2012)
Faculty: Cosmetology
A.A.S., Northland Pioneer College
Harshika Bhatt (2019)
Faculty: College and Career Preparation
ABus, Northland Pioneer College;
B.S., Thomas Edison State College
Eric Bishop (2016)
Faculty: Computer Information Services
A.A.S., Gateway Community College;
B.S., Devry University;
M.S., Boston University
Jennifer Bishop (2013)
Faculty: Business
A.A.S., Paradise Valley Community College
B.S., Arizona State University;
M.S., Northern Arizona University
Michael Broyles (2020)
Curriculum Coordinator
B.A. , Arizona State University
M.A. Arizona State University
Brian Burson (2006)
Faculty: Mathematics
A.A., Central Arizona College; B.A., Arizona State University; M.Ed., Northern Arizona University
Cathleen Burson (2017)
Faculty: Education and College and Career Preparation
A.A., Central Arizona College;
B.S., M.Ed., Northern Arizona University
Autom Christensen (2007)
Faculty: Cosmetology
A.A.S., Northland Pioneer College
Kristina Coffman (2018)
Faculty: Emergency Medical Technology/ Program Coordinator
A.A.S., Northland Pioneer College
Dr. Michael Collier (2017)
Faculty: Psychology
B.A., Florida State University;
M.A., Ph.D., New Mexico State University
Ruth Creek-Rhoades (2012)
Faculty: Education and College and Career Preparation
B.A., M.Ed., Northern Arizona University

John Deaton (1979)
Faculty: Political Science
B.A., M.A., California State University Chico;
Additional Studies: Northland Pioneer College, Grand Canyon University, University of Phoenix, Northern Arizona University

Chloe Fagotti (2005)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Brian Gardner (2007)
Faculty: Emergency Medical Technology
A.A.S., Northland Pioneer College

Magdalene Gluszek (2011)
Faculty: Art
B.A./B.F.A., State University of New York College;
M.F.A., University of Florida

Dr. Amy Grey (2014)
Faculty: History and Social Sciences
B.A., Mills College;
M.A., Northern Arizona University;
Ph.D., University of Arizona

Daniel Groenveld (2020)
Faculty in Computer Information Systems
A.A., Northland Pioneer College

Dr. Richard Harris (2011)
Faculty: Spanish
A.A., Mesa Community College;
B.A., M.A., Arizona State University
Ed.D., North Central University

Sam L. Harris (2014)
Faculty: Automotive Technology
A.A., Northland Pioneer College

Andrew Hassard (2003)
Faculty: History/Geography
B.S., University of Southern Mississippi;
M.A., University of South Carolina;
Additional Studies: Jackson State University

Oona Hatch (2013)
Faculty: Cosmetology
A.A., Northland Pioneer College

Therese Hayes (2017)
Faculty: Nurse Assistant Training/Program Coordinator
A.S., B.S.N., University of North Carolina at Wilmington; B.A., Northern Arizona University

Dr. Eleanore Hempsey (2013)
Faculty: Biology
B.S., University of Redlands;
M.Phil., University of Cambridge;
Ph.D., University of Ulster, Coleraine

Barbara Hicks (2008)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Anthony Hill (2015)
Faculty: College and Career Preparation
A.A.S., Northland Pioneer College
B.S., Arizona State University
M.Ed., University of Phoenix

Dr. Thomas Hodgkins (2011)
Faculty: Chemistry
B.S., Union College;
M.S., Eastern Kentucky University;
Ph.D., University of Kentucky-Lexington

Dr. Susan Hoffman (2018)
Faculty: Biology
A.A., St. Petersburg Junior College;
B.S., Avila College;
Ph.D. University of South Florida

Randall Hoskins (2003)
Faculty: Welding
A.A.S., Northland Pioneer College

Michelle Hunt (2007)
Faculty: Nursing
B.S.N., Grand Canyon University;
M.S.N., University of Phoenix

Loria Hute (2017)
Faculty: Clinical Nursing
B.S.N., M.S.N., Northern Arizona University

Cynthia Hutton (2003)
Faculty: Biology
A.S., Holyoke Community College;
B.A., M.A., Mount Holyoke College

Susan Jamison (2008)
Faculty: Nursing
B.S.N., University of Arizona;
M.S., Northern Arizona University
Dawn Johnson (2007)
Faculty: College and Career Preparation
A.A., Northland Pioneer College;
B.A., Northern Arizona University
Ryan T. Jones (1998)
Faculty: English
B.A., M.A., University of Utah
Dr. Kevin Jones (2016)
Faculty: English
B.A., M.A.(2), Ph.D., Utah State University
Deborah Keith (2006)
Faculty: Nursing
A.S.N., Wallace State Community College – Selma;
B.S.N., University of Auburn at Montgomery;
M.S.N., University of Phoenix
Wesley King (2014)
Faculty: Welding
B.S., Northern Arizona University
Kurry Klingel (2018)
Faculty: Business
B.B.A., Franklin University;
M.B.A., Marylhurst University
Nathan Kosub (2020)
Faculty in Film & Digital Video
B.A., Bowdoin College;
M.A., University of Mississippi
Dr. Allison Landy (2016)
Faculty: Early Childhood Development/ Program Coordinator
B.A., North Central College;
M.Ed., Arizona State University
Ed.D., Northern Arizona University
Glenna LaVoie (2017)
Faculty: Cosmetology
Patricia Lopez (2011)
Faculty: Biology
B.S., Louisiana Technical University;
M.S., University of Arizona
Candy Martinez (2018)
Faculty: Medical Assistant
B.S.N., Grand Canyon University
Jorge Meza (2015)
Faculty: Construction Technology
Steve Mills (2016)
Faculty: College and Career Preparation
B.S., Colorado State University
Mathew Moore (2017)
Faculty: Medical Assistant
Doctor of Chiropractic, Parker University
Melody Niesen (2018)
Faculty: English
B.A., M.A., University of Idaho
Dr. Elizabeth Oliphant (2018)
Faculty: English
B.A., University of Mississippi;
M.A., Ph.D., University of Pittsburgh
Edwardo Perez (2020)
Faculty in Sociololgy / Anthropology
B.A. California State University - Fresno
M.A., University of Nebraska, Lincoln
Frank Pinnell (2005)
Faculty: Welding
A.A.S., Northland Pioneer College
Dr. Gary M. Reyes (2001)
Faculty: Psychology
A.S., Community College of the Air Force;
B.S., Park College; M.A., Chapman University;
Ph.D., Northern Arizona University
Ferryn Sam (2011)
Faculty: Cosmetology
A.A.S., Northland Pioneer College
Dr. Gary Santillanes (2016)
Faculty: Philosophy
A.A., Central New Mexico Community College;
B.A., University of New Mexico;
M.A., Texas Tech University;
Ph.D., Binghamton University
Dr. Inez Schaechterle (2015)
Faculty: English
B.S., M.S., M.A., University of Nevada - Reno
Ph.D. Bowling Green State University

Rebekah Short (2018)
Faculty: Clinical Nursing
A.A.S., Northland Pioneer College;
B.S.N., M.A., Grand Canyon University

Dr. David Smith (2005)
Faculty: Biology
B.S., University of Arizona; M.S., University of Bridgeport; Ph.D., Brigham Young University

Bill Solomon (2004)
Faculty: Fire Science
B.S., Arizona State University

Dr. Michael Solomonson (2000)
Faculty: Speech and Theatre
A.A., Waldorf College;
B.A., Northwestern College;
M.A., Kansas State University;
Ph.D., University of Nebraska-Lincoln

Stephanie Stancil (2020)
Faculty - Instructional Designer
B.S., East Carolina University
M.E., North Carolina State University
Ph.D., North Carolina State University

Jeffrey Strong (2016)
Faculty: Mathematics
B.A., M.A., Brigham Young University

Dr. Amelinda Webb (2018)
Faculty: Geology
B.A., Cornell College;
M.S., San Diego State University;
Ph.D., Yale University

Kevin Westfall (2018)
Faculty: Energy and Industrial Technician

Xie "Shirley" Xu (2020)
Faculty in Mathematics
A.A., Northland Pioneer College,
B.B.A., Northern Arizona University

Peterson Yazzie (2011)
Faculty: Art
AFA, BFA, Institute of American Indian Arts;
MFA, University of New Mexico

Emeriti (Year Hired)

Anne Abbey (1991)
Administrative Assistant to the President, Business & Community Education Director
B.S., Northern Arizona University

David R. Abel (1977)
Faculty: Psychology and Physical Education/ ASNPC Faculty Adviser
B.S., M.A., Northern Arizona University; Additional Studies: Northern Arizona University

Loyelin Aceves (1993)
Community and Corporate Learning Specialist
A.A.S., Northland Pioneer College

Theresa Artz-Howard (1999)
Faculty: Nursing Assistant
A.G.S., Northland Pioneer College; B.S.N., M.S.N., University of New Mexico; Additional Studies: Arizona State University, Western Michigan University, Phoenix College, South Mountain Community College, Estrella Mountain Community College

Donna Ashcraft (1986)
Faculty: English
B.G.S., University of Iowa; M.A., Norwich University; Additional Studies: University of Iowa, Northern Arizona University, Texas Tech University, Northland Pioneer College

JoAnn Barnes-Slocum (1994)
Graphic Designer and Publication Specialist
A.A.S., Northland Pioneer College

Elizabeth Batson (2000)
Records and Registration Clerk, Veterans Certifying Official

Lorraine Benally (1995)
Center Manager, Kayenta
A.A., Northland Pioneer College

Vicki Bessinger (1996)
Bookstore Manager
A.G.S., Northland Pioneer College; A.A.S., Northland Pioneer College

Eric Bishop (2006)
Director of Information Services
A.A.S., Gateway Community College; B.S., Devry University; M.S., Boston University

Beaulah Bob-Pennypacker (1994)
Director of Financial Aid
B.G.S., Northern Arizona University

James R. Boblett (1976)
Faculty: Psychology
B.S., M.A., Northern Arizona University; Additional Studies: Arizona State University

Catherine Borum (1976) Deceased 2001
Faculty: Administrative Information Services
A.A., Stephens College; B.S. and M.B.A., UCLA; Additional Studies: Northern Arizona University, Arizona State University

Lynn Browne-Wagner (2006)
Faculty: Emergency Medical Technology
A.D.N., Scottsdale Community College; B.S.N., Arizona State University; M.S.N., Walden University

Dr. Patrick Canary (2002)
Faculty: Biology
Dean of Arts and Sciences
B.S., M.S., Cleveland State University; Ph.D., West Virginia University

Curtis Casey (2000)
Faculty: Welding/Program Coordinator
A.A.S., Maricopa Tech College

Tracy Chase (2007)
Faculty: Business and Computer Information Systems
A.A., Northland Pioneer College; B.S., University of Phoenix

Leslie Collins (2000)
Academic Adviser
B.S., M.Ed., Arizona State University

Lois Coltrin (1985)
Faculty: Administrative Information Services
B.S., Brigham Young University; M.A., Northern Arizona University

Janice Cortina (2010)
Faculty: College and Career Preparation
B.S., Northern Arizona University
M.S., Walden University

Kim Crossland (1991)
Financial Aid Advisor/Technician
A.A., Northland Pioneer College

Jill M. Diemer (1984)
Faculty: Computer Information Services
A.A.S., Northland Pioneer College;
B.S., Ball State University;
M.F.A., Indiana University;
Additional Studies: University of Arizona

Joel C. Eittreim (1979)
Director, Extended Learning Services
B.S., M.A., Arizona State University;
Certification in Economic Development Finance Professional

Shirley Eittreim (1981)
Faculty: Administrative Information Services
B.A., M.A., Arizona State University;
Additional Studies: Arizona State University, Northern Arizona University

Claude Endfield (1988)
Faculty: Early Childhood Education
A.A.S., A.A., Northland Pioneer College;
B.S., Arizona State University;
M.A., Nova University

Marva Fellows (1990)
Academic Adviser & Veterans Programs
A.A.S., Northland Pioneer College

Barbara S. Frawley (1992)
Secretary, Disability Resource & Access Office
A.A.S., Northland Pioneer College

Heidi Fulcher (1986)
Dean: Developmental Services
A.A., Scottsdale Community College;
B.A., M.Ed., Arizona State University;
Additional Studies: Appalachian State University

Ronald Goulet (1994)
Faculty: English
B.S. Northern Arizona University;
M.A., San Francisco State University

Dr. Barry Graham (2000)
Faculty: Mathematics
B.A., Pacific Union College;
M.A., Ph.D., University of California

Martin Grubb (1980) Deceased 2001
Faculty: Business
B.A., San Fernando State College;
M.B.A., University of Phoenix

V. Blaine Hatch (2000)
Vice President for Administrative Services
B.A., M.B.A., Brigham Young University

Richard "Dick" Heimann (2003)
Faculty: Education
B.A., M.A., Arizona State University

Dr. Eric Henderson (2004) Deceased 2020
Faculty: Social and Behavioral Sciences
B.A., Portland State University;
J.D., Ph.D., University of Arizona

Phillip Hiatt (1996)
Maintenance III

Cynthia Hildebrand (1981)
System Analyst

Emma Hillend (2003)
Assistant to the Campus Manager
A.A., A.A.S., Northland Pioneer College

Barbara Hockabout (2000)
Faculty: English
B.A., University of California – Berkeley;
M.A., Gonzaga University; Additional Studies: University of Idaho, California State University

Joyce Hunt (1980)
Payroll Supervisor
A.A.S., Northland Pioneer College

Janet Hunter (1996)
Faculty: Administrative Information Services
B.S., Pennsylvania State University;
M.S., M.B., Virginia Polytechnic Institute and State University; Additional Studies: Northland Pioneer College, Northern Arizona University

Dr. James S. Jacob (2001)
Faculty: Biology
B.S., M.S., Stephen F. Austin State University;
Ph.D., University of New Mexico

Dr. Sandra Johnson (2003)
Faculty: Education
B.A., Dana College; M.Ed., Ed. Specialist;
Ph.D., University of Arizona;
Additional Studies: University of Alaska;
Western Michigan University;
University of Oregon;
Weber State College, University of Phoenix

Dana Jolly (2005)
Faculty: Nursing
B.S., Emory University;
M.S.N., University of Arizona

Charles Kermes (1986)
Faculty: Sociology; Dean of Business &Technology, Associate Dean for Instructional Support, Project Director for School to Work, Coordinator of Career Planning and Placement
B.A., State University of New York at Buffalo;
M.A., Syracuse University

Lynda Klingler (1991)
Library Media Tech
B.S., Oregon State University

Rose Kreher (2001)
Administrative Assistant to the V.P. of Learning
B.A., University of Colorado;
M.A., University of Denver

Janice Kraai (1989)
Faculty: Developmental Services
B.A., University of Michigan;
M.A., University of Arizona

Leonard Lee (1981)
Maintenance II
A.A.S., Northland Pioneer College

Dr. Clifton Lewis (1974)
Faculty: Foreign Languages
B.A., Brigham Young University;
M.A., Ph.D., University of New Mexico

Hallie Lucas (2000)
Administrative Assistant for Learning
A.A.S., Northland Pioneer College

Dr. Eugene Luke (1974)
Faculty: English
B.A., Ph.D., North Texas State University;
M.A., University of Wisconsin

Gary Mack (1992)
Faculty: Mathematics
B.S., Northern Arizona University;
M.S., University of Arizona;
Additional Studies: Northern Arizona University

Carol Maddin (1980)
Academic Advising Coordinator
Faculty: Human Development
B.S., Central Missouri State College;
M.S., University of Missouri-Kansas City;
Additional Studies: Loyola University,
Arizona State University,
Colorado State University

Brenda Manthei (1988)
Faculty: Biology
Dean of Science and Mathematics
B.A., M.A., New Mexico Institute of Mining and Technology;
Additional Studies: Northern Arizona University

Ana Marquez (1995)
Assistant to the Campus Manager
Bachelor of Arts, Arizona State University;
A.A., Arizona Western College

Renee Maxwell (1989)
Records & Registration Clerk

Dr. Debra McGinty (2016)
Dean of Nursing and Allied Health
B.S., University of Cincinnati,
M.N,, University of Washington,
M.B.A., University of Phoenix,
Ph.D., University of Arizona

Dr. Jac Morse (1983)
Business Department Chair,
Director Extended Education Division
Faculty: Business and Computer Science
B.A., M.A., Ph.D., Arizona State University

Thomas W. Nagle, Jr. (1995)
Faculty: Business
B.A., Northern Arizona University;
M.B.A., National University, San Diego

Shannon Newman (2000)
Faculty: Mathematics
B.A., Chatham College;
M.Ed., Northern Arizona University

Dr. David Nichols (1974)
Associate Dean, Instructional Support Services
B.S., M.S., Brigham Young University;
Ed.D., Northern Arizona University

Joseph Nickolas (1975)
Faculty: Biology
B.S., East Stroudsburg University;
M.S., Arizona State University

Donald A. Olsen (1974)
Director of Business Affairs/Dean of Business Services
B.A., Brigham Young University;
B.S., Arizona State University;
Additional Studies: University of Arizona

Susan Olsen (1987)
Campus Manager
A.G.S., Northland Pioneer College;
B.A., Northern Arizona University

Vicki Owen (1996)
Academic Adviser
A.A., Northland Pioneer College

Dr. Arvin Palmer (1975)
Administration: Dean of General Education/ Extended Services, Dean of Instruction, Vice President.
Faculty: History, Geography and Political Science; College Historian.
B.A., M.A., Arizona State University;
Ph.D., Claremont Graduate University;
Additional Studies: Arizona State University, University of Missouri, University of Colorado, University of Arizona, University of Minnesota

Theresa Parker (2002)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Gary Passer (1992)
President (1997-2004; 2005-2006)
Vice President of Instruction Services
Faculty: Sociology
B.A., Iowa Wesleyan College;
M.A., Ph.D., University of Iowa;
Additional Studies: University of Wisconsin, Iowa State University

Penny Albright Petersen (1975)
Director of Community Relations/Publications
Faculty: Speech and Theatre
B.A., M.A., Arizona State University;
Additional Studies: University of Arizona

Ronald Petersen (1980)
Director of Student Services/Dean of Student Services/Marketing
B.A., University of Washington;
M.Ed., University of Toledo

Randy Porch (1988)
Faculty: Geology
B.S., M.S., M.Ed., Northern Arizona University

Neil Rabe (1994)
Maintenance Supervisor

Barry Richins (1975)
Faculty: English
B.S., Northern Arizona University;
M.A., Illinois State University;
Additional Studies: Brigham Young University, Arizona State University, University of Iowa

James G. Richmond (1983) Deceased 2010
Faculty: Construction Technology
B.S., Oregon State University;
M.A., Northern Arizona University;
Additional Studies: Linn-Benton Community College (Albany, OR), University of Oregon – Eugene

Everett Robinson (1994)
Media Relations Coordinator
A.A., Phoenix College; A.A.S., Northland Pioneer College; B.U.S., University of New Mexico

Larry Romo (1994)
System Analyst/Programmer
A.A.S., Pima Community College;
B.S., University of Arizona

Allen Rothlisberg (1975) Deceased 1999
(Awarded Posthumously)
Coordinator: Library Services
Faculty: Library Media Technology

B.A., San Diego State College; M.S., Our Lady of the Lake College; Additional Studies: Northern Arizona University, University of Arizona, and University of Oklahoma

Dorothy "Dottie" Sanderson (1978) Deceased
Administrative Assistant to the President

Dale Schicketanz (1976)
Faculty: Photography
A.A., Southwestern College;
B.A., San Diego State University;
M.A., California State University - Fresno

Douglas Seely (2001)
Faculty: Computer Information Systems
B.Ed., University of Lethbridge;
Additional Studies: Oregon State University, Northern Alberta Institute of Technology

A. Dan Simper (1975)
Director of Personnel/Registrar
B.S., Brigham Young University; M.S., University of California –Davis; Additional Studies: Brigham Young University, University of California – Davis

Dr. Jeanne Swarthout (2001)
President
B.A., Arizona State University; M.A., Florida State University; Ph.D., Arizona State University

Lee Sweetman (1979)
Faculty: Art/Department Chair
B.F.A., M.A., Northern Arizona University

Dr. Charles M. Sypolt (1974) Deceased 2011
Faculty: History
B.A., University of California at Berkeley;
M.A., Chico State University; Ph.D., University of Wyoming; Additional Studies: California State University – San Jose

JoAnn Taylor (1989)
Director of Marketing and Public Relations
B.S. University of Missouri at Kansas City

Marili Thomas (1974)
Faculty: Administrative Information Services
B.A., Adams State University (Colorado);
M.A., Northern Arizona University;
Additional Studies: Adams State College

Ronald Troutman (1976) Deceased 2016
Satellite Program Facilitator; Navajo County Programs Coordinator; Chief GED Examiner; Coordinator of Alternative Learning; Faculty: Forestry, Basic Skills
B.S., Northern Arizona University

MiAnna J. Tyler (1983)
Campus Manager

Dr. Marvin L. Vasher (1977)
President (1977-1990), Faculty: History
B.S., Eastern Michigan University;
M.A., University of Michigan;
Ed.D., Laurence University (California);
Additional Studies: University of Idaho, University of Washington

Bobette Welch (1999)
Administrative Assistant, Dean of Arts & Sciences
A.A.S., Northland Pioneer College

Margaret White (1991)
Library Media Technician
A.G.S., Northland Pioneer College

James E. Wilson (1978)
Coordinator of Law Enforcement Academy; Legal Assistant Program; Correctional Program; Criminal Justice Program
Faculty: Law Enforcement, Administration of Criminal Justice
A.A.S., Northland Pioneer College;
Additional Studies: Phoenix College, Eastern Arizona College

Patricia A. Wolf (1986)
Dean of Liberal Arts, Faculty: Art
B.F.A., Bethany College;
M.S., University of Kansas;
Additional Studies: Adams State College, Kansas State College, Pittsburgh State University, University of Kansas

Joan Valichnac (1988)
Faculty: College and Career Preparation
B.A., Arizona State University;
M.A., Northern Arizona University;
Additional Studies: Arizona State University, Appalachian State University

Student Rights and Responsibilities

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Campus Safety

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Student Rights and Responsibilities

Policies and Procedures Impacting Students

Updates to this information can be found on the NPC website, ***www.npc.edu/policies-procedures.***

Affirmative Action & Title IX

Northland Pioneer College is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, Vietnam Era Veterans' status or disability in admission or access to, or treatment or employment in its educational programs or activities. The college is required by Title IX of the Education Amendment of 1972 and the regulations adopted pursuant thereto in the Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1974 not to discriminate in such manner.

Attendance

Upon admission to NPC, a student assumes the responsibility of completing each course for which he or she is registered. The student is expected to attend all sessions of the classes in which he or she is enrolled. Any student who has three absences without excuses acceptable to the instructor, medical or otherwise, may be dropped from the class. Students who miss the first two meetings of the class may also be dropped. After a student has been dropped from the class for unexcused absences, an appeal for reinstatement will be considered only under extenuating circumstances.

Communicable Diseases

Students and employees who are identified as having communicable diseases may attend Northland Pioneer College with reasonable accommodation. Reasonable accommodation will be utilized when there is medical justification that the transmission of the disease is highly doubtful and/or the risk of further exposure or injury to other students and employees is improbable.

When college officials have sufficient reason to believe that a student or employee has contracted a communicable disease, and that through transmission, there is potential harm and/or risk to other students and employees, the student or employee will be required to be evaluated by medical professionals at his/her expense within a designated time frame. If the student or employee chooses not to be medically evaluated, they will be removed from all college activities/responsibilities. Should the student or employee not follow through with a medical evaluation within the designated time frame, they will be removed from all college activities/responsibilities until medical evaluation is attained.

Following medical evaluation, and upon the written recommendations and findings from the attending physician, the college president, or designee, may require the student or employee to be isolated. Isolation may include, but not be limited to temporary removal of the student or employee from classes and college employment. These decisions will be according to the recommendation of the attending physician and/or public health guidelines.

The college will not assume the responsibility for carrying out the isolation of a student or employee who has contracted a communicable disease. The student or employee will be responsible for securing alternative living quarters should the college require isolation.

The right to privacy and confidentiality of any student or employee who has contracted a communicable disease will be respected. Disclosure of the medical condition will only occur to the extent required to minimize the health risks to other students and employees. The college president or designee will determine appropriate disclosure of information. Employee group medical insurance plans cover treatment and care for communicable diseases in the same way care is provided for any other condition.

[NPC Procedure #2751, based on Policy #1561]

Plan for Crime Awareness and Campus Security

Also, see How to Keep Informed, page 49

Procedure 2555

NPC shall comply with all federal and state laws concerning crime awareness and campus security. Northland Pioneer College's plan for compliance is set forth in this Procedure.

A. Reporting Crimes and Emergencies Occurring on or Next to Campus

Employees, students and all other persons are to report criminal actions or other emergencies occurring on campuses or centers in Navajo and Apache Counties by taking the following steps:

Dial 911. Use pay or public telephone at the campus/center as appropriate. Pay/public telephone availability is as follows:

Hopi Center: Pay phone in student lounge

Kayenta Center: Public phone in center office

Little Colorado Campus: Public phones in Student Lounge and Learning Center lobby

Painted Desert Campus: Pay phone in the Student Center Lounge

Silver Creek Campus: Public phones in Campus Office, Student Lounge, Learning Center lobby, Performing Arts Center lobby, pay phone outside Student Lounge.

St. Johns Center: Public phone in center office at front desk.

Springerville/Eagar: Center: Public phone in center office.

White Mountain Campus: Public phones in Aspen Center hallway, Aspen Center office, Learning Center lobby, Goldwater hallway, Ponderosa lobby.

Whiteriver Center: Public phone in center office

2. Report the criminal action or emergency to the appropriate campus or center manager. The reporting individual should complete a Campus Security Incident Report Form and Cover Sheet. The campus/center manager will forward copies of the Campus Security Incident Report Form and Cover Sheet to the Vice President for Learning and Student Services, the Vice President for Administrative Services, and, as needed, local law enforcement. Northland Pioneer College allows anonymous reporting on the Campus Security Incident Report Form provided by NPC and delivered to the campus/center manager or the Vice President for Learning and Student Services.
3. Should campus/center manager or staff be unavailable, the reporting individual should contact the Vice President for Learning and Student Services (800) 266-7845, ext. 6141 or his/her administrative assistant (800) 266-7845, ext. 6196. Reporting individuals may also notify any college employee of any criminal action or emergency. The college employee should then make official notification to the college of the criminal action or emergency by completing step 2 above.
4. All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to ensure a viable prosecution of the perpetrator. All students and employees are encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any incident using the Campus Security Incident Report Form and Cover Sheet. If a student desires assistance in contacting local law enforcement authorities, NPC staff shall promptly provide such assistance. (See also NPC Procedure 1102.)
5. NPC does not maintain a campus police department or a campus security department at this time.

B. Security and Access to Campus Facilities

Northland Pioneer College personnel shall ensure that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize NPC facilities, i.e. students, faculty, staff and those authorized through an approved facility request form to utilize specific facilities, shall have access to NPC facilities.

NPC does not have any on-campus residence halls at the time of adoption of this procedure. If NPC obtains on-campus residence halls in the future, the security of on-campus residence halls on Northland Pioneer College shall be the responsibility of the housing administrator and residence hall head residents. Off-campus contract residence hall security shall be the responsibility of the contract provider and the individual students. On- and off-campus residence hall students are encouraged to keep their individual rooms locked at all times and are not to keep items of excessive value in their rooms. In addition, all residence hall students are to receive a copy of the residence hall contract that deals specifically with safety and security considerations while living in campus housing.

The Campus Sexual Violence Elimination (SaVE) Act

The Campus Sexual Violence Elimination (SaVE) Act addresses sexual misconduct on college campuses.

Covering both students and college employees, SaVE clearly defines the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking and requires additional reporting, starting academic year 2014-15, on the annual Clery Campus Crime Statistics report (see ***www.npc.edu/crime-statistics***).

Northland Pioneer College prohibits these crimes against our students and employees. How NPC will handle and investigate these crimes can be found by following the ***SaVE*** link on the Clery Campus Crime Statistics Web page, listed above.

C. Campus Law Enforcement

The college shall work closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the college. The college will encourage and seek the prosecution of all criminals. Northland Pioneer College designated liaison personnel shall maintain an ongoing working relationship with state and local police agencies. Northland Pioneer College designated liaison personnel shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations.

Northland Pioneer College students, staff and faculty are encouraged to report to the proper police jurisdiction

Campus Law Enforcement Continued

agency, any and all crimes. If the crime occurs on campus/center locations, it should be reported to the campus/center managers pursuant to subsection A of this procedure.

Any student, staff or faculty member who becomes aware of a crime, or who is the victim of a crime, should make an accurate and prompt report of that crime, in order to ensure successful police action. Pastoral or ecclesiastical leaders are encouraged to suggest voluntary confidential reporting by victims of crimes as set forth in this procedure.

D. Crime Prevention Awareness and Education

1. The annual disclosure of crime statistics.

The Vice President for Learning and Student Services shall prepare and disseminate, as required by law and Northland Pioneer College Policy and Procedure, the annual disclosure required. The terms of this procedure shall be included in the annual report. Northland Pioneer College personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of criminal activity for each and all campuses/centers sites for the following criminal offenses reported to either college personnel or local law enforcement agencies:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible sex offenses
- Nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Northland Pioneer College personnel will also gather statistics concerning on-campus arrests and campus disciplinary action for:

- Liquor Law Violations;
- Drug Law Violations; and
- Illegal weapons possessions.

Crimes shall be reported by category of prejudice and by location based on the following breakdown:

- On campus;
- Of the crimes on campus, the number of crimes that took place in dormitories or other residential facilities for students on campus;
- In or on a non-campus building or property; and
- On public property.

No statistical report shall contain any information that would identify a victim. The report need not contain any reports from pastoral or ecclesiastical leaders unless the report is made voluntarily and includes permission to include the report in the statistics.

Northland Pioneer College shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations. Off-campus student organizations are those student organizations officially approved and regulated by Northland Pioneer College.

The college will request, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occur at off-campus student organization locations, which involve students or staff from NPC. College personnel and/or designated liaison personnel shall be responsible to monitor and keep record of all such reports.

All students and employees shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by college officials in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified of this procedure and the yearly internet publication of the "Crime Awareness and Campus Security" report. (see ***www.npc.edu/crime-statistics***) Students shall be informed of the report and of the importance of security concerns through information provided in the College Catalog and at any orientation for students. Employee security training shall be included at least annually in employee training and in new employee orientation. Any programs provided by local law enforcement shall be advertised in such training and orientations.

A letter informing local ecclesiastical leaders of the availability of confidential crime reporting at NPC shall be sent annually to such local leaders.

2. Warning reports to members of the campus community.

NPC will immediately and without delay notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus (as defined in the Clery Act). Please note that, should such a warning compromise efforts to contain the emergency, they may be withheld by NPC in accordance with the Act.

If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the college shall disseminate information relating to the crimes indicated in subsection "D" of this procedure on a case-by-case basis through campus information systems, newsletters,

bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes. The college will not disseminate information obtained from reports to pastoral or ecclesiastical leaders unless the victim agrees to voluntarily release the information. No report or informational statement made under this subsection shall include any identifying information about a victim or the accused.

The Residence Hall Administrator, or if the college has no on-campus housing at the time, the Vice President for Learning and Student Services shall hold regular meetings to inform students of the continued need for security practices, including the protection of their personal property.

3. College Community Emergency Notification Process

   Each event will be evaluated to determine the notification method. They may include:

   - Community Alert System (RAVE)
   - Email
   - Text Messaging

   NPC will test the emergency response and evacuation procedures annually. Testing may be pre-announced or not and will be documented on the NPC website. (also see How to Keep Informed, page 49.)

4. Rape, acquaintance rape and other forcible and non-forcible sex offenses.

   NPC provides information about sexual harassment, rape, acquaintance rape and other forcible and non-forcible sex offenses through its dissemination of its procedure against sexual harassment in the College Catalog, the Employee Handbook and student and employee orientation and training.

   The following services exist for assistance of victims of sexual assaults: Navajo County or Apache County Attorney Victim Services and Navajo County or Apache County Crime Victim's Compensation Fund; Community Counseling Center. Contact information for these services is available at the Vice President for Learning and Student Services office. No on-campus counseling is available.

   NPC Procedure 1102 provides for discipline up to and including termination or expulsion for violations of NPC's policy against sexual harassment and assault. In accordance with Northland Pioneer College Procedure 1102 NPC provides appropriate action, including but not limited to, changes in a victim's academic and living situations (for NPC affiliated housing) if requested by a victim and they are reasonably available.

   Notwithstanding any other NPC procedure, an alleged victim of a forcible or nonforcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

   Arizona sex offender registration information can be found at the current Arizona Department of Public Safety Sex Offender Information Site, at the time of revision of this procedure found at ***www.azdps.gov/services/public/offender***. Some sex offender information is only disseminated locally. The local agency for disseminating sex offender information is the Navajo County Sheriff's Office. Their contact information is PO Box 668, Holbrook AZ 86025, phone (928) 524-4300.

E. Use, and Sale of Alcoholic Beverages and Illegal Drugs.

   See Northland Pioneer College Procedures 2624, 2625, 2750 and Policy 1560. NPC students are expected and required to report to school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug and alcohol free, healthful, safe and secure environment.

Based on Policy #1350; [see also Procedure #2510]

Drug-Free Student Environment

A Matter of Substance

The Drug-Free Schools and Communities Act of 1989

On Dec. 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989. Essentially these amendments require that institutions, such as Northland Pioneer College who contract with or receive grants from federal agencies, certify that they will meet certain requirements for providing a drug-free environment.

The governing board and administration believe strongly in the right of students to learn in an environment that is free from illegal drugs and alcohol use. The college expects to comply fully with the act and is taking the following steps to ensure a drug- and alcohol-free environment.

1. Drug- and alcohol-free student workplace environment policy #1560 and procedure #2624 have been developed and approved by the governing board.
2. The college will comply with the amendments by taking a position that conforms to its requirements.
3. Each student will be informed to the college's position on maintaining a drug- and alcohol-free work environment.
4. Students are expected and required to report to

Drug-Free Schools Act Continued

school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug- and alcohol-free healthful, safe and secure school environment.

5. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises or while participating in any college activity.
6. Violations will be referred to the Vice President of Learning and Student Services for action in accordance with Procedure #2625 – Student Code of Conduct, (see page 182). Disciplinary sanctions will be imposed, consistent with local, state and federal law. Violations may result in probation, suspension from school or expulsion. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.
7. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Students needing help in dealing with such problems are encouraged to seek it, either through their own resources or by requesting help or referral through the advising office. Conscientious efforts to seek help will not jeopardize a student's enrollment.
8. Serious violations will result in students being reported to local law enforcement officials for appropriate local, state or federal action. Prosecution can result in fines, prison terms or both.

Drug and Alcohol Abuse

What are the Costs? What are the Dangers?

The monetary effects of drug and alcohol abuse on individuals in this country run into billions of dollars annually. Abuse of controlled substances has direct costs of increased medical expenses in addition to the indirect cost associated with increased sick days, lower productivity, poor work performance and drug-related crimes.

Estimates of the percentage of accidents attributable to drug and alcohol abuse are in the 50 percent range. This includes automobile, home and work-related accidents. Many of these accidents result in death, serious injury or permanent disability to their victims. And, it is noteworthy that it is not always the substance abuser who is the victim of such accidents. Frequently it is the coworker, the family member, the passenger in the other car who is injured or killed as a result of another person's substance abuse.

Northland Pioneer College places a high value on its students and recognizes that they have a right to learn in a safe environment, free from drugs and alcohol. The college will make every effort to provide this kind of environment through the support and enforcement of its Drug-Free Policy.

Substance Abuse Problems

Need Help?

If you have a problem with drug or alcohol dependency and wish to get help you may contact a Northland Pioneer College academic adviser. Your request for assistance will be held in strictest confidence and you will be referred to one of the following community agencies: (Area Code 928)

Change Point Integrated Health
Holbrook, 524-6126
Show Low, 537-2951
Snowflake/Taylor, 536-6869
Winslow, 289-4658

Community Information & Referral Services
Dial 2-1-1 within Arizona (877) 211-8661 from anywhere

Hopi Guidance Center
737-6300

Little Colorado Behavioral Health Centers
St. Johns 337-4301 • Springerville 333-2683

Navajo Nation Department of Behavioral Health Services
871-6235

White Mountain Apache Tribe
Rainbow Center, 338-4858

Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the college has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the conduct of any other person. These references are available by contacting the advising offices. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.

1. Marijuana or Hashish

   Marijuana, which is also known as pot and comes from the cannabis plant, may have the following effects: It is harmful to unborn children during pregnancy, can lead to lung disease, can inhibit short-term memory, can slow reaction time, can impair visual tracking, can speed up heartbeat and lead to high blood pressure, can break down immune system or depress immune system; and most important, frequent use is linked to cognitive impairment (an inability to think abstractly and understand concepts.)

2. Hallucinogens

   The hallucinogens (drugs that produce changes in perception, mood and thought) include Ecstasy, LSD,

mescaline, psilocybin, DMT and STP. PCP, a dissociative anesthetic, has similar effects. The effects of LSD are unpredictable and may range from euphoria and heightened sensory awareness to hallucinations, panic reactions and flashbacks. PCP is a very dangerous drug that also has terribly unpredictable effects involving development of psychotic states or severe depression. Medical treatment is necessary in cases of severe hallucinogen reactions.

3. Depressants, Barbiturates and Tranquilizers

   Depressants, barbiturates and tranquilizers have depressing effects on the central nervous system and can lead to physical and psychological dependence. These drugs are popular and are overused by Americans.

4. Cocaine

   Cocaine is an "upper" derived from the leaves of the South American coca plant. It is an expensive drug used by people in many professions, despite its illegal status. Regular use can lead to depression, weight loss, paranoia and hallucinations. These effects are the more positive ones associated with cocaine and are similar to those caused by amphetamines. Cocaine is a powerful drug that over stimulates the central nervous system and produces an artificial euphoria. Even the occasional user takes dangerous chances, but chronic use can create a harmful dependency that affects behavior and multiplies health risks. To make matters worse, cocaine tricks people into feeling better than they are, making it possible for them to put on a "superhuman" exterior, while inside they may be suffering. Similar effects may be obtained from the closely related substance known as crack.

5. Opiates

   The opiates — opium, its derivatives (Morphine, heroin and codeine) and the synthetically produced drug methadone — have sedative and analgesic effects. Heroin is the opiate that is of most concern to law-enforcement officials. Initially an extremely pleasant drug, heroin use quickly leads to dependence and increasingly larger quantities must be taken simply to ward off withdrawal symptoms. The exposure orientation holds that addiction results simply from exposure to the drug over time.

6. Amphetamines

   Amphetamines, methamphetamine, crank or ice are sometimes known as "speed" or "uppers." Other forms of amphetamines are prescribed by doctors to suppress appetite and relieve mild depression. For people who have neurological and behavior disorders, amphetamines can be harmful. But amphetamine abuse in a normal person can lead to full-blown psychosis as well as to milder effects such as insomnia, restlessness, irritability, difficulty in concentrating, agitation and confusion.

7. Alcohol

   There are several typical patterns to alcohol abuse: regular, daily use of large quantities; regular, heavy drinking confined to such periods as weekends; and unpredictable binge drinking. Alcohol abuse is often called problem drinking, whereas alcohol dependence is referred to as alcoholism. There is an extremely wide range of problems associated with alcohol abuse. Health risks may include hallucinations, strokes, nerve and muscle damage, alcoholic hepatitis, cirrhosis of the liver, cancer and many others, including death. The connection between alcohol and fatal road accidents makes this drug one of, if not the, most dangerous of drugs.

Drug-Free Workplace

1. Employees who fail to abide by the terms and conditions of Policy #1560 (Drug-Free Workplace) shall be subject to the Due Process Policy and Procedure of the college (#1591 and #2755). Violation of this policy may result in disciplinary action up to and including terminations. In addition, there may be possible legal consequences for some violations.
2. An employee must inform his or her supervisor of a conviction no later than five days after criminal conviction for illegal drug activity occurring on or off college premises while conducting college business. Failure to report such conviction will subject the employee to the Due Process Policy and Procedure as specified above.
3. Any employee reasonably believed to constitute a risk to persons or property while operating any college equipment will not be permitted to do so. Any employee asked not to operate college equipment or drive a personal vehicle because of impairment, but who insists, will be advised that the college will immediately report this to the appropriate law enforcement agency, when applicable.
4. Any employee with a drug or alcohol problem is encouraged to seek help. Such may be sought through the employee's own resources or through his/her supervisor, the director of human resources or other agencies. An employee's request for assistance does not jeopardize his or her job rights. However, the seeking of such help does not prevent disciplinary action under any college policy violation for impaired job performance.

Drug Prevention Program

Review and Retention of Records

For the 2018-19 academic year, 5,000 College Catalogs were distributed noting the college's anti-drug and alcohol position and the contact personnel that could provide referral assistance. Referral Guides are available online at ***https://mynpc.npc.edu/ICS/NPC_Life/***.

Records Retention Continued

During the 2017 calendar year, district-wide there were three reported crimes committed on college owned or leased facilities. For information see: ***www.npc.edu/crime-statistics.***

Alcohol and Drug Policy and Prevention

The Crime Awareness and Campus Security Report is available through the NPC website at ***www.npc.edu/crime-statistics*** and in written form upon request. A printed copy of all information available on this website may be obtained by contacting the interim Vice President for Learning and Student Services, at (800) 266-7845, ext. 6141, or email ***vplss@npc.edu***.

Release of Educational Records

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian.

Students should submit to the record custodian or appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Limitation on Right of Access

Northland Pioneer College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before Jan. 1, 1975.
3. Records connected with an application to attend Northland Pioneer College or a component unit of Northland Pioneer College if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

Annual Notification of FERPA Rights

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college Catalog and on the NPC website, ***www.npc.edu/FERPA-rights***.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. Students should submit to the college registrar a written request that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. Students may ask the college to amend a record that they believe is inaccurate. The student should write the college official responsible for the record, clearly identify the part of the record requested to be changed and specify why it is inaccurate.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Navajo County Community College District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
7. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland

Pioneer College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Notice of Release of Educational Records to Other Institutions

In accordance with FERPA regulation §99.34, Northland Pioneer College may release education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. The college may disclose these records without prior consent, unless a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

Notice of Directory Information

Northland Pioneer College has designated the following items as directory information: student name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, photographs, audio or video recordings and the most recent previous school attended. The college may disclose any of these items without prior consent, unless a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

Students (as well as former students and alumni) must notify the NPC Records and Registration Office EVERY YEAR if they do not want their directory information disclosed.

Equal Opportunity, Harassment and Nondiscrimination

Policy 1102

This policy can be found in it's entirety on the NPC website, ***www.npc.edu/policies-procedures.***

Northland Pioneer College, consistent with its commitment to provide a healthy working and learning environment for all professors, staff members and students, will not tolerate sexual harassment or discrimination that violates federal or state law.

I. Definitions

A. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arizona regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Northland Pioneer College has adopted the following definition of Sexual Harassment in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual Harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or 2015 (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

B. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Northland Pioneer College's policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. Northland Pioneer College does not tolerate discriminatory harassment of any employee, student, visitor, or guest.

Northland Pioneer College will act to remedy all forms of discriminatory harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When discriminatory harassment rises to the level of creating a hostile environment, Northland Pioneer College may also impose sanctions on the respondent through application of the grievance process, below.

A hostile environment is one that unreasonably interferes with, limits, or denies an individual's educational or employment access, benefits, or opportunities.

This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive.

Northland Pioneer College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Northland Pioneer College's policy, but may be addressed through respectful conversation, remedial actions, education, effective conflict resolution, and/or other informal grievance mechanisms. For assistance with conflict resolution and other informal resolution techniques and approaches, employees should contact the Chief Human Resource Officer, and students should contact the Director of Student Services.

II. Reporting Discrimination, Harassment and/or Retaliation

A. Duty to Report

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using any of the following options:

1. Report directly to the EEO/Title IX Coordinator or Deputies:

Name: Dr. Jessica Clark
Title IX Coordinator
Office of Vice President for Learning and Student Services
Goldwater Building, Room 117, White Mountain Campus, Show Low
(928) 532-6141
Email: ***jessica.clark@npc.edu***

Name: Peggy Belknap
Title IX Deputy Coordinator - Employees
EEO and ADA/504 Coordinator
Office of Human Resources
Tiponi Community Center, Human Resources Room 300, Painted Desert Campus, Holbrook
(928) 524-7473
Email: ***peggy.belknap@npc.edu***

Name: Josh Rogers
Title IX Deputy Coordinator - Students
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake
(928) 536-6227
Email: ***joshua.rogers@npc.edu***

2. Report online, using the reporting form posted at ***www.npc.edu/title-ix.***
3. Report to any supervisor or instructor.

Reports may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed above for the Title IX Coordinator, or by any means that results in the Title IX Coordinator receiving the person's report.

All reports are acted upon promptly, and every effort is made by Northland Pioneer College to preserve the privacy of reports.

B. Anonymous Reporting

Reports may also be made anonymously, without identification of the complainant. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous complainants typically limit the Northland Pioneer College's ability to investigate, respond, and provide remedies, depending on what information is shared. Additionally, all employees of Northland Pioneer College, with the exception of those who are designated as confidential resources, are mandated reporters and must promptly share all known details of a report with the Title IX Coordinator. Confidentiality and mandated reporting are addressed more specifically below.

Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following conduct is also prohibited as forms of discrimination when the act is based upon the complainant's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within Northland Pioneer College community, when related to the admission, initiation, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
  1. Repeated and/or severe aggressive behavior likely to

intimidate or intentionally hurt, control, or diminish another person, physically or mentally that is not speech or conduct otherwise protected by the 1st amendment.

2. Intimate Partner Violence (commonly referred to as dating, domestic, or relationship violence) is defined as verbal, physical, or emotional violence or abuse between those who are involved in, or have been involved in, an intimate interaction or relationship.

Peer-to-Peer Distribution of Intellectual Property

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), Northland Pioneer College is hereby providing this annual disclosure of information related to the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property.

College users are reminded that federal copyright laws apply to many forms of intellectual property, including copyrighted music and videos. This warning applies to printed and digital materials. Users must not engage in illegal music, video or movie downloads. When it is determined that a user is suspected of distributing copyrighted materials without proper authorization, NPC's Information Services division will conduct a thorough investigation of the circumstances and may then refer the matter to the appropriate vice president for action.

It should be noted that Digital Millennium Copyright Act (DMCA) notices that come from outside the college are based on investigations that have already been conducted. Federal and state officials have the authority to prosecute offenders based on the evidence they possess relative to the incident. The jurisdiction of such officials supersedes that of any Northland Pioneer College disciplinary action.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at ***www.copyright.gov***, especially their FAQ's at ***www.copyright.gov/help/faq***.

NPC has additional information resources available online:

NPC Procedure 2130: Computer and Electronic Access and Usage: ***www.npc.edu/procedure-2130***

NPC Procedure 2131: Peer-to-Peer File Sharing: ***www.npc.edu/procedure-2131***

General copyright information: ***copyright.columbia.edu***

Legal Sources for Online Content (music, videos, etc.) ***mynpc.npc.edu/ics/Legal_Downloads.jnz***

Photo and Videotape Notice

NPC takes photos and video footage of students throughout the year. These images often include students in classrooms, study areas, music and theater productions and other events. NPC reserves the right to use these images as part of its publicity and marketing efforts. Students who enroll at NPC do so with the understanding that these images might include them and might be used in college publications and for publicity.

For any course presented via interactive instructional video each student's voice, physical presence and participation in classroom activities will be transmitted to distance-learning sites. Similarly, student's participation in internet courses, including written assignments, could be accessible to others via the internet. By registering for these classes each student agrees that the transmission of his/her voice, presence, assignments and participation in these classes will not be in violation of his/her personal rights and each student hereby releases any claim for the use of such for the duration of the class.

Student Appeal of Grade

Procedure 2666

A student who believes that an unfair grade has been awarded may appeal the grade by sequentially following the steps described below. Any appeal must be initiated no later than five (5) weeks from the start of the semester immediately

Complaint and Reports Continued

following the awarding of a grade. (A summer session does not constitute a "semester.")

A grade may be changed without an instructor's consent, but only if evidence demonstrates beyond a reasonable doubt that the grade awarded represents a significant injustice to the student, and only by following these procedures. If the student receives a satisfactory decision at any stage in the process, the Records & Registration Office will be directed to modify the student's transcript accordingly.

Step I:
The student will request a meeting with the instructor, giving notice that the appeal process is initiated. If a mutually satisfactory understanding is reached, the process is concluded. If not, the student may proceed to Step II.

Step II:
The student may consult with an adviser regarding the appeal. The adviser will attempt to mediate between the student and instructor. If a mutually satisfactory understanding is reached, the appeal process is concluded. If not, the student may proceed to Step III.

Step III:
The student may appeal to the dean of the appropriate division within five working days of completing Step II. The dean will request a written statement from the student prior to the conference, indicating the basis for the appeal.

The dean will then assume a mediating role, convening a conference with the student, instructor, and anyone else believed capable of assisting in reaching a resolution. The conference must occur within 10 working days. The dean will provide a written response to the student, instructor, and Vice President for Learning and Student Services within 10 working days following the conference.

In the event a dean is the instructor of issue in the appeal, the Vice President for Learning and Student Services will appoint another dean to mediate.

If either party is not satisfied with the recommendation, the process may proceed to step IV.

Step IV:
A written appeal is made to the Vice President for Learning and Student Services within five working days of receiving the response written in Step III. The vice president will then conduct an inquiry involving all parties within 10 working days. A decision will be rendered based on the inquiry and reported in writing to both parties within 15 working days of receiving the appeal.

If either party is not satisfied with the recommendation, the process may proceed to Step V.

Step V:
An appeal can be made within five working days of receiving the response written in Step IV. It must state the specific grounds for the appeal, referencing and attaching all responses prompted by the preceding steps.

The College President will conduct an inquiry involving all parties. The President may then elect to hear the appeal, or make a decision based on evidence gathered from the inquiry. Whichever option the president chooses, the decision is final and binding.

Both parties will be notified in writing within 25 days of receiving the appeal.

Note: If an instructor is on leave at any juncture of the five-step period, the process may be delayed until he or she returns.

Revised June 12, 2017

Student Conduct Code

Procedure 2625

The college offers each of its students the freedom to learn and to enjoy the benefits and rewards of college life. In return, the college expects each student to assume the responsibilities that accompany these freedoms. In accordance with laws enacted by the Arizona State Legislature, the Northland Pioneer College District Governing Board has adopted the following code of student conduct and discipline.

Article I: Definitions

The following are definitions of terms or phrases contained within this procedure. The following definitions apply to this procedure only.

A. College Community – any person who falls into the following groups: student, faculty member, college official or any other person employed by the college. The Vice President for Learning and Student Services shall determine a person's status in a particular situation.

B. College Official – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.

C. College Premises – includes all land, building, facilities and other property in the possession of or owned, used or controlled by the college.

D. Days – Working days exclusive of official holidays as identified in the college catalog; all time lines may be extended by mutual agreement of involved parties.

E. Faculty Member – any person hired by the college to conduct instruction and designated by the President for oversight and administration of all academic violations of the Student Conduct Code.

F. Student – all persons taking courses at the college either full time or part time. Persons who are not officially enrolled within a four-semester time period but who have a continuing relationship, based on attendance with the college, within a two-year period of time, are considered "students."

G. Vice President for Learning and Student Services – College administrator designated by the President for oversight and administration of all non-academic violations of the Student Conduct Code.

H. Academic Misconduct – all acts of misconduct associated with academic work in a classroom, laboratory, online or clinical learning setting. Academic misconduct includes, but is not limited to, cheating, plagiarism and violations of ethical standards set by individual programs and courses.

1. Cheating – includes, but is not limited to, the following:
   a. Use of any unauthorized assistance in taking quizzes, tests, assessments or examination;
   b. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments or clinical responsibilities;
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
2. Plagiarism – includes, but is not limited to, the following:
   a. Use of paraphrase or direct quotation of the published or unpublished work of another person without their full and clear acknowledgement;
   b. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials;
   c. Use of information gathered from the internet that is not properly acknowledged or identified as such.

Article II: Administration of Student Conduct Code

A. For a case that involves non-academic misconduct, the Vice President for Learning and Student Services or designee shall determine the composition of the student conduct hearing panel and determine who shall be authorized to hear each case.
   1. For a case that involves academic misconduct, the Chair of Instructional Council or designee shall determine the composition of the student conduct hearing panel consisting of three members of the faculty who are authorized to hear the case.

B. The Vice President for Learning and Student Services shall develop procedures for the administration of the Student Conduct Code and rules for the conduct of hearing that are consistent with provisions of the Student Code.

C. Decisions made by the Vice President for Learning and Student Services or designee shall be final, pending the use of the student grievance procedure.

Article III: Prescribed Conduct

A. Jurisdiction of the College
Generally college jurisdiction and discipline shall be limited to conduct which occurs on college campus or center premises and/or supervised activities, or which adversely affects the college community and/or pursuit of its objectives.

B. Conduct – Rules and Regulations
Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Academic misconduct, as defined in Article I, Item H of the Student Conduct Code.
2. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
4. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.
5. Illegal manufacture, use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
6. Use, possession or distribution of alcoholic beverages or public intoxication.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on college premises.
9. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify one's self to these persons when requested to do so.
10. Gambling on college premises.
11. Violation of published Governing Board policies, college rules or regulations.
12. Violation of federal, state or local law on college premises or at college sponsored or supervised activities.
13. Theft or other abuse of computer time, including but not limited to:
    a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;
    b. unauthorized transfer of a file;
    c. unauthorized use of another's identification and password;
    d. use of computing facilities to interfere with the work of another student, faculty member or college official;
    e. use of computing facilities to send obscene or abusive messages;
    f. use of computing facilities to interfere with normal operation of the college computing system;
    g. violation of any and all posted policies and procedures regarding use of college computers.
14. Failure to comply with the sanctions imposed under the Student Code.

C. Violation of Law and College Discipline

1. When a student is charged only with an off-campus or center violation of federal, state or local laws but not with any other violation of this student code, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates that the student poses a risk to the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt, e.g. "no contest" or "nolo contendere."
2. College disciplinary proceeding may be instituted against a student charged with violation of a law that is also a violation of the Student Code, for example, if both violations result from the same factual situation, without regard to the tendency to civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special considerations for the individual because of their status as a student. If the alleged offense is also a subject of a proceeding before a hearing panel under the Student Conduct Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the probation or parole of student violators. Individual students and institutional employees, acting within their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article IV: Procedures for Non-Academic Misconduct

A. Procedure for Adjudication of Student Non-Academic Misconduct

Any member of the college community may file charges against any student for their conduct under the Student Conduct Code. Charges involving non-academic misconduct shall be prepared in writing and directed to the Vice President for Learning and Student Services for administration of the Student Conduct Code. The Vice President for Learning and Student Services or designee will adjudicate all non-academic misconduct. The vice president shall hereafter be referred to as "the appropriate administrator."

1. Any charges should be submitted within thirty (30)

days of the incident. The appropriate administrator will rule on the timeliness of the charges.

2. The appropriate administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the appropriate administrator. Such administrative judgments shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the appropriate administrator may later serve in the same matter as the hearing panel or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) or more than fifteen (15) working days after the student has been notified. Maximum time limits for scheduling of hearing may be extended at the discretion of the appropriate administrator. The appropriate administrator may appoint a hearing panel consisting of one administrator, one faculty member and one classified staff member. Should the hearing panel determine that charges have merit, the panel will recommend to the appropriate administrator the nature of the sanction to be imposed on the student.

B. Interim Suspension
In certain circumstances, the Vice President for Learning and Student Services or designee may impose an interim suspension prior to a hearing or rendering of administrative judgment.

1. Interim suspension may be imposed only for the following:
   a. To insure the safety and well-being of members of the college community or preservation of college property.
   b. To insure the student's own physical or emotional safety and well-being.
   c. If the student poses a definite threat of disruption of or interference with the normal operations of the college.
2. During the interim suspension, the student shall be denied access to the college, including classes and/or all activities or privileges for which the student might otherwise be eligible, as the Vice President for Learning and Student Services or designee may determine to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
   a. Warning – a notice in writing from the Vice President for Learning and Student Services or designee by certified mail to the student that the student is violating or has violated institutional regulations.
   b. Probation – a written reprimand for a violation of specified regulations that prohibit the student from representing the college or participating in student activities. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
   c. Loss of privileges – denial of specified privileges for a designated period of time.
   d. Restitution – compensation for loss, damage or injury.
   e. Discretionary sanctions – work assignments, service to the college or other related discretionary assignments.
   f. College suspension – separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   g. College expulsion – separation of the student from the college. The Vice President for Learning and Student Services or designee may review this sanction at a later time, but not less than two (2) calendar years after the date the expulsion occurred.
2. More than one of the above sanctions may be imposed for any violation.
3. All sanction(s) shall be determined and imposed by the Vice President for Learning and Student Services or designee based upon administrative judgment or the findings and conclusions of the hearing panel. The Vice President for Learning and Student Services or designee will consider the recommendations for sanction(s) of the hearing panel but will not be bound by its recommendations. The Vice President for Learning and Student Services or designee will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two (2) working days after receipt of the findings.
4. No student may be found to have violated the Student Conduct Code solely because the student failed to appear before the Vice President for Learning and Student Services, a designee or hearing panel. In all cases, the evidence and support of the charges shall be presented and considered.

Article V: Hearings for Non-Academic Misconduct

A. Hearing shall be conducted by the appropriate administrator according to the following guidelines:
   1. Hearings shall be conducted in private unless the student requests a public hearing.
   2. Admission of any person to the closed hearing shall be at the discretion of the appropriate administrator.
   3. In hearings involving more than one accused student, the appropriate administrator, in their discretion, may permit the hearing concerning each student to be conducted separately.
   4. The complainant and the accused shall have the right to be assisted by any adviser they choose, at their own expense. The adviser may be an attorney. Both the complainant and the accused are responsible for presenting their own case and, therefore, advisers are not permitted to speak or participate directly in any hearing before a hearing panel.
   5. The complainant, the accused and the hearing panel shall have the privilege of presenting witnesses, subject to the right of cross-examination.
   6. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the appropriate administrator.
   7. All procedural questions are subject to the final decision of the appropriate administrator.
   8. After the hearing, the hearing panel (if consisting of multiple members) shall determine by majority vote whether the student violated the designated sections of the Student Conduct Code. The hearing panel shall render written findings of fact and conclusions and forward with recommended sanctions to the appropriate administrator within three (3) working days of the conclusion of the hearing.
   9. The hearing panel's determination shall be made on the basis of whether the evidence indicates that it is more likely than not that the accused student violated the Student Conduct Code.
   10. The hearing guidelines outlined in Article V only apply to Article V of the Student Conduct Code.

B. Administration of Conduct Records
   Other than college expulsion, disciplinary sanctions shall not be made part of the student's academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon the student's application to the Vice President for Learning and Student Services, depending on the nature of the disciplinary action. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged, at the student's request, from the student's confidential record five (5) years after final disposition of the case.

C. Appeals
   Appeals will be made in writing to the President's Office. The President or designee shall investigate the student's appeal and render a verdict, which shall be final. An appeal must be initiated within ten (10) days from the date of mailing of written sanction notification to the student's last known address on file at the NPC Registrar's Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

Article VI: Procedures for Academic Misconduct

Any member of the college community, including the instructor of record for a course, may file charges for academic misconduct against any student. Charges involving academic misconduct shall be prepared in writing and directed to the instructor of record for the course in which the alleged academic misconduct occurred.

A. Any charges should be submitted within thirty (30) days of the incident. A Report for Academic Misconduct Violations (PDF) must be submitted to the Vice President for Learning and Student Services with a brief description of the nature of that misconduct. The instructor of record will rule on the timeliness of the charges.

B. The instructor of record will determine if the charges have merit and will document how such a determination was reached.

C. The instructor shall inform the student of the alleged misconduct, in writing.

D. An instructor of record may impose any of the following sanctions upon any student which he or she finds to have committed academic misconduct:
   1. A verbal warning to the student.
   2. A lowered score on the graded work that involves academic misconduct.
   3. A score of zero on any test or graded assignment involving academic misconduct – with or without the opportunity to resubmit the assignment for a grade.
   4. Referral to the plagiarism "boot camp" or other related discretionary assignments related to the offense.
   5. Referral to a Hearing Panel for Academic Misconduct pursuant to Article II, Section A.1.
   6. More than one of the above sanctions may be imposed for any violation.

If the Instructor of Record believes that a more severe sanction is warranted by the facts of the case or because of a pattern of previous misconduct, then the case must be referred to a Hearing Panel.

A student who objects to the sanction imposed by the instructor is entitled to a hearing before the faculty panel pursuant to Article II, Section A.1. The request for a hearing must be made within five (5) calendar days after the student is notified by the instructor of record of the sanction to be imposed.

Article VII: Hearings for Academic Misconduct

All charges shall be presented to the accused student and the Chair of Instructional Council or designee in written form. A time shall be set for a hearing, not less than five (5) or more than fifteen (15) working days after the request for a hearing. Maximum time limits for scheduling of hearing may be extended at the discretion of the Chair of the Hearing Panel. Should the Hearing Panel determine that charges have merit, the Panel will recommend to the Vice President for Learning and Student Services or designee the nature of the sanction to be imposed on the student. The Hearing Panel may recommend any sanction or sanctions in Article VI, Section D, or any sanction or sanctions in Article IV, Section C.

All sanction(s) shall be determined and imposed by the Vice President for Learning and Student Services or designee based upon the findings and conclusions of the hearing panel. The Vice President for Learning and Student Services will consider the recommendations for sanction(s) of the hearing panel but will not be bound by its recommendations. The Vice President for Learning and Student Services or designee will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two (2) working days after receipt of the findings.

Appeals

Appeals will be made in writing to the President's Office. The President or designee shall investigate the student's appeal and render a verdict, which shall be final. An appeal must be initiated within ten (10) days from the date of mailing written sanction notification to the student's last known address on file with the NPC Registrar's Office. It is the responsibility of the student to keep his/her address current with the Registrar's Office.

[Based on Policy #1440; Rev 07/24/17]

Academic Integrity Tutorial

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

Student Grievance

Procedure 2605

Note: As the college considers updates to this procedure, the most current version can be viewed in the online version of this catalog and on the college website at ***npc.edu/procedure-2605.***

Students who believe that they have been treated unfairly may use this Procedure to have their views considered. This procedure applies to all student grievances except those that are governed by more specific procedures, such as Procedure #2666, Student Appeal of Grades, and Procedure #2627, Hazing. Nothing in this procedure is intended to limit the Administration's ability to investigate possible problems without regard to whether a grievance has been submitted.

This Procedure should be used only for problems that affect a student directly and in a significant way. Insubstantial grievances may be disposed of summarily.

Initiating a Grievance

A student who has a grievance shall first attempt to resolve the grievance informally. If that cannot be done, or if informal attempts to resolve the grievance would be futile, the student shall submit a statement of grievance to the Vice President for Learning and Student Services. The statement shall:

- State that the student is invoking the grievance procedure.
- Provides the student's name and contact information.
- Identify the nature of the grievance, including the names of any individuals whose actions or inaction are relevant to the grievance.
- State what action the student wants to have taken to resolve the grievance.
- Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the student believes that informal attempts to resolve the grievance would be futile, the student shall explain why.

Grievances should be submitted promptly. Undue delay in submitting a grievance may result in dismissal of the grievance.

Investigation of the Grievance

The Vice President for Learning and Student Services shall determine how best to investigate the grievance. The Vice President for Learning and Student Services may investigate the grievance personally. The investigation may instead be assigned to an employee who has sufficient authority over the individuals or the condition involved to resolve the grievance if it is found to be meritorious. The Vice President for Learning and Student

Services may take such other approach to investigating the grievance as may be appropriate.

If the Vice President for Learning and Student Services determines that the student has made insufficient efforts to resolve the grievance informally, the Vice President for Learning and Student Services may decline to investigate the grievance until such efforts have been made.

Decision

Whoever investigates the grievance shall render a written decision within thirty (30) days after the statement of grievance has been filed. If unusual circumstances make compliance with that deadline impractical, a decision shall be rendered as soon as possible, but in no event more than sixty (60) days after the statement of grievance has been filed.

The written decision shall state the reasons for the decision. It shall be shared with the student who brought the grievance.

No Reprisals

No reprisals shall be taken against any student for bringing a grievance or for cooperating with the investigation of a grievance.

[Based on Policy #1430; Rev. 6/5/13]

Student Right-To-Know

As required through the Student Right-To-Know and Campus Security Act of 1990, Northland Pioneer College is obligated to annually disclose graduation and transfer-out rates to current and prospective students. Individuals seeking this information may visit ***www.npc.edu/public-notices*** or contact the office of the Vice President for Learning and Student Services.

Information about program costs, estimated time of completion, and related job opportunities can be found on each program's area of interest webpage (***www.npc.edu/direct-work-programs***) or the related Gainful Employment Disclosures (***www.npc.edu/gainful_employment_data_archives***).

The State of Arizona does not require vaccinations of students at the college level. Individual college programs, such as those related to healthcare, may have their own immunization requirements. Please check with the appropriate department chair or dean, or the program's webpage for more information.

Important Notices

Northland Pioneer College Catalog 2020–2021

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

Americans with Disabilities Act

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

Financial Statement

The Northland Pioneer College annual audit specifically titled Navajo County Community College District (Northland Pioneer College) Single Audit Reporting Package is a public record and is available at the State of Arizona Office of the Auditor General website ***(www.azauditor.gov/reports-publications/community-colleges)*** or from the office of the Vice President for Administrative Services, Chief Business Officer, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 6743.

Public Notice of Nondiscrimination

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

Protection of Intellectual Property

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

SGA NPC

STUDENT GOVERNMENT ASSOCIATION

Needs YOU!

Make a difference at NPC

Contact Student Activities Coordinator
Ryan Orr at (800) 266-7845, ext. 6241
Or email at: ***ryan.orr@npc.edu***

Join SGA Today!

Check online for meeting or activity
dates, times and locations
www.npc.edu/calendar

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Campuses

Little Colorado Campus
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Painted Desert Campus
(928) 524-7311

Silver Creek Campus
(928) 536-6211

White Mountain Campus
(928) 532-6111

Centers

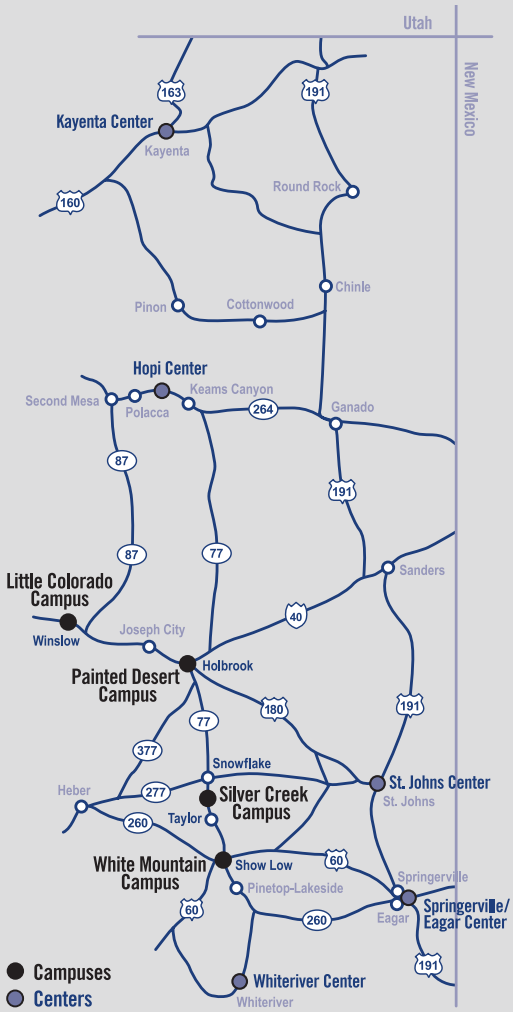
Hopi Center
(928) 738-2265

Kayenta Center
(928) 697-8333

Springerville/ Eagar Center
(928) 333-2498

St. Johns Center
(928) 337-4768

Whiteriver Center
(928) 338-5185



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