

NPC

EARLY COLLEGE

High School Handbook



Northland Pioneer College

EARLY COLLEGE DEPARTMENT

NOTICE: Northland Pioneer College's Early College High School Handbook is available online at www.npc.edu/early-college. The digital version will be updated as needed and should be referenced for the most up-to-date information.

PUBLIC NOTICE OF NON-DISCRIMINATION: Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Vice President of Human Resources, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Student Accommodation Services, 1611 S. Main, Snowflake, AZ 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Section 1 – Intro to Early College

Welcome

Early College Programs – Types of Classes Offered

Course Delivery Definitions and Methods

Degree Pathways

Section 2 - Expectations of High Schools

General Expectations

NPC Agreement

Student Placement

Early College Advisor Communication

Required Websites and Resources (include but may not be limited to)

Program-Specific Expectations

Academic Calendar

Intergovernmental Agreement (IGA)

Section 3 - Student Qualifications to Take NPC Classes

Accuplacer

Important Placement Notes

Accuplacer Student Resources

Section 4 - Dual Enrollment Instructor Information and Support

Students should be encouraged to:

Enrollment Verification and Registration Deadlines

Grade Responsibilities

Instructor Qualifications and Certification

Dual Enrollment Instructor Department Chair/Liaisons

Dual Enrollment Co-Instructors

Dual Enrollment Course Builds

Dual Enrollment Compensation

Textbook Adoption and Course Materials

Additional Requirements Include

Section 5 - TALON Information

TALON Aide Responsibilities

NPC Responsibilities and Support for TALON Aides

TALON Instructor Contact Page

Section 6 - NAVIT – Career and Technical Education Classes (CTE)

NAVIT (Northern Arizona Vocational Institute of Technology)

Programs:

Requirements for NAVIT

NAVIT Advisement and Orientation Days

Section 7 - Advance Placement (AP) Courses

Submitting Scores

Credit Guidelines

Section 8 - Student Expectations and Resources

Course Scheduling

Calendar Reminders

Communication

Attendance

Communication for Student Concerns

FERPA

Section 9 - Application and Admission Process

Applying to NPC

Important Application Guidelines

NPC Student ID Number

Student Account Access

NAVIT Students

Application Checklist

Registration

Blackboard

Microsoft 365 and One Drive

Student Accommodation Services (SAS)

Multiple Attempts to Pass a Course

Academic Misconduct includes, but is not limited to:

Academic Misconduct Process

Possible Academic Sanctions

Appeal Process

Students are expected to:

Reporting and Conduct Process

Possible Disciplinary Actions

Appeal Process

Library Resources

Grievance/Grade Appeal Process

Grievance

Grade Appeal

Tutoring - <https://www.npc.edu/tutoring>

Additional Helpful Links

Section 10 – Important Due Dates

Section 11 - Early College Contact Information

Section 12 – Documents

Admin Guide to Respondus

TALON IGA

BACKGROUND

AGREEMENT

PURPOSE

2.DEFINITION

3.EFFECTIVE DATE AND TERM

4.OBLIGATIONS OF COLLEGE

4.1General Course Requirements

4.2Instructors and Instruction

4.3Policy and Procedure

4.4Students with Disabilities

4.5Reporting

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 Policy and Procedure

5.2 Students with Disabilities

5.6 Reporting

6. MUTUAL AGREEMENTS

6.1

6.2 Students

6.3 Removal from Course

6.4 Schedule

6.6

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING

7.1 Fees

7.2 Cost-Sharing

7.3 Supplies

7.4 Tuition

7.5 Billing Format

8. RECORDS

9. CONFIDENTIALITY

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

10.2 No Relief from Obligations

10.3 Disposition of Property

11. RESPONSIBILITY

11.1

11.2 Indemnification

12. CANCELLATION FOR CONFLICT OF INTEREST

13. NON-ASSIGNABILITY

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

16. ENTIRE AGREEMENT

17.INVALIDITY OF PART OF THE AGREEMENT

18.GOVERNING LAW

19. NOTICE

EXHIBIT A

EXHIBIT B

Dual IGA

BACKGROUND

AGREEMENT

PURPOSE

2.DEFINITION

3.EFFECTIVE DATE AND TERM

4.OBLIGATIONS OF COLLEGE

4.1General Course Requirements

4.2Instructors and Instruction

4.3Assessment and Monitoring

4.4Policy and Procedure

4.5Students with Disabilities

5.OBLIGATIONS OF SCHOOL DISTRICT

5.1General Course Requirements

5.2Instructors and Instruction

5.3Assessment and Monitoring

5.4Policy and Procedure

5.5Students with Disabilities

5.6Facilities and Funding

6.MUTUAL AGREEMENTS

6.1Instructor

6.2Students

6.3Removal from Course

6.4Schedule and Number of Students

6.5Availability of Instructors

6.6 Guidelines

6.7 Rigor of Courses

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING:

7.1 Fees

7.2 Supplies

7.3 Tuition

7.4 Billing Format

7.5 Manner of Financing

8. RECORDS

9. CONFIDENTIALITY

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

10.2 No Relief from Obligations

10.3 Disposition of Property

11. RESPONSIBILITY

11.1 Conduct of Operations

11.2 Indemnification

12. CANCELLATION FOR CONFLICT OF INTEREST

13. NON-ASSIGNABILITY

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

16. ENTIRE AGREEMENT

17. INVALIDITY OF PART OF THE AGREEMENT

18. GOVERNING LAW

19. NOTICE

20. LEGAL WORKER REQUIREMENT

21. WORKERS COMPENSATION

EXHIBIT A

EXHIBIT B

TALON Aide Training

Steps for TALON Instructors

FERPA Student Instructions

How to Apply to NPC for Early College Students

Registering for Classes through NPC Student Portal

To Drop A Class

NPC Blackboard Student Directions

MS 365 Basics – OneDrive

Section 1 – Intro to Early College

Welcome

Thank you for partnering with Northland Pioneer College! We are excited to work with you as we help students prepare for their futures while earning college credits at a fraction of the typical cost-or even at no cost.

Northland Pioneer College (NPC) offers a wide range of programs and flexible course options. We know there are many details involved in helping students enroll, choosing the right courses, completing their classes, and achieving success. This handbook is designed to answer your questions, provide clear guidance, and serve as a practical resource throughout the process.

Our academic advisors remain committed to partnering with you to support student success. Please contact them with any questions or concerns.

We truly value our partnership and appreciate everything you do to support your students. Thank you for your significant role in helping them achieve their educational goals.

Early College Programs – Types of Classes Offered

Students may earn high school and college credits simultaneously in multiple programs:

- **Dual Enrollment:** Concurrent NPC courses taught by a high school teacher who has the same qualifications as and has been accepted by NPC as a college instructor. Instructors must use NPC approved curriculum. These classes are taught at the high school. Dual Enrollment is defined and regulated by the Arizona Legislature at [ARS15-1821.01](#). Textbooks are provided by the high school.
 - Arizona Legislature: <https://www.azleg.gov/ars/15/01821-01.htm>
- **TALON:** Concurrent enrollment courses taught by NPC faculty that are broadcast live into the high school, via the Webex app. All first-year students enrolled in a TALON course must take a college readiness course (HDE). Textbooks are provided by the high school.
- **NAVIT:** Career and Technical Education (CTE) courses offered through a NAVIT (Northern Arizona Vocational Institute of Technology) and NPC partnership. These courses require travel to a NAVIT campus every day, Monday-Friday. These courses have their own admittance and attendance policies. Course fees may apply and are the student's responsibility. NAVIT provides textbooks.
- **Early College Waiver (ECW):** NPC's Early College Waiver is a scholarship for tuition, the media fee, and course fees. This is for any NPC class before high school graduation, including after high school hours. If a class is taken independently of the high school, books and supplies are the responsibility of the student.

Course Delivery Definitions and Methods

- **Synchronous** – class occurs live at a specified time, may be in person or online
- **Asynchronous** – class occurs online, students can access at any time
- **Stand Alone Learning Environment (SA):** Stand-alone courses with the instructor present in the classroom for traditional lectures, discussions, and/or hands-on laboratories, or studios.
- **Connected Course Learning Environment (CC):** NPC expands course offerings by using interactive instructional video and multimedia technologies linking to all our locations. In CC courses, the instructor may or may not be in your current classroom. Many instructors do travel during the semester to be present with students at distant 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.
- **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. Students enrolled in NPC internet classes for the first time are strongly recommended to demonstrate or develop basic skills necessary for online learning.
- **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):** 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.
- **NPCFlex (NF):** Students have the option of attending any class session through one of the three options:
 - Live on campus
 - Live online
 - Watch the recorded lecture. Students must select the campus/center of their choice when registering to ensure a seat is available for the live on-campus option.
- **NPCSynC (NS):** Students have the option of attending any class session through one of the two options:
 - Live on campus
 - Live online. Students must select the campus/center of their choice when registering to ensure a seat is available for the live on-campus option.

Degree Pathways

NPC will work with each high school to create customized Program Maps for their students to optimize course selection. Counselors and students can utilize these pathways to have a clear idea of the courses students will need to take to complete the following certificates and/or degrees:

- **Arizona General Education Certificate (AGEC) 32 credit hours**- this contains all the common general education requirements for the state of Arizona, will transfer as a block of 32 credit hours to each of the three state universities, and guarantees admittance to those universities.
- **Associate of Art (AA) 64 credit hours** - fully transferable to each of the three state universities.
- **Associate of Science (AS) 64 credit hours** - fully transferable to each of the three state universities.
- **Associate of General Studies (AGS) 60 credit hours** – not guaranteed to transfer, but students learn the basics in many subjects.
- **Associate of Applied Science (AAS)** for CTE programs - not guaranteed to transfer. Contains direct-to-work certificates.
- **Certificates of Proficiency (CP)** for CTE programs - not guaranteed to transfer. Best used for direct-to-work scenarios.

Section 2 - Expectations of High Schools

General Expectations

- High schools participating in NPC programs are expected to support students throughout the enrollment and academic process and to communicate regularly with NPC personnel.

NPC Agreement

- Understand and abide by the Intergovernmental Agreement (IGA). Refer to the [IGA section](#) for additional information.

Student Placement

- Review the [Student Qualification](#) section and prescreen students to determine college coursework eligibility.
- Properly vet students for eligibility to ensure they have the highest possible chance for academic success.
- Provide required high school transcripts for all students seeking enrollment in NPC courses.
- If a student does not qualify based on high school transcripts, work with the student regarding additional placement options, such as the Accuplacer assessment.

- NPC will **no longer** provide the Accuplacer for free. Therefore, it is the responsibility of the high school or student to pay for testing costs in accordance with current policy.
- NPC Business Office will accept payment by check or credit card. They can be reached at 928-524-7480.
- Once a student has met eligibility requirements, verify whether a student already has an existing NPC student account before having the student complete a new application.
 - Students who have previously participated in NPC programs, including Dual Enrollment, TALON, NAVIT, or Early College courses, **should not** submit a new application. If there are questions regarding a student's status, contact the student's NPC advisor.
- High schools may assist students with completing the NPC Application.
- Remind students that they are NPC students and are receiving an Early College Scholarship while participating in eligible programs.
- Use Program Maps whenever possible to assist students with course sequencing and long-term academic planning.
- Become familiar with the NPC [Course Schedule](#) and assist students in identifying available classes.
 - Course Schedule: <https://my.npc.edu/CMCPortal/Common/CourseSchedule.aspx>

Early College Advisor Communication

- Work with the NPC advisor to review upcoming TALON and Dual Enrollment schedules.
 - Provide course builds for Dual Enrollment classes that will be offered each semester.
 - Notify NPC of staff changes, particularly changes involving TALON aides and Dual Enrollment instructors.
 - It is the responsibility of the school district to notify NPC immediately if a Dual Enrollment instructor:
 - Leaves the district,
 - Transfers to another school,
 - Is reassigned to a different position, or
 - Will no longer be teaching Dual Enrollment courses.
- Notify the NPC advisor when a student's high school status changes, including withdrawal, transfer, or relocation.
- Communicate high school bell schedule changes and calendar changes to NPC advisors and TALON instructors at least *two weeks in advance*.
 - Prompt notification ensures continuity of instruction and compliance with NPC requirements.
- Regularly review communications from NPC advisors.

- Ensure students understand that they are responsible for communicating directly with their instructors regarding academic concerns, grade questions, attendance issues, and scheduling appointments during office hours, particularly in TALON and NAVIT courses.
- Schedule meetings with the NPC advisor no later than mid-semester to prepare for the upcoming semester.

Required Websites and Resources (include but may not be limited to)

High schools will ensure students have access to websites and online resources required for coursework while using school internet services. Schools should verify that necessary instructional websites are not restricted by local network settings.

- npc.edu
- blackboard.npc.edu
- [Office.com](https://office.com) (Microsoft 365)
- my.npc.edu
- apply.npc.edu
- [NPC Tutoring - including tutor.com](http://npc.tutor.com)
- npcservicedesk.freshservice.com
- Respondus App (secure online testing software)
 - [Admin Guide to Respondus on Chromebooks](#)
- SafeAssign (a Blackboard tool used to evaluate originality and check for plagiarism)

Program-Specific Expectations

- Dual Enrollment: Refer to the [Dual Enrollment](#) section for additional information.
- NAVIT: Refer to the [NAVIT](#) section for additional information.
- TALON: Refer to the [TALON](#) section for additional information.

Academic Calendar

NPC courses follow the [NPC Academic Calendar \(https://www.npc.edu/academic-calendar\)](https://www.npc.edu/academic-calendar), which may differ from the high school calendar. Students and staff should be aware of NPC deadlines, start and end dates, and holiday schedules.

Intergovernmental Agreement (IGA)

NPC and each high school have agreed to the terms of making college courses available to high school students, via an intergovernmental agreement. Your school should already have a copy, but if you need it again, please request one from the NPC academic advisor that serves your school.

Each IGA contains the following:

- Agreement that the high school will ensure students have access to all scheduled NPC classes they are registered for, *even if* the [NPC Academic Calendar \(https://www.npc.edu/academic-](https://www.npc.edu/academic-)

[calendar](#)) conflicts with the high school academic calendar, vacation times, activities, testing, etc.

- Agreement that NPC will offer compensation to the District Office for Dual Enrollment instructors.
- Agreement that each high school will set aside a specific classroom for TALON classes and have a classroom aid physically present in the classroom for the *duration of every class* to monitor classroom behavior and aid the instructor and students.
- Agreement that the dual enrollment instructors will provide grades to NPC for dual enrollment courses.
- NPC Responsibilities
 - NPC will provide midterm and final semester grades to high schools for TALON and ECW students. NAVIT will provide grades for all NAVIT students.
 - IT will provide all necessary equipment for TALON classrooms including repairs and updates.
- [TALON IGA Template 2024-2027](#)
- [Dual Enrollment Template 2024-2027](#)

Section 3 - Student Qualifications to Take NPC Classes

- Students must qualify to take college courses, to give them the highest possible chance of success. They may qualify in a variety of ways. **It is the responsibility of the high school to properly vet each student.** High schools will also be required to provide transcripts for each student.
- NPC will **no longer** provide the Accuplacer for free. Therefore, it is the responsibility of the high school or student to pay for testing costs in accordance with current policy.
 - NPC Business Office will accept payment by check or credit card. They can be reached at 928-524-7480.
 - Questions regarding payment for the Accuplacer should be directed to your advisor.
- **ENL 101 and many other courses:** A high school unweighted GPA of 2.6 or higher
- **Math and Science courses:** If a student has an unweighted HS GPA of 2.6 or above **and** completed the specified high school math class listed below with an A or B grade, they may enroll in the corresponding NPC math class or any lower math course:

Student Completes:	Can register for:
Pre-Algebra	MAT101, MAT103, MAT109, many science courses
Algebra I	MAT112, MAT142
Algebra II	MAT142, MAT152
Advanced Algebra	MAT160, MAT189, MAT211
Precalculus	MAT221

- **Common Course Prerequisites** (students *must* take the Accuplacer if they do not meet the following criteria):
 - ENL101 - 2.6 unweighted GPA, or ACT 14+ in English **and** Reading
 - ENL102 – pass ENL101 with C or better
 - SPA101 - 2.6 unweighted GPA, or ACT 14+ in English **and** Reading
 - SPA102 - SPA101 with C or better
 - MAT142 – 2.6 unweighted GPA and Algebra I or II B or better, or ACT Math 18+
 - MAT152 – 2.6 unweighted GPA and Algebra II B or better or ACT Math 20+
 - MAT189 – 2.6 unweighted GPA and Advanced Algebra B or better or ACT Math 22+
 - MAT221 – 2.6 unweighted GPA and MAT189 with a C or better, Precalculus B or better or ACT Math 27+
 - MAT231 – MAT221 with C or better
 - POS110 – 2.6 unweighted GPA, or ACT 14+ in English **and** Reading
 - ECN211 - 2.6 unweighted GPA and Pre-Algebra or higher Math with B or better, or ACT Math 18+
 - BIO181 – 2.6 unweighted GPA and Pre-Algebra or higher Math with B or better, or ACT Math 18+
 - GLG 101 – 2.6 unweighted GPA and Pre-Algebra or higher Math with B or better, or ACT Math 13+
 - ANT104 - 2.6 unweighted GPA and Pre-Algebra or higher Math with B or better, or ACT Math 13+

Accuplacer

ACCUPLACER helps colleges and workforce training providers gauge student readiness for required coursework and identify areas where students may need additional support to succeed.

Important Placement Notes

- Students may test a maximum of three times each on the reading, sentence skills, and math portions per academic year.
- ACCUPLACER will monitor testing attempts and notify the student when they have reached 2 retakes.
- Placement test scores are effective for a maximum of five years. If more than five years have elapsed since a student tested, and the student now needs to use those test results to enroll in a class, the student must retest.
- Students pay an annual Placement Testing Fee if they need to test each year. Questions regarding payment for the Accuplacer should be directed to your advisor.
- If the student comes to a campus/center to test:
 - The campus/center office will collect the fees.
 - Food and drink are not allowed in the testing room. The use of mobile phones and other electronic devices may not be used during testing.
 - Front office staff will place student phones and personal belongings in a secure, designated area or ask students to leave items in their vehicle.
- Students who find the fee as a hardship can contact their advisor.

Accuplacer Student Resources

<https://accuplacer.collegeboard.org/>

Section 4 - Dual Enrollment Instructor Information and Support

Students enrolled in Dual Enrollment courses are Northland Pioneer College (NPC) students in addition to being high school students. It is important to remind students that they are earning college credit and are subject to college policies and deadlines.

- Dual Enrollment registration WILL BE delayed for students who have not applied to NPC.
 - Please encourage all new NPC students enrolling in courses for the Fall semester to apply to NPC in May of the previous school year.

Students should be encouraged to:

- Understand that they are enrolled as NPC students and are earning college credit.
- Monitor their NPC student email account at least once per week, as important college communications are sent through this account.
- Contact the NPC advisor if they have questions regarding enrollment, college credit, or academic records.

Enrollment Verification and Registration Deadlines

Registration for all Dual Enrollment students must be completed by:

- September 15 for Fall semester courses
- February 15 for Spring semester courses
- NPC **cannot** process or approve course registration requests after these deadlines.

After NPC completes student enrollment, high school staff should verify enrollment records by:

- Reviewing individual student names, not simply counting the number of enrolled students.
- Confirming that every eligible student has been properly enrolled in the correct course(s).
- Reporting any discrepancies immediately to the appropriate NPC advisor.

High schools must notify the NPC advisor whenever a student adds, drops, or changes to a Dual Enrollment course.

Grade Responsibilities

Dual Enrollment instructors are responsible for submitting grades according to the [NPC Academic Calendar](https://www.npc.edu/academic-calendar) (<https://www.npc.edu/academic-calendar>).

- Grade Submission Deadlines

- Midterm Grades
 - Due approximately 45 days after the start of the semester.
- Final Grades
 - Due within 2 days following the end of the high school semester.

If an instructor cannot meet a grade submission deadline, they should contact NPC Records and Registration at 928-524-7459.

Instructor Qualifications and Certification

Individuals interested in teaching Dual Enrollment courses must meet NPC faculty qualifications.

For information regarding Teacher Qualification (TQ) requirements and certification packets, contact:

- Jeanette Hancock – Career and Technical Education (CTE) courses - jeanette.hancock@npc.edu
- Barbara Dixon – Arts and Sciences courses - barbara.dixon@npc.edu
- Dora Jaquez – Education courses - dora.jaquez@npc.edu

Dual Enrollment Instructor Department Chair/Liaisons

Each academic department at NPC assigns a faculty liaison to support Dual Enrollment instructors.

Dual Enrollment department chairs/liaisons assist instructors by:

- Providing guidance on course requirements and academic standards.
- Assisting with textbook selection and adoption questions.
- Supporting curriculum alignment between high school and college expectations.
- Serving as a point of contact for instructional and course-related questions.
- Instructors should consult their department chair/liaison or NPC advisor regarding co-instructor requirements for specific courses.

Arts and Sciences Department		
<i>Department</i>	<i>Chair</i>	<i>Liaison</i>
Social/Behavioral Science	Dr. Amy Grey Amy.grey@npc.edu	
Math	Brian Burson Brian.burson@npc.edu	Jeff Strong Jeffrey.strong@npc.edu
Science	Pat Lopez Patricia.lopez@npc.edu Chun-Hung Wang Chun-Hung.Wang@npc.edu	
Humanities/English/ Languages/ and Philosophy	Ryan Jones Ryan.jones@npc.edu	Dr. Inez Schaechterle Inez.schaechterle@npc.edu
Fine & Performing Arts	Carson Saline	

Dual Enrollment Co-Instructors

Some Dual Enrollment courses require a designated NPC co-instructor as part of the course approval process.

- For example, business courses may include an NPC faculty member serving as a co-instructor with a high school instructor.

Dual Enrollment Course Builds

- One-semester courses
- Full-year courses
 - Not all course builds and student information systems (SIS) support year-long scheduling. Certain business courses and other approved programs may have specific scheduling requirements. Staff should consult NPC when questions arise about course setup or student enrollment.

Dual Enrollment Compensation

NPC sends all Dual Enrollment compensation to each school's district office. Questions regarding compensation should be directed to the instructor's district office. Compensation policies vary by district.

Textbook Adoption and Course Materials

School districts are responsible for adopting and using NPC-approved materials for the NPC programs they are participating in, such as:

- Textbooks
- Course outlines
- Grading standards

Districts must ensure that students have access to required textbooks by the first day of class.

Additional Requirements Include

- School districts provide required textbooks for students.
- Students are responsible for purchasing any additional required supplies.
- Classroom supplies typically provided by NPC are included through tuition and program agreements.

- Dual Enrollment instructor liaisons are available to assist with textbook adoption and course material questions.

Section 5 - TALON Information

TALON Aide Responsibilities

- TALON Aides are **required to always be physically in the classroom.**
- Review the TALON Aide PowerPoint - [TALON Aide Training Updated June 2026.pptx](#)
- Advocate for TALON students to be able to participate in non-essential school activities at times other than during their college classes.
- Assist students in the NPC admission/registration process (if required – each school approaches this differently).
- Monitor student progress in their NPC course(s).
 - The aide shall ensure that all first-year TALON students are completing the HDE course described in the Expectations of High Schools section.
- Aides must be available by phone, mobile, or landline during the class.
 - Let the NPC advisor and instructor know contact information, including during class times.
- TALON aides are responsible for monitoring classroom behavior and handing out class materials as needed to students.
 - Prohibit the use of TALON equipment by students (except for the microphone).
 - Ensure the minicomputer is turned on each day.
 - Responsible for logging into TALON classes:
 - [Steps for TALON Classroom Supervisors to Connect-Disconnect Equipment for a Webex Meeting - May 2023.pdf](#)
- NPC will provide a book list for each TALON class, but it is the TALON aide who ensures the high school has the required books and that they are distributed to students.
- Responsible for alerting TALON instructors of changes in high school schedule due to unique events, i.e., parent teacher conferences, half days, snow days, etc.
- Draft and email a backup plan to the principal and other leadership personnel to determine who will cover the TALON room in cases of absence.
- Communication Chain of Command

- The TALON Aide should speak to the instructor regarding concerns about students, work, classroom conditions, textbooks, etc.
- Students are expected to be their own advocate. If a student indicates that they are having difficulties with an instructor, Talon aids should encourage the student to contact the instructor first.
- If the TALON Aide or student is unhappy with the conversation, contact the Department Chair.
- If the TALON Aide or student is unsatisfied with that result, contact the Dean.

NPC Responsibilities and Support for TALON Aides

- [Tech Support \(https://www.npc.edu/computer-support\)](https://www.npc.edu/computer-support)
 - For immediate help call (928) 524-7447
 - [Submit a support ticket \(https://npcservicesdesk.freshservice.com/support/home\)](https://npcservicesdesk.freshservice.com/support/home)
- PowerPoint/ Instructions for TALON aides training will be provided by NPC advisors.
 - [TALON Aide Training Updated June 2026.pptx](#)
- Advisors will provide Webex access/meeting links.
- Provide a TALON book list for each class.

TALON Instructor Contact Page

This list is a list of common instructors; however, it is not all inclusive.

Vacant – Dean of Arts and Sciences

Barbara Dixon – Assistant to the Dean of Arts and Sciences – barbara.dixon@npc.edu

Instructor	Subject	Email
Brian Burson	Faculty in Math	Brian.burson@npc.edu
Tristan Ettleman	Faculty in Humanities	Tristan.ettleman@npc.edu
James Gil	Faculty in Math	James.gil@npc.edu
Dr. Amy Grey	Faculty in History	Amy.grey@npc.edu
Dr. Richard Harris	Faculty in Spanish	Richard.harris@npc.edu
Thyra Jensen	Faculty in Sociology	Thyra.jensen@npc.edu
Ryan Jones	Faculty in English	Ryan.jones@npc.edu
Maria Masci	Faculty in Spanish	Maria.masci@npc.edu
Dr. Daniel Milowski	Faculty in History	Daniel.milowski@npc.edu
Ryan Orr	Faculty in English	Ryan.orr@npc.edu
Robin Rickli	Faculty in Anthropology	Robin.rickli@npc.edu

Shawntel Skousen	Faculty in English	Shawntel.skousen@npc.edu
Dylan Stiegemeier	Faculty in Political Science	Dylan.stiegemeier@npc.edu
Dr. Alexandra Stritmatter	Faculty in Psychology	Alexandrea.stritmatter@npc.edu
Jeffrey Strong	Faculty in Math	Jeffrey.strong@npc.edu
Xu Xie	Faculty in Math	Xu.xie@npc.edu
Peterson Yazzie	Faculty in Art	Peterson.yazzie@npc.edu

Section 6 - NAVIT – Career and Technical Education Classes (CTE)

NAVIT (Northern Arizona Vocational Institute of Technology)

- Students may earn high school credit while attending NAVIT and graduate from their host high school. In addition, students earn community college credit from NPC. A typical student who chooses to attend a central program, such as cosmetology, would spend one-half day at his/her home high school site and one-half day at the NPC campus. Keep in mind that students who register for central programs do not pay for their tuition—NAVIT pays the students' NPC tuition, books, and fees.
- NAVIT's central CTE programs are offered jointly with NPC. They are occupationally specific and taught by professionals who not only have worked in industry using state-of-the-art equipment, but who are also caring individuals who have the vision to train students appropriately to compete in a global economy.

Programs:

- Administration of Justice (SCC - Snowflake only) 2 semester program (1 year) - limited to Seniors
- Automotive (WMC – Show Low and PDC - Holbrook) 4 semester program (2 years)
- Behavioral Health (SCC – Snowflake only) Mental Health & Social Work - 2 semester program (1 year) - Seniors will have priority
- Computer Information Systems (CIS) (WMC - Show Low and PDC - Holbrook) Network Security - 4 semester program (2 years)
- Construction Technology (PDC – Holbrook and STJ - St Johns) 4 semester program (2 years)
- Cosmetology (LCC – Winslow, STJ – St. Johns, and WMC – Show Low) 4 semester program (2 years)
- Fire Science (SCC - Snowflake/Taylor) 2 semester program (1 year) - limited to Seniors.
- Health and Physical Education (HPE) (SCC-Snowflake) Personal Training & Rehabilitation - 2 semester program (1 year) - limited to Seniors
- Industrial Technology Trades (ITT) (WMC - Show Low) 4 semester program (2 years)

- Medical Assistant (MDA) (WMC – Show Low, LCC – Winslow) 4 semester program (2 years)
- Nursing Assistant (CNA) (WMC – Show Low, LCC – Winslow and SCC-Snowflake) 2 semester program (1 year) - limited to Seniors
- Welding (PDC – Holbrook, STJ – St. Johns, and WMC – Show Low) 4 semester program (2 years)

Requirements for NAVIT

- NAVIT determines application due dates and the [calendar](https://www.navitschool.org/page/calendar) (<https://www.navitschool.org/page/calendar>) of events and activities.
- Students who are interested in NAVIT should speak with their high school counselor and/or CTE advisor. They will have the NAVIT application and will advise the student on questions for NAVIT and the student's high school schedule.
- Students must be 16 years old and a Junior or Senior. Programs limited to Seniors are done so for certification purposes - the student must be 18 to qualify for testing.
- Juniors are given priority for all 4 semester programs.
- Students must reside in NAVIT's District boundaries.
- Students are expected to be enrolled for all semesters of the program.
- Students must adhere to NAVIT requirements set forth in the [NAVIT Student Handbook](https://www.navitschool.org/documents/students/21523256) (<https://www.navitschool.org/documents/students/21523256>)
- Extracurricular warning – NAVIT classes take priority over school activities
- ***Students may not drop out of the NAVIT program and use the Early College Waiver to complete the courses in that CTE area. Students who choose to drop out of NAVIT are required to pay for the remaining courses. Students also need to be aware that there may not be space for them to continue the program.***

NAVIT Advisement and Orientation Days

- NAVIT starts earlier than the regular NPC semester.
- Advisement Day typically occurs on the Wednesday before the new semester starts.
- Students spend this time with advisors and other college employees learning about NPC.
- Students are required to attend; that day will be counted as an absence if they do not.

Section 7 - Advance Placement (AP) Courses

The process and guidelines for submitting AP scores for credit at NPC include:

Submitting Scores

To receive credit, you must request that your official Advanced Placement test scores be sent directly to NPC's Records and Registration Office.

Credit Guidelines

- Acceptance: Credits awarded through national examinations such as AP, CLEP, Cambridge International Exams (CIE), DSST, and IB are accepted.
- Grading: These credits are recorded on your transcript as assessed credit (with an "AS" grade) and carry zero points, meaning they do not affect your cumulative GPA.
- Equivalent Credit: The specific courses for which you receive credit at NPC depend on your specific AP exam scores. You can check if your scores align with current degree requirements using the [NPC Course Catalog \(https://my.npc.edu/CMCPortal/Common/CourseSchedule.aspx\)](https://my.npc.edu/CMCPortal/Common/CourseSchedule.aspx) and the [AZ Transfer \(https://aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/ExamAP\)](https://aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/ExamAP) site to determine how AP scores translate to NPC credits.

Section 8 - Student Expectations and Resources

Taking college courses while still in high school is a privilege. Students who take NPC courses are expected to do the following:

- Understand that college courses need to be prioritized, and that extracurricular activities may need to be limited to achieve success in college courses. College students are requested to meet attendance requirements. Students should expect to spend 2-3 hours outside of class time per credit hour studying/preparing for class. 3-credit hour class = 6-9 hours of studying/preparing.
- Students are expected to view and understand each class's course syllabi.
- Abide by the NPC [Academic \(https://www.npc.edu/procedure-2601\)](https://www.npc.edu/procedure-2601) and [Non-Academic \(https://www.npc.edu/procedure-2602\)](https://www.npc.edu/procedure-2602) Student Codes of Conduct.
- Students are expected to actively participate and be respectful to instructors and other students.
 - Do not be disruptive or distracted.

Course Scheduling

- Student class schedule changes should be minimal after the first day of a TALON class or the first day of high school for a Dual Enrollment course.
 - Requests for course changes are subject to availability and may not be approved.
- If a course is dropped after the first ten days of the NPC semester, students will be required to get instructor permission to drop and will receive a "W" on their NPC transcript.
- HDE Courses are required for all first time TALON students.
- Communicate with NPC advisor before making any changes to registration on the NPC Student Portal (my.npc.edu).
 - Also communicate with instructor/TALON aid/school counselor about changes.

Calendar Reminders

- Remember that TALON and NAVIT classes follow the NPC academic calendar, not the high school calendar. If a student participates in sports or extra-curricular activities at the school, they are still responsible for attending class, completing assignments, and meeting the required hours.
- Meet all assignment deadlines. Students need to understand professional conduct and communication styles and will be held to those expectations.

Communication

- Check NPC email often (weekly at a minimum) - **this is the preferred way NPC staff will communicate with students.**
- Use the [Student Portal \(my.npc.edu\)](https://my.npc.edu) to view grades and other information.
- Meet with an NPC advisor at least once per semester.
- Contact NPC IT Support at 928-524-7447 regarding login/password issues.

Attendance

- The student is expected to attend all sessions of the classes in which he or she is enrolled.
- Communicate with instructors, especially if a student knows they will be missing class in the future. **It is the student's responsibility** to make instructors aware of any upcoming missed classes due to bell schedule changes, testing, academic calendar conflicts, or any other reason.
- Any student with three absences without excuses acceptable to the instructor, medical or otherwise, may be dropped from the class, except Title IX protections for pregnant and/or parenting students.
- 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.

Communication for Student Concerns

Students are responsible for advocating for themselves when they have concerns. Please follow this line of communication until your concern is resolved:

- Speak with the instructor
- If the issue is unresolved, contact the department Chair.
- If issue is not resolved, contact the department Dean.

FERPA

- FERPA permission to parents or others – because high school students are college students, federal law prevents NPC staff from discussing student courses, grades, etc. with anyone unless the student has given consent for staff to do so.
- [FERPA Student Directions](#)
- To give consent: My.NPC.edu > Student Portal page > My Profile > My FERPA > from the drop-down arrow, choose Opt In and choose the items the student wants to share > Save > from the drop-down arrow, choose Consent > Add Person > enter all required information > Save.
 - Students can add as many people as they would like.

Section 9 - Application and Admission Process

- Students only need to apply to NPC one time. Once admitted, students maintain their NPC student record and do not need to submit a new application, even if there is a gap in enrollment.
- Before encouraging a student to complete a new application, school staff should verify whether the student already has an existing NPC ID number and student account by contacting the NPC advisor.

Applying to NPC

To become an NPC student and participate in TALON/NAVIT/Dual Enrollment, students must complete the NPC admissions application.

Important Application Guidelines

- Students should use a personal email address when completing the NPC application.
- Students should not use their high school email address, as access to school email accounts may change after graduation or transfer.
- Students should be prepared to upload a clear image of a driver's license or birth certificate, or a PDF of their most recent high school transcript.
- Students should carefully monitor their personal email for application updates and requests for additional information.

NPC Student ID Number

- Students will **not** receive an NPC ID number immediately after submitting their application.
- Application processing typically takes several business days. During this time, students should continue checking their personal email for updates regarding:

- Admission status
- NPC student ID number
- Account activation instructions
- Requests for additional documentation

Student Account Access

- Once admitted, students will receive an email confirming their acceptance to NPC.
- This email will include information needed to access NPC systems, including:
 - The [NPC Student Portal](https://my.npc.edu/) (my.npc.edu)
 - [Blackboard](https://blackboard.npc.edu/) (<https://blackboard.npc.edu/>)
 - NPC's learning management system
 - Other student resources and online services
- Students should save their login information and access their accounts as soon as possible to ensure they can receive important college communications.

NAVIT Students

- Students enrolled in NAVIT programs must complete both the NPC admissions application (*if* they have not taken NPC courses) and the NAVIT application.
- For assistance with NAVIT enrollment, students should contact:
 - Their high school counselor and/or Career and Technical Education (CTE) Counselor first
 - Molly Stradling at NAVIT, 928-536-6100

Application Checklist

- Before Applying:
 - Verify that the student does not already have an NPC ID number.
 - Confirm that the student has a personal email address available for the application process.
 - Confirm that the student has parental/guardian contact information available.
- The online application can be found at apply.npc.edu to NPC.
 1. Create an Account
 2. Follow the link to Activate User in the email you received, Click on Returning to Application and sign in with your email and password you used to create the account.
 3. Go to my profile
 4. Choose High School/Early College Application
 5. Complete all areas of the application.

6. Once that is complete, you will need to upload your birth certificate, driver's license, or high school transcript, or you can bring it to the nearest campus for recording.
7. This video can help you walk through the process as well. [How to Apply to NPC using apply.npc.edu](#)
8. [How to Apply to NPC](#)

Registration

- NPC advisors will work with the student and the high school guidance counselor to select appropriate classes that will match the student's goals and the bell schedule of the high school.
 - It is highly recommended that students follow a program map provided by the NPC advisor and/or high school counselor.
- The NPC advisor may register the student or instruct them on how to register for classes via the [Student Portal \(https://my.npc.edu/cmcpportal/\)](https://my.npc.edu/cmcpportal/).
 - [Student Course Self-Registration in Anthology's Student Portal](#)
 - Students may be stopped from registering due to an override. **Only an NPC advisor can bypass an override.** An override is an electronic permission granted by an instructor or department that allows a student to bypass standard course registration restrictions. It acts as an exception, authorizing NPC's registration system to let the student enroll.
 - Common types of class overrides include:
 - Prerequisite/Corequisite: Permits enrollment even if the student has not completed a required prior class or is not concurrently taking a linked class.
 - Time Conflict: Overrides the system to allow a student to enroll in two classes whose schedules overlap.
- College readiness classes are required for all first semester TALON students. They have the "HDE" prefix. The purpose of HDE courses at NPC is to equip students with essential **life skills**, **college readiness**, and **career planning** to ensure academic and professional success
- All students should communicate with NPC using their NPC Email, which can be found in the [Student Portal \(https://my.npc.edu/cmcpportal/\)](https://my.npc.edu/cmcpportal/).

Blackboard

- [Blackboard \(https://blackboard.npc.edu/\)](https://blackboard.npc.edu/) is the learning management system (LMS) holds all course syllabi, information, assignments, etc. All students will need to access Blackboard.
 - [Steps for Accessing Blackboard](#)
- If students are having problems with Blackboard or classes do not appear in Blackboard (within 5 days of the start of the semester) email Blackboard Support at <https://www.npc.edu/computer-support>.

- Software Requirements for Using Blackboard
 - Software needs depend on individual requirements of the course. The instructor may require specific programs/formats for document and assignment submission. If you do not have the required programs on your computer, Microsoft Office 365 and other programs are offered to NPC students enrolled in active coursework.
 - Useful Plugins
 - Apple Quick Time
 - Java
 - Acrobat Reader
 - Real Networks RealPlayer
 - Microsoft Media Player
 - Blackboard and Firewalls - please be aware your school's security system may block access to Blackboard or associated tools.

Microsoft 365 and One Drive

All NPC students have access to Microsoft office. This includes Outlook (email), Word, Excel, PowerPoint, etc.

- [MS 365 Basics - OneDrive](https://www.youtube.com/watch?v=pvS9P_Zl14w&list=PLYZFg47p0n1s9JD4U8Atn5Zs1knphuiBh&index=4)
(https://www.youtube.com/watch?v=pvS9P_Zl14w&list=PLYZFg47p0n1s9JD4U8Atn5Zs1knphuiBh&index=4) YouTube video
- [MS 365 Basics - One Drive](#)

Student Accommodation Services (SAS)

- Student Accommodation Services (SAS) is responsible for coordinating support services for students who self-identify as having disabilities as defined under the Americans with Disabilities Act (ADA) and Section 504. A wide variety of support services are available to students based on the impact of their disabilities and are determined on an individual basis at no charge to the student.
- Students must initiate the process of getting support from SAS. They can do this by visiting the SAS webpage www.npc.edu/sas. Once on the webpage if they have never had accommodations from SAS, they must complete the following:
 - Step 1 "Contact for Service" online form. Upon receiving this form, SAS will contact the student, so please make sure and provide a good contact number.
 - Step 2 "Engage" or Intake appointment will be scheduled with the student to discuss their concerns in more detail and determine reasonable academic accommodations. The student must attend this appointment.

- Step 3 “The Request” is an online form that students complete letting SAS know that they wish to have their accommodations in place each semester they attend classes at NPC.
- If the student is not new, they are classified as returning to SAS for support: they must complete Step 3 “The Request” to inform SAS that they are still enrolled and would like their accommodations in place. They have been told that their NPC/SAS Student Accommodation Notification Letter is semester specific and course specific and must be requested each semester they attend NPC classes. If they fail to request accommodation, they are not accommodated.
- Please note that Accommodations provided on an IEP or 504 Plan do not transfer from high school to college. The student must meet with SAS to discuss their disability related concerns and the accommodations provided are determined based on the Americans with Disabilities Act (ADA) not the Individuals with Disabilities Education Act (IDEA). This information can be found on the SAS website: <https://www.npc.edu/sas-hs-vs-college>
- For more information, visit SAS, call 928-536-6246, or email sas@npc.edu.

Multiple Attempts to Pass a Course

- If a student receives a grade below "C" in a course, and they wish to retake the course for credit, they must complete a second attempt form for processing/approval from an NPC advisor.
 - A student may only retake one course per semester using the Early College Waiver.
 - Students may use the ECW to retake a course one additional time. If a student does not pass a course after two attempts, it becomes the responsibility of the student to pay for the class and any further attempts.

Student Academic Code of Conduct - [Procedure 2601](https://www.npc.edu/procedure-2601) (<https://www.npc.edu/procedure-2601>)

Northland Pioneer College (NPC) is committed to academic integrity. All students are expected to complete their own work honestly in all courses and educational activities, whether on campus, online, or at off-campus instructional sites.

Academic Misconduct includes, but is not limited to:

- Cheating: Using unauthorized materials or assistance on assignments, quizzes, tests, or exams, or obtaining academic materials without permission.
- Plagiarism: Presenting another person's words, ideas, or work as your own without proper citation, including using purchased or unauthorized academic materials.
- Violations of Ethical Standards: Recording lectures, office hours, or similar instructional activities without the instructor's permission or violating program-specific ethical requirements.

Academic Misconduct Process

- Any member of the college community may report suspected academic misconduct.
- The instructor reviews the allegation, determines whether misconduct occurred, and notifies the student in writing of the finding and any sanctions.
- More serious cases, repeat violations, or student appeals are reviewed by an Academic Hearing Panel.

Possible Academic Sanctions

Depending on the nature and severity of the violation, consequences may include:

- Written warning
- Reduced grade on an assignment or exam
- Zero on an assignment or exam
- Referral to a plagiarism education program or similar educational assignment
- Failure or removal from a course (following a hearing)
- Additional disciplinary sanctions for serious or repeated violations

Appeal Process

Students may request a hearing to appeal an instructor's decision within five (5) business days of receiving notice of the sanction. After a hearing, students may submit a final appeal to the Vice President for Learning and Student Services within five (5) business days. The Vice President's decision is final.

Student Non-Academic Code of Conduct - [Procedure 2602 \(https://www.npc.edu/procedure-2602\)](https://www.npc.edu/procedure-2602)

Northland Pioneer College (NPC) expects students to act responsibly and respectfully in all college programs, activities, on campus, online, and at college-sponsored events. In some cases, this procedure also applies to off campus conduct that affects the college community.

Students are expected to:

- Respect the rights, safety, and property of others.
- Follow all college policies and directions from college officials.
- Obey federal, state, tribal, and local laws.
- Use college technology responsibly.
- Refrain from theft, vandalism, violence, threats, harassment, disorderly conduct, gambling, unauthorized access to college property, possession of weapons, illegal drugs, or alcohol on campus, and other behavior that disrupts the college environment.

Reporting and Conduct Process

- Anyone in the college community may report alleged misconduct to the Director of Student Services or through the NPC online reporting system.
- The college will investigate reports and provide students with written notice of any alleged violations.
- Students have the opportunity to participate in a hearing before a conduct panel if the matter cannot be resolved informally.
- In situations involving safety concerns, the college may place a student on interim suspension while the matter is reviewed.

Possible Disciplinary Actions

Depending on the severity of the violation, consequences may include:

- Warning
- Required counseling
- Disciplinary probation
- Suspension
- Expulsion
- Withholding of a diploma
- Revocation of a degree
- Organizational sanctions
- Other appropriate disciplinary actions

Appeal Process

Students may appeal the Director of Student Services' decision to the Vice President for Learning and Student Services within five (5) business days. The decision made after the appeal process is final.

Library Resources

- Use the following library resources to learn about citing sources from AI sources and in MLA and APA formats.
 - <https://npc.libguides.com/artificialintelligence>
 - <https://npc.libguides.com/citations-guide>

Grievance/Grade Appeal Process

- Grades are not made official until at least two weeks after the semester ends. Please keep this in mind for how it will affect both NPC and high school graduation and completion.
- Northland Pioneer College is committed to providing a fair, respectful, and equitable learning environment. If you believe you have been treated unfairly, you have the right to seek resolution through the College's established Grade Appeal or Student Grievance procedures.
- A **Grade Appeal** is appropriate when you believe a final course grade was assigned unfairly. A **Student Grievance** is appropriate when you believe a college action or inaction has directly and significantly affected you in a manner that violates College policies, procedures, or standard operating practices. Certain concerns, such as allegations involving discrimination, harassment, or non-discrimination of matters, are governed by separate procedures.
- Students are encouraged to first seek an informal resolution by discussing their concerns directly with the instructor or individual involved. If the matter cannot be resolved informally, the College provides a formal review process that allows concerns to be considered at progressively higher levels of the institution. Specific timelines and requirements apply to each process, and students are responsible for following the procedures outlined below.
- Northland Pioneer College prohibits retaliation against any student who, in good faith, files a grade appeal or grievance or participates in the resolution process.

Grievance

Students who believe they have been treated unfairly, including but not limited to any action or inaction taken against a student that violates college policies, procedures, or standard operating practices. Insubstantial grievances such as personality conflicts, miscommunications, or differences of opinion should be addressed without filing formal grievance. A student may only file a grievance once for the same incident. <https://www.npc.edu/procedure-2605>

- Informal Resolution
 - Speak directly with the individual responsible for the grievance
 - Meet a resolution; process is complete. If not, students may proceed by contacting a faculty member, department chair, or dean of the division to help mediate between the two parties. Must provide the names, email address, and phone number of the parties, the date the dispute arose, a brief statement setting forth the issues in dispute, and the remedy desired.
- Initiating a Formal Grievance

- If the informal resolution is not successful, the student shall submit a written statement of grievance to the Office of the VPLSS
 - State that the student is initiating the grievance procedure.
 - Provide the student's name and contact information (including at least telephone number and personal email address).
 - Identify the nature of the grievance, including the names of any individuals whose actions or inactions are relevant to the grievance.
 - Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the student could not address the grievance informally, they shall explain why.
 - State what action the student wants to take to resolve the grievance.
- Investigation of the Grievance
 - VPLSS shall review the grievance within **five (5)** business days and will appoint a three-member Review Panel
 - The Review Panel will determine if a formal grievance is warranted and if the issue can be resolved informally
- Decision
 - The Review Panel will provide a written decision to the VPLSS within **thirty (30)** business days, and the VPLSS will inform the student of the decision within **five (5)** business days.
- Appeal
 - The student has **five (5)** days to appeal the decision

Grade Appeal

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 following the awarding of a grade. (A summer session does not constitute a "semester." <https://www.npc.edu/procedure-2666>)

- 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 (5) 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 at a conference with the student, instructor, and anyone else believed capable of assisting in reaching a resolution. The conference must occur within ten (10) working days. The dean will provide a written response to the student, instructor, and Vice President for Learning and Student Services within ten (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 (5) working days of receiving the response written in Step III. The Vice President will then conduct an inquiry involving all parties within ten (10) working days. A decision will be rendered based on the inquiry and reported in writing to both parties within fifteen (15) 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 decide 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 twenty-five (25) working days of receiving the appeal.

Tutoring - <https://www.npc.edu/tutoring>

- NPC Tutoring is available in many NPC academic areas and is provided **FREE** of charge to **ALL** students. Tutoring can help you excel in your coursework and improve your grades. It is recommended that you seek a tutor when you want:
 - help in understanding assignments, concepts, and ideas;
 - to improve your study skills;
 - better prepare for tests;
 - and prevent yourself from falling behind in a course.
- NPC offers several kinds of tutoring
 - online 24/7 through Tutor.com. Visit [NPC Tutoring \(https://www.npc.edu/tutoring\)](https://www.npc.edu/tutoring) for more information.
 - local face-to-face tutor labs and study group sessions
 - one-on-one tutoring is available by appointment
 - tutor labs broadcast throughout NPC's system of Connected classrooms
 - CCP classrooms offer reading/writing and math tutoring
- *Please Note:* NPC Tutor Lab sessions are **ONLY** conducted at designated NPC locations, or online meeting rooms. You **MUST** be **currently enrolled** in the NPC course for which you seek tutoring.
 - You may attend *any* session listed in the calendar below by showing up at the location on the day and time shown, and signing in.
 - Tutoring sessions during fall and spring semesters begin the *first week* of the semester and end the week of finals.
 - Tutoring in the summer begins at the end of the first week of classes.

Additional Helpful Links

- [NPC Academic Calendar \(https://www.npc.edu/academic-calendar\)](https://www.npc.edu/academic-calendar) - Important dates for the semester and upcoming semester.
- [Online Orientation \(https://www.npc.edu/current-students/orientation\)](https://www.npc.edu/current-students/orientation) - This virtual New Student Orientation is **designed to introduce you to NPC** and will help you succeed while you are a student.

- [Virtual Student Center \(https://www.npc.edu/virtual-student-success-center\)](https://www.npc.edu/virtual-student-success-center) - A central online source for student, academic and community resources to help you succeed.
- [Library \(https://www.npc.edu/library\)](https://www.npc.edu/library) - Access to resources, research, and services (borrow materials and laptops).
- [Reset your password \(https://apply.npc.edu/portal/user-profile/login/ForgotPassword/\)](https://apply.npc.edu/portal/user-profile/login/ForgotPassword/) Information to reset your password or get help with login information.
- [Tech Support \(https://www.npc.edu/computer-support\)](https://www.npc.edu/computer-support) - NPC students can receive help with their college-owned computer, classroom equipment, networks, or software.
- [Advising \(https://www.npc.edu/early-college-advisers\)](https://www.npc.edu/early-college-advisers) - Assistance in course selection, schedule coordination, and any challenges or concerns you may have regarding college education.
- [Title IX \(https://www.npc.edu/title-ix/title-ix-team\)](https://www.npc.edu/title-ix/title-ix-team) - Prohibits sex-based discrimination in any school or education-based program that receives funding from the federal government.

Section 10 – Important Due Dates

- March 15 – Early Childhood Course Builds due to Early College Advisor and Dora Jaquez
- May 15 – All new NPC students apply to NPC and transcripts provided to Early College Advisor
- May 15 – Dual Course Builds for following year due to Early College Advisor
- September 15 – Dual Enrollment Rosters Due for Fall Courses
- February 15 – Dual Enrollment Rosters Due for Spring Courses

Section 11 - Early College Contact Information

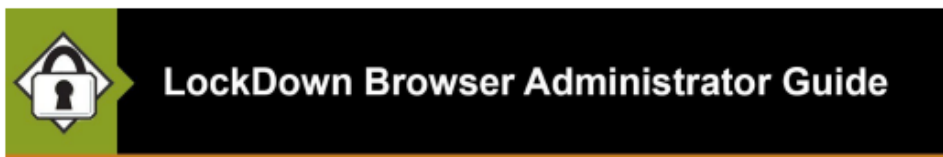
- Dean of Student Services – Josh Rogers – josh.rogers@npc.edu
- Director of Student Engagement – Jennifer Brimhall – jennifer.brimhall@npc.edu
- Assistant to Interim Dean of Student Services – Cyndee Nichols – cyndee.nichols@npc.edu
- <https://www.npc.edu/early-college-advisers>

Advisor and Contact Info.	Schools Represented
Michelle Blunt Office Location: Springerville –Eagar Telephone: (928) 524-7635 dawn.blunt@npc.edu	Round Valley High School and St. Johns High School
Lora Decker Office Location: Show Low Telephone: (928) 532-6734 lora.decker@npc.edu	Blueridge High School, Mogollon High School, and Sequoia High School

Rebecca Diggs Office Location: Show Low Telephone: (928) 532-6787 rebecca.diggs@npc.edu	Show Low High School, Snowflake High School, Northern Arizona Academy, and Legacy High School
Monique Fowler-Pacheco Office Location: Whiteriver Telephone: (928) 524-7663 monique.Fowler-Pacheco@npc.edu	Alchesay High School and Dischii'bikoh High School
Tori Tessay Office Location: Hopi Telephone: (928) 524-7602 tori.tessay@npc.edu	Hopi High School, Chinle High School, Ganado High School, and Window Rock High School
Calandra Walker Office Location: Kayenta Telephone: (928) 524-7649 calandra.walker@npc.edu	Monument Valley High School, Shonto Preparatory School, and Red Mesa High School
Todd Wilcox Office Location: Winslow Telephone: (928) 892-9674 todd.wilcox@npc.edu	Holbrook High School, Joseph City High School, Winslow High School, and Valley High School

Section 12 – Documents

Admin Guide to Respondus



Google admin installation instructions for managed Chromebook devices

Revised: September 2025

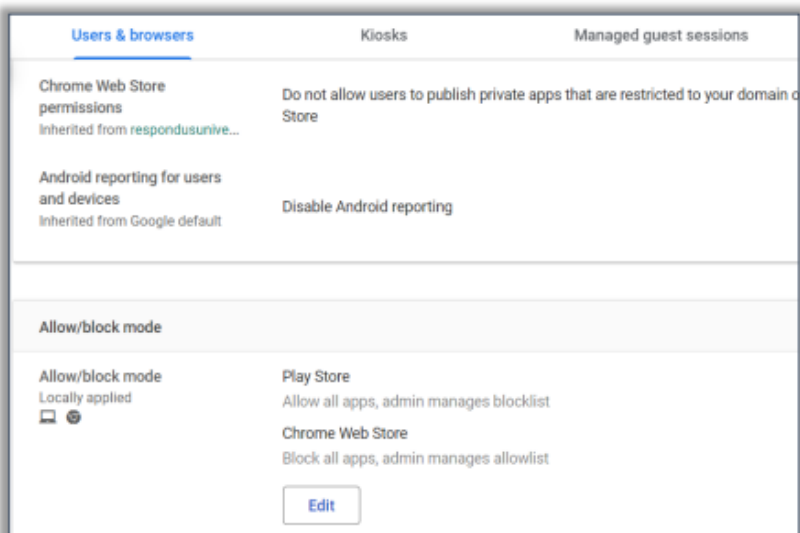
There are two basic options for Google administrators to make the LockDown Browser Chrome Extension available on managed Chromebook devices. The Chromebook Extension can be made available for manual installation by the student, or it can be automatically installed on each of the managed devices.

NOTE: The Chromebook management settings change frequently, so the instructions that follow may not exactly match. If your institution manages Chromebooks, simply follow the same process you would for installing any extension.

Manual Installation

Follow these instructions to make available the LockDown Browser Chrome Extension for students to manually install on their managed Chromebook devices.

1. Log into the Google management interface with your admin account.
2. Access Devices > Chrome > Apps & extensions > Users & browsers

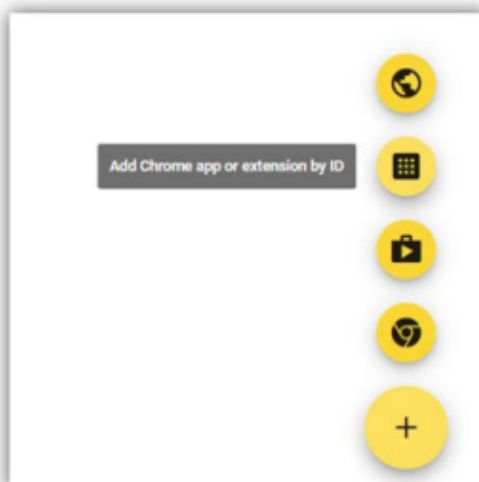


3. Select "ADDITIONAL SETTINGS" and edit the "Allow/block mode" settings for the Chrome Web Store to be: "Block all apps, admin managed allowlist"
4. Access Devices > Chrome > Apps & extensions > Users & browsers
5. Select the organization unit where you wish to install the Chrome extension.
6. Press the yellow plus button and select "Add Chrome app or extension by ID"
7. Enter this value:

fogjeanjfbmbghnmkmmophfeccjcki

and press Save.

8. Select "Allow Install" to add the LockDown Browser to the allowlist.



Automatically Installed

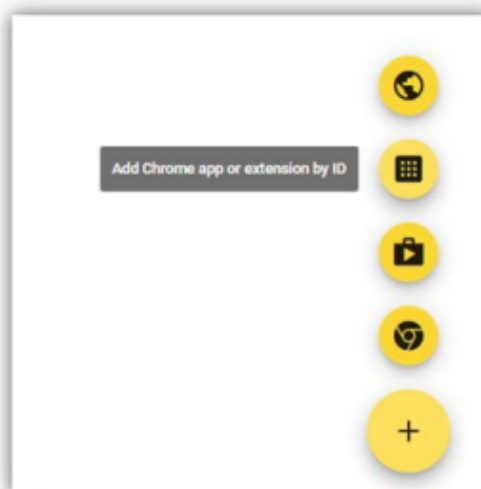
Follow these instructions to automatically install the LockDown Browser Chrome Extension on the managed Chromebook devices.

1. Log into the Google management interface with your admin account.
2. Access Devices > Chrome > Apps & extensions
3. Select the organization unit where you wish to install the Chrome extension
4. Press the yellow plus button and select "Add Chrome app or extension by ID"
5. Enter this value:

fogjeanjfbmbghnmkmmophfeccjcki

and press Save.

6. Lastly change the Installation Type from "Allow Install" to "Force Install" and press Save.



The LockDown Browser Chromebook extension will now be pushed out to all the managed Chromebook devices.



PAGE 2

Domain and URL Pattern Filtering

The following domain patterns will need to be allowlisted if you have a content filter applied to the managed Chromebook devices.

data://*
smc-service-cloud.respondus2.com/*
smc-service-cloud-chal.respondus2.com/*
smc-service-cloud-cbe.respondus2.com/*
smc-service-cloud-alt.respondus2.com/*
d1hvyp8wapcgir.cloudfront.net/*
d9unvfzorf0bo.cloudfront.net/*
d1hu9sl7n8ouk3.cloudfront.net/*
d1yb8axa7jtm4t.cloudfront.net/*
d3gmpnnqf0pogw.cloudfront.net/*

Removal of the older Chromebook App

To remove the older Chromebook App from managed devices:

- i. Log into the Google management interface with your admin account.
- ii. Access Devices > Chrome > Apps & extensions
- iii. Select the Kiosk App “LockDown Browser” and then Delete.

TALON IGA

INTERGOVERNMENTAL AGREEMENT BETWEEN NAVAJO COUNTY COMMUNITY COLLEGE DISTRICT AND [SCHOOL] SCHOOL DISTRICT NO. XX

This Intergovernmental Agreement (“Agreement”) is entered into between Navajo County Community College District (dba Northland Pioneer College; “College”), and [SCHOOL NAME] School District No. [XX] (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 11-952, § 15-342(13), § 15-701.01(F), and § 15-1445.

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Concurrent Enrollment Courses via video conferencing, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Courses offered under this IGA are a hybrid approach of concurrent offerings. These are college courses offered by college faculty through technology to the high school classrooms.

3. EFFECTIVE DATE AND TERM

This Agreement shall be effective:

After the governing boards of School District and College have approved it; and

On the date that authorized representatives of both Parties have signed it (“Effective Date”).

The term of this Agreement shall be from the Effective Date through June 30, 2027.

4. *OBLIGATIONS OF COLLEGE*

Shall provide all full time and/or adjunct instructors and curriculum.

Shall provide overall administrative direction and support.

Shall lead a biannual schedule development process with all participating Districts.

Shall provide placement testing and registration processes for the participating District students.

Shall oversee purchase, installation and maintenance of all equipment and network processes required for participation.

Shall provide network and equipment training to District technical staff.

Shall provide training to District Site/Classroom Supervisors.

Shall provide pre-session orientations for the participating District students.

Shall provide for the participating District students access to advising, career and library services, college financial aid assistance, disability resources and accommodations, and full, online tutoring services.

Shall provide, should the District choose to participate, adult basic education and possible other instruction to community members at the District site during evening hours.

Shall provide a lab aide, at College expense, for evening course work provided at the District.

4.1 *General Course Requirements*

Students enrolled in Concurrent Enrollment Courses shall be admitted to College for college level credit under the College's current procedures for admission of students to College, and in compliance with A.R.S. § 15-1805.01. For students under the age of 18, the College's admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College. Except for vocational and occupational Concurrent Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Concurrent Enrollment Course through an assessment test or GPA prior to, or at the time of, enrollment to determine and assure proper placement in the Concurrent Enrollment Courses.

4.2 *Instructors and Instruction*

Since College is providing the instructor for a Concurrent Enrollment Course, College will provide at College's expense a substitute instructor or alternative instruction (online course material), as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Concurrent Enrollment Course.

4.3 Policy and Procedure

College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Concurrent Enrollment Courses will be enrolled in both School District and College. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

4.4 Students with Disabilities

After notification from the student of individual needs, College will cooperate with School District to ensure the course complies with Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. College shall work with the student in determining appropriate accommodations or special education services; however, the School District shall be responsible for ensuring that the student receives a free appropriate public education (“FAPE”) in conformity with his or her 504 Plan or individualized education program (“IEP”), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

4.5 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. *OBLIGATIONS OF SCHOOL DISTRICT*

Shall provide classroom space, as agreed upon by the College and the District, to establish a distance education classroom. The space shall be made available and staffed in accordance with the College calendar and without regard to District holidays, days off, and early-release days.

Shall provide to the College a list of course requests and anticipated enrollment by January 18th for any class to begin the following Fall semester, and September 1st for any classes to begin the following Spring semester.

Shall ensure that each student enrolling in a course is aware that the student is participating in a college level course, even though provided at the school, and should act appropriately, which includes the expectation that students be on time and remain in class for the duration of the session.

Shall assist the College in identifying and enrolling appropriate high school students in concurrent enrollment courses.

Shall provide a District employee as a classroom aide during all high school concurrent enrollment courses delivered via video conferencing. During the time the class is in session, the aide shall be present in the classroom and shall be available by phone, either mobile or landline.

Shall provide local technical support for the equipment.

Shall coordinate equipment and technical support needs with the college's Technical Advancement and Support Division (TAS).

Will adhere to College policy regarding billing and refunding for students who withdraw.

Will hold students accountable to the college's Student Conduct Code as outlined in the current college catalog.

Shall not use the equipment for any purpose other than NPC classes or NPC adult basic education classes, which includes but is not limited to the attachment of any non-related cable or external devices to the Cisco equipment in the classrooms.

Shall submit student registration forms to NPC prior to District students leaving for summer break.

Shall provide College-identified textbooks to participating students. District may make a determination as to textbook cost recovery based on District needs.

Shall identify a District employee to serve as primary District Project contact.

With regard to nondiscrimination of persons with disabilities, shall assist students with the process of self-identification in order to receive appropriate services.

5.1 Policy and Procedure

School District will ensure that each student seeking enrollment in a Concurrent Enrollment Course:

- has completed the necessary College admissions and registration process;

- has completed College assessment examinations, if required by College;

- is aware the student is subject to both School District policies and procedures and College policies and procedures;

- is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and

- is aware of the requirements for determination of eligibility for College in-state tuition, if applicable under the terms of this Agreement.

School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Concurrent Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

5.2 Students with Disabilities

School District will work with qualified students to have individual students request appropriate accommodations for disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973 or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. Students shall work with College in determining appropriate accommodations or special education services. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Reporting

School District will provide to College in a timely fashion any data or other information that is required for the submission of any and all reports required by A.R.S. § 15-1821.01.

6. MUTUAL AGREEMENTS

The District agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the College as an additional insured, in order to protect the College from any liability arising from the District providing services under this Agreement. The College agrees to maintain liability insurance in the amount of \$1,000,000.00, naming the District as an additional insured, in order to protect the District from any liability arising from the College providing services under this Agreement. Any duty to indemnify under this Agreement shall be limited to such Party’s maximum insured liability.

6.1 The College Instructor

Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor’s employment contract and College policy.

6.2 Students

Each student enrolled in a Concurrent Enrollment Course, even though remaining a student of School District, shall follow the schedule and calendar of classes applicable for Concurrent Enrollment Courses as established and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Concurrent Enrollment Course and to discipline and/or remove any student from the Concurrent Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Concurrent Enrollment Course.

6.4 Schedule

School District and College shall work together to determine the schedule of, and maximum and minimum number of students to enroll in, each Concurrent Enrollment Course. As part of this agreement, the College will make every effort to offer the following courses on a regular rotation:

ANT102 • Cultural Anthropology 3 credits

ART 101 • Understanding Art 3 credits

ECN 211 • Principles of Macroeconomics 3 credits

ENL 101 • College Composition I 3 credits

ENL 102 • College Composition II 3 credits

FDV 115 • Intro to Graphic Communication Technology 3 credits

FDV 116 • Computer Photographic Imaging 3 credits

FDV 220 • Film Aesthetics 3 credits

GEO 110 • World Regional Geography 3 credits

HIS 105 • U.S. History to 1877 3 credits

HIS 106 • U.S. History since 1877 3 credits

HIS 110 • Southwestern History 3 credits

HUM 150 • Humanities in the Western World I 3 credits

HUM 151 • Humanities in the Western World II 3 credits

MAT 152 • Advanced Algebra 3 credits

MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits

MAT 221 • Calculus I 4 credits

MAT 231 • Calculus II 4 credits

POS 110 • American Government 3 credits

PHL 150 • Comparative World Religions 3 credits

PSY 101 • Intro to Psychology 3 credits

PSY 240 • Developmental Psychology 3 credits

SOC 101 • Introduction to Sociology 3 credits

SPA 101 • Elementary Spanish I 4 credits

SPA 102 • Elementary Spanish II 4 credits

SPT 156 • History of Television 3 credits

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Concurrent Enrollment Course, and all personnel of School District and all personnel of College who are involved in the Concurrent enrollment program are provided with Concurrent enrollment guidelines, and that such persons agree to review and comply with the guidelines.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING

See Exhibit A attached.

7.1 Fees

Fees and charges for the Concurrent Enrollment Courses and program are provided on Exhibit B attached to this Agreement.

7.2 Cost-Sharing

The College and School Districts shall share the cost of maintaining this program. The School Districts are required to pay a share of the SmartNet warranty. The total amount is to be divided up equally between all School Districts participating in the program consortium. The College shall provide an invoice to the School District with a breakdown of costs, one month prior to the due date of Full-Time Equivalents day (FTSE day) each semester.

7.3 Supplies

School District will provide basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Concurrent Enrollment Courses within School District.

7.4 Tuition

The School District shall be responsible for payment of tuition to College, as specified in Exhibit B.

School District understands and agrees that tuition charges for students enrolled under this program may vary depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of 19 years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out-of-state tuition rates, to the extent such separate rates are established by this Agreement.

7.5 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. *RECORDS*

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of 5 years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. *CONFIDENTIALITY*

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. *TERMINATION/DISPOSITION OF PROPERTY*

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Concurrent Enrollment Course shall be terminated prior to such effective date.

10.2 No Relief from Obligations

Termination of this Agreement shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining concurrent credit at the time of termination or notice thereof.

10.3 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. *RESPONSIBILITY*

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. *CANCELLATION FOR CONFLICT OF INTEREST*

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. *NON-ASSIGNABILITY*

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. *COMPLIANCE WITH NON-DISCRIMINATION LAWS*

To the extent applicable, the Parties shall comply with all College non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. *RIGHTS/OBLIGATIONS OF PARTIES ONLY*

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. *ENTIRE AGREEMENT*

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those

contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

Dr. Chato Hazelbaker,

President

Northland Pioneer College

P.O. Box 610

Holbrook, AZ 86025

If to School District:

[Super Name], Superintendent

[School Name] Unified School District No.[XX]

[Street/PO Box]

[City, State, Zip]

COLLEGE

SCHOOL DISTRICT

By: Dr. Chato Hazelbaker

Title: President

By: [Super Name]

Title: Superintendent

Date

Date

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. §11-952(D), the attorney for each of the parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party represented by such attorney.

By: Kristin Mackin

Title: Attorney, Sims Mackin

Counsel for Navajo County Community
College District

Date:

By:

Title:

Counsel for [School] Unified School
District No. [XX]

Date:

EXHIBIT A

TYPE OF INSTRUCTION

CONCURRENT ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

Districts shall participate in a minimum of 3 college courses each semester (fall and spring).

ANT102 • Cultural Anthropology 3 credits

ART 101 • Understanding Art 3 credits

ECN 211 • Principles of Macroeconomics 3 credits

ENL 101 • College Composition I 3 credits

ENL 102 • College Composition II 3 credits

FDV 115 • Intro to Graphic Communication Technology 3 credits

FDV 116 • Computer Photographic Imaging 3 credits

FDV 220 • Film Aesthetics 3 credits

GEO 110 • World Regional Geography 3 credits

HIS 105 • U.S. History to 1877 3 credits

HIS 106 • U.S. History since 1877 3 credits

HIS 110 • Southwestern History 3 credits

HUM 150 • Humanities in the Western World I 3 credits

HUM 151 • Humanities in the Western World II 3 credits

MAT 152 • Advanced Algebra 3 credits

MAT 189 • Pre-Calculus Algebra/Trigonometry 3 credits

MAT 221 • Calculus I 4 credits

MAT 231 • Calculus II 4 credits

POS 110 • American Government 3 credits

PHL 150 • Comparative World Religions 3 credits

PSY 101 • Intro to Psychology 3 credits

PSY 240 • Developmental Psychology 3 credits

SOC 101 • Introduction to Sociology 3 credits

SPA 101 • Elementary Spanish I 4 credits

SPA 102 • Elementary Spanish II 4 credits

SPT 156 • History of Television 3 credits

EXHIBIT B

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate N/A in the blank.

Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: (Check the appropriate line)

____ School District shall provide and pay all instructors.

x College shall provide and pay all instructors.

____ Each party shall provide and pay for instructors as follows:

2. PAYMENTS TO THE SCHOOL DISTRICT:

N/A

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

College tuition is Seventy-three Dollars (\$ 73) per credit hour for each in-county/in-state student; tuition is Ninety-one Dollars (\$ 91) per credit hour for each out-of-county/ in-state student; and Four hundred ten Dollars (\$ 410) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status. Payment is due to the college prior to FTSE date each semester.

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost. Payment is due to the college prior to FTSE date each semester.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .		
1. Equipment Fee \$2,820.32	District	☒	Student
2. Course Fees	District	☒	Student
3. Media Fee	District	☒	Student

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

☒ School District is responsible for payment of tuition to the College.

Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and

B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

A scholarship will be applied for College course tuition, media, and applicable course fees, including all courses available for concurrent enrollment, bringing tuition to \$ 0/ credit hour for in-state tuition.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The College shall send invoices to the School District to the attention and at the address listed below no later than thirty (30) days prior to the FTSE date each semester. Each invoice shall detail any payments

due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:
(specify administrator and address)

N/A

Invoices to be sent to the School District:
(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$ 1,512,300

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

\$ 0

Amount School District returned to College:

(Specify percentage or dollar amount)

\$ 0

Dual IGA

INTERGOVERNMENTAL AGREEMENT BETWEEN [REDACTED] COMMUNITY COLLEGE DISTRICT AND [SCHOOL DISTRICT]

This Intergovernmental Agreement (“Agreement”) is entered into between [REDACTED] County Community College District (dba Northland Pioneer College; “College”), and [REDACTED] (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 et seq. This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation requirements.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

“Dual Enrollment Course” shall have the same definition as set forth in A.R.S. § 15-101(11). Pursuant to A.R.S. § 15-1821.01(3), physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

A. This Agreement shall be effective:

After the governing boards of School District and College have approved it; and

On the date that authorized representatives of both Parties have signed it (“Effective Date”).

B. The term of this Agreement shall be from the Effective Date through June 30, 2027

(“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 *General Course Requirements*

A. College will offer Dual Enrollment Courses to School District freshmen, sophomores, juniors or seniors who meet College’s prerequisites.

B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:

1. of a quality and depth to qualify for college credit, as determined by College;
2. evaluated and approved through the College curriculum approval process;
3. at a higher level than taught by the School District high school;
4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit A attached to this Agreement, which shall be updated annually by College.

C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under the College’s current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. For students under the age of 18, the College’s admission policies shall comply, at a minimum, with the provisions of A.R.S. § 15-1805.01. In addition, the College may admit such students if they satisfy an alternative standard established by College.

D. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 et seq.

F. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

G. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

H. For each student, College will assign an identification number to the student that shall correspond to or reference the State Student ID number assigned to the student. School District will provide College with the State Student ID number for each student as provided in Section 5.1(F).

I. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in Dual Enrollment Course selection and implementation, and in Dual Enrollment Course faculty selection, orientation, professional development and evaluation, as required by A.R.S. § 15-1821.01(4) & (5).

C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary to review Dual Enrollment Course outlines and School District's high school scope and sequence, and to review and amend the course outlines as necessary.

4.4 Policy and Procedure

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College.

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), and applicable regulations, School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

4.5 *Students with Disabilities*

A. After notification from School District of a student’s need, if College is providing the instructor for a Dual Enrollment Course, College will cooperate with School District to ensure the instructor complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, or the Individuals with Disabilities Education Act (“IDEA”), as applicable. Under the ADA and Section 504, subpart E, College is responsible for providing appropriate academic accommodations for those students that self-identify in Dual Enrollment classes. College shall work with School District in determining appropriate accommodations or special education services; however, School District shall be responsible for ensuring that the student receives a free appropriate public education (“FAPE”) in conformity with his or her 504 Plan or individualized education program (“IEP”), including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services.-

_ This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District’s obligations relating to child find, evaluation, and placement of students with disabilities.

B. College will provide training and guidance to instructors and other relevant personnel in the area of compliance with the Americans with Disabilities Act (“ADA”) and the Rehabilitation Act of 1973, Subpart E, as amended, and the College’s process for student requests for accommodations, as the Acts specifically relate to instructing students in a postsecondary education situation College classes.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 *General Course Requirements*

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at a School District facility.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.

E. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

F. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's State Student ID number and provide that number to College.

5.2 *Instructors and Instruction*

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that School District instructors teaching Dual Enrollment Courses provide instruction in accordance with the policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding 10 consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 *Assessment and Monitoring*

School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

5.4 *Policy and Procedure*

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary College admissions and registration process;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
5. is aware of the requirements for determination of eligibility for College in-state tuition, if applicable under the terms of this Agreement.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in Dual Enrollment Courses for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA and applicable regulations, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 *Students with Disabilities*

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973, subpart D, or the IDEA, as applicable, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations or special education services as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations or special education services for Dual Enrollment Courses. School District shall be responsible for ensuring that each qualified student receives a FAPE in conformity with his or her 504 Plan or IEP, including special education and related services, as applicable, and shall continue to have the financial and administrative responsibility for providing and implementing all necessary accommodations or services; provided, however, that supplementary aids, services, or accommodations in a IEP or Section 504 Plan implemented in a Dual Enrollment Courses shall be permitted as allowed under the College's accreditation guidelines as determined by the College. This Agreement does not relieve School District of any of its legal duties under applicable Federal or State law, including but not limited to School District's obligations relating to child find, evaluation, and placement of students with disabilities.

5.6 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, any local fire and safety regulations, and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit B attached to this Agreement, which shall be updated annually by College.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should a College instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Students

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes applicable for Dual Enrollment Courses, as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course.

6.4 *Schedule and Number of Students*

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by prior written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 *Availability of Instructors*

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 *Guidelines*

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 *Rigor of Courses*

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING:

See Exhibit A attached.

7.1 *Fees*

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit B attached to this Agreement, which shall be updated annually by College.

7.2 *Supplies*

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 *Tuition*

- A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit B.
- B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth on Exhibit B, which may be amended annually by College. In addition, College may

offset tuition payments owed to College by School District with payments due from College to School District.

- C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the student's eligibility for in-state tuition. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of 19 years will be that of the student's parent or legal guardian, and any student who does not meet the statutory requirements for in-state tuition will be charged out-of-state tuition rates, to the extent such separate rates are established by this Agreement.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit B. All bills under this Agreement shall include all information required by A.R.S. § 15-1821.01(1)(a).

7.5 Manner of Financing

School District and College will each fund their respective obligations under this Agreement through their respective budgeting process.

8. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of 5 years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

9. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and School District policies controlling the disclosure of personally identifiable information from a student's education records.

10. TERMINATION/DISPOSITION OF PROPERTY

10.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 10, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

10.2 No Relief from Obligations

Termination of this Agreement shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

10.3 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

11. RESPONSIBILITY

11.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

11.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

12. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

13. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

14. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College non-discrimination policies and all state and federal non-discrimination laws and regulations, including Executive Order 2009-09.

15. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third party beneficiary or other person, agency or organization.

16. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

17. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

18. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

19. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

20. LEGAL WORKER REQUIREMENT

To the extent applicable under Arizona Revised Statutes § 41-4401, each Party may not award a contract to any contractor who fails, or whose subcontractors fail, to verify the employment eligibility through the e-verify program of any employee it hires, and who does not comply with federal immigration laws and regulations relating to their employees. As mandated by A.R.S. § 41-4401, this provision provides notice of those requirements.

21. WORKERS COMPENSATION

For purposes of workers' compensation, an employee of a Party to this Agreement, who works under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, is deemed to be an employee of both the Party who is her primary employer and the Party under whose jurisdiction or control or within whose jurisdictional boundaries she is then working, as provided in A.R.S. §23-1022(D). The primary employer of such employee shall be solely liable for

payment of workers' compensation benefits for the purposes of this section. Each Party herein shall comply with the provisions of A.R.S. §23-1022(E) by posting the notice required.

If to College:

Dr. Chato Hazelbaker

Northland Pioneer College

P.O. Box 610

Holbrook, AZ 86025

If to School District:

[NAME]

Superintendent

[SCHOOL-NAME DISTRICT-NO.]

[STREET/PO]

[CITY, AZ ZIP-CODE]

COLLEGE

SCHOOL DISTRICT

By: Dr. Chato Hazelbaker

Title: President

By: [NAME]

Title: Superintendent

Date

Date

REVIEWED AND APPROVED AS TO FORM

Pursuant to A.R.S. § 11-952(D), the attorney for each of the parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the party represented by such attorney.

By: Kristin Mackin

Title: Attorney, Sims Mackin

Counsel for Navajo County Community
College District

Date:

By:

Title:

Counsel for [SCHOOL DISTRICT]

Date:

EXHIBIT A

TYPE OF INSTRUCTION

DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

The number of students admitted for any Dual Enrollment Course shall not be less than 6 students per section and shall not exceed a maximum of 30 students per section except and to the extent that the parties agree otherwise in writing in a specified circumstance.

[CLASS LIST HERE]

EXHIBIT B

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate N/A in the blank.

Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: (Check the appropriate line)

 x School District shall provide and pay all instructors.

College shall provide and pay all instructors.

 Each party shall provide and pay for instructors as follows: _____

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District Ten Dollars (\$ 10) per credit hour for each properly enrolled student, capped at Two-hundred fifty Dollars (\$ 250) per credit hour for each course. (Indicate N/A if there is no cap.)

Invoices from the School District to the College shall be based on College course rosters and include the information listed in Exhibit A of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

In-county/in-state tuition is Seventy-three Dollars (\$ 73) per credit hour for each in-county/in-state student; out-of-County/in-state tuition is Ninety-one Dollars (\$ 91) per credit hour for each out-of-County, in-state student; and Four hundred ten Dollars (\$ 410) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	For each fee or cost, check the appropriate line to indicate whether the School District
--	--

	or student is responsible for payment to the College of the fee or cost. .
Course fees	District _____ Student x
Media fee	District _____ Student x
	District _____ Student _____

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

____ School District is responsible for payment of tuition to the College.

x Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and

B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

[If grants, scholarships or financial aid are available, specify that information here]:

A scholarship will be applied for dual enrollment courses to cover in-state tuition, media fees, and applicable course fees, bringing the cost of tuition to \$0 per credit hour.

If tuition and/or additional fees and costs are the responsibility of individual students, a student may be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:
(specify administrator and address)

N/A

Invoices to be sent to the School District:
(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$ 1,512,300

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

\$ 0

Amount School District returned to College:

(Specify percentage or dollar amount)

\$ 0

TALON AIDE TRAINING

2026-27



Northland Pioneer College

TALON TECH SUPPORT

➤ **Tech Support** - NPC IT

○ Hotline for immediate help: (928) 524-7447

○ **Submit a support ticket** or visit

<https://npcservicedesk.freshservice.com/support/home>



ADVISOR CONTACT INFO.

Advisor and Contact Info.	Schools Represented
Michelle Blunt Office Location: Springerville –Eagar Telephone: (928) 524-7635 dawn.blunt@npc.edu	Round Valley High School and St. Johns High School
Lora Decker Office Location: Show Low Telephone: (928) 532-6734 lora.decker@npc.edu	Blueridge High School, Mogollon High School, and Sequoia High School
Rebecca Diggs Office Location: Show Low Telephone: (928) 532-6787 rebecca.diggs@npc.edu	Show Low High School, Snowflake High School, Northern Arizona Academy, and Legacy High School
Monique Fowler-Pacheco Office Location: Whiteriver Telephone: (928) 524-7663 monique.Fowler-Pacheco@npc.edu	Alchesay High School and Dischii'bikoh High School
Tori Tessay Office Location: Hopi Telephone: (928) 524-7602 tori.tessay@npc.edu	Hopi High School, Chinle High School, Ganado High School, and Window Rock High School
Calandra Walker Office Location: Kayenta Telephone: (928) 524-7649 calandra.walker@npc.edu	Monument Valley High School, Shonto Preparatory School, and Red Mesa High School
Todd Wilcox Office Location: Winslow Telephone: (928) 892-9674 todd.wilcox@npc.edu	Holbrook High School, Joseph City High School, Winslow High School, and Valley High School



WHAT IS TALON?

TECHNOLOGY TO ADVANCE LEARNING OUTCOMES AT NORTHLAND

- Starting in 2015 as a 5-year grant, TALON has now transitioned to a cost-sharing partnership between NPC and 19 partner high schools.
- Provides post-secondary educational opportunities to high school students, with courses delivered through audio-visual linked classrooms located at partner high schools
- Delivers high school concurrent enrollment courses that transfer to the three state universities and to all AZ public community colleges



PARTNER HIGH SCHOOLS

- Alchesay
- Blue Ridge
- Dishchii'bikoh
- Ganado
- Holbrook
- Hopi
- Joseph City
- Mogollon
- Monument Valley
- Red Mesa
- Round Valley
- Sequoia Village
- Shonto Prep
- Show Low
- Snowflake
- St. Johns
- Valley
- Window Rock
- Winslow



TALON INTERGOVERNMENTAL AGREEMENTS (IGA)

➤ Both your district and NPC have made legal commitments to one another. A few of the more complex district commitments are as follows:

- Follow NPC's Academic Calendar
 - Includes staffing the room on days when your school has a scheduled day off or holiday, but NPC is in session
- Prioritize and Protect TALON/NPC Class Time
 - Unacceptable interruptions include but are not limited to school pictures, practice drills (such as bus evacuations and fire drills), homecoming activities, assemblies, blood drives, shortened bell schedules, etc.



ENROLLMENT/REGISTRATION TASKS

- Assist students in NPC admission and course registration process (if requested)
- Verify FERPA has been completed by each student.
- Know the placement requirements for NPC courses.
 - In general, high school students must have an unweighted high school GPA of 2.6 or higher to be eligible for TALON courses
 - To take MAT152, students must also have earned a B average in their high school Algebra II class.
 - To learn more about placement requirements, contact your Early College Representative.
- Note: Students participating in MAT152/189/221/231 will need a graphing calculator. Many instructors use Desmos (online).

There are no fees or tuition costs for TALON classes.



TALON AIDE RESPONSIBILITIES

- Ensure students have required textbooks.
 - Early College Advisors will provide the textbook list.
- Be present and actively engaged throughout the entire class period.*
 - Maintain a productive classroom environment.
 - Address disruptive behaviors (e.g., texting, listening to music, loud conversations, unnecessary entering/exiting the room).
- Protect instructional time by advocating for students to participate in non-essential school activities outside of their college class schedule.*
 - Prioritize and safeguard students' college class attendance.
- Monitor student progress in all NPC courses.
 - All first-year students are required to complete HDE111- College Readiness course.
- Support instructors as needed.
 - Proctor exams.
 - Monitor student progress.
 - Assist with other classroom responsibilities.

*Required by IGA



TALON AIDE RESPONSIBILITIES CONT.

- Check the mini-computer daily to ensure it is powered on.
- Do not allow students to use TALON equipment (except microphones).*
- Remain reachable during class by mobile phone or the classroom phone.*
- Notify NPC instructors and your NPC Advisor of unexpected school cancellations as soon as possible.
- Develop a coverage plan with your principal and school leadership to ensure the TALON classroom is supervised during your absence.

*Required by IGA



ATTENDANCE AND CALENDAR EXPECTATIONS

- The TALON classroom must be open and staffed when NPC is in session. This includes days/weeks when your high school may have a scheduled holiday or break!
- TALON students are expected to attend their college class on days when high schools modify their bell schedule (such as for assemblies, early releases, etc.). NAVIT has set this precedent, and the TALON Program adheres to this expectation.
- To view the NPC [Academic Calendar](http://www.npc.edu/academic-calendar), go to:
<http://www.npc.edu/academic-calendar>



ATTENDANCE & CALENDAR EXPECTATIONS

- Please create an “Important Dates” poster like the one shown here and prominently display it in the TALON classroom.
- Regularly review with your students the differences between your high school calendar and NPC’s calendar and remind them of the expectation to follow NPC’s Academic Calendar.

MHS.	Important Dates	NPC.
Oct 13 th	MHS has early release.	NPC still has class.
Nov 21, 22, 23	MHS Fall break.	NPC still has class.
Nov 24, 25 th	No classes for MHS or NPC.	Happy Thanksgiving!
Dec 9 th - Dec 22 nd	NPC no classes.	Report to Library.
Dec 12 th - week of:	complete Dual Enrollment forms for NPC.	
Dec 22 nd - Jan 6 th	No school MHS or NPC.	
Jan 6 th - Jan 16 th	NPC no classes.	Report to Library.
Jan 17 th	Spring NPC classes begin!	
March 30 th	MHS Early Release.	NPC still has class.
March 13 th - 17 th	Springbreak for MHS + NPC.	Yippee!!
May 13 th	Last day of Spring Semester.	
May 15 th - May 25 th	Report to Library!	
May 25 th	Last day of School at MHS!	

STUDENT PROGRESS AND GRADES

- NPC instructors cannot share student grades with high school staff. Please do not request grade information from instructors.
- Develop a consistent process for monitoring student progress.
 - Many schools ask students to provide regular grade updates (e.g., weekly).
 - Share your process with students, parents, and your Early College Advisor.
- Intervene early if a student is struggling.
 - Meet with the student.
 - Involve parents/guardians/HS Counselor
 - Connect students with available tutoring resources, including NPC Tutoring.
- Understand FERPA limitations.
 - Unless a student signs the FERPA release in the Student Portal, NPC advisors cannot discuss grades with parents. Advisors can only discuss grades with essential personnel.
 - High school staff should keep parents informed and encourage their involvement in supporting student success.

STUDENT ACCOMMODATION SERVICES

➤ Planning ahead will help ensure equal access for students with disabilities. Some accommodation requests may not be possible because the laws that prescribe services are different at the high school level than at the college level.

➤ Any student interested in requesting accommodations will need to:

- 1) Complete the SAS application for services found at <https://www.npc.edu/sas-first>
- 2) Provide documentation, if available i.e. IEP, 504.
- 3) Accommodations must be requested each semester.

Accommodations can only be authorized by the SAS Office

For more information, visit [SAS](#), call 928-536-6246, or email catherine.buckhorn@npc.edu.

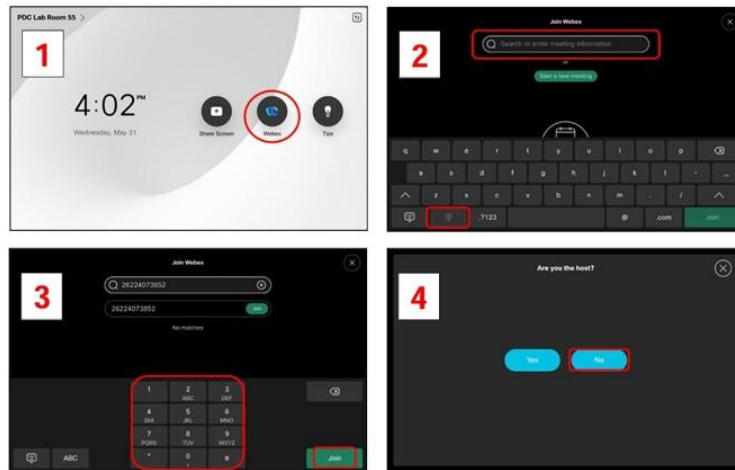


LOGGING INTO WEBEX

- Tap the “Webex” button on the Room Navigator.
- Tap the “Search or enter meeting information” field and then the number pad icon in the bottom left corner of the screen.
- Enter the meeting number for your class and then press the green “Join” button.
- If the instructor has already started the class session on their end, the equipment will immediately connect. If the instructor has not yet started the class session, a popup will appear asking if you are the host. You will tap “NO” in the popup and a message will appear letting you know that the class will start after the instructor joins.
- Disconnect at the end of class by clicking the red “Leave Meeting” button on the control panel.
- Please see images on following slide.



LOGGING INTO WEBEX IMAGES



MINI-COMPUTER

- The mini-computer is mounted to the wall behind one of the monitors. It allows for the technicians to run diagnostics and updates on the equipment. Please be sure to check it each morning and verify that it is powered on.



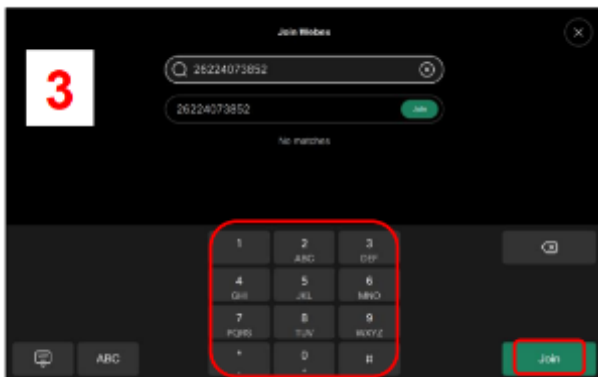
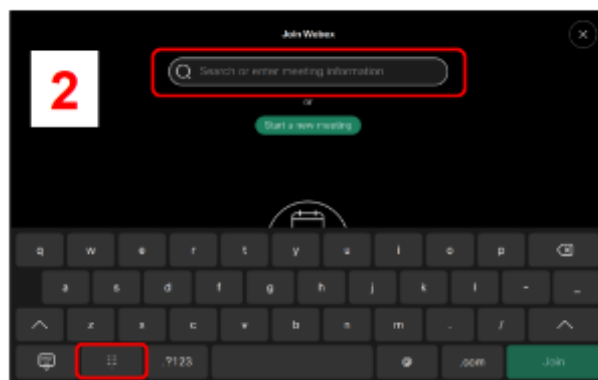
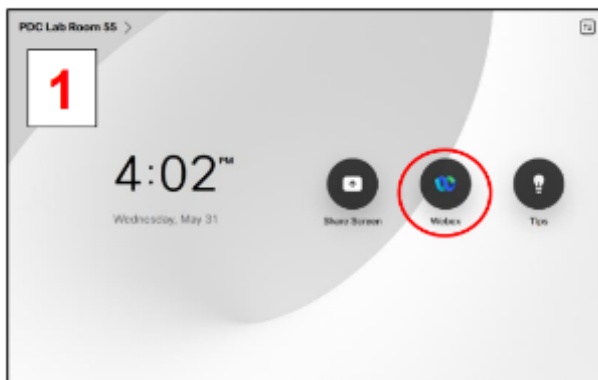
Steps for TALON Instructors

Connecting / Disconnecting a Class Session

Connecting the Classroom Equipment:

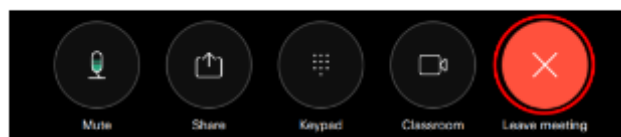
- 1) Tap the "Webex" button on the Room Navigator.
- 2) Tap the "Search or enter meeting information" field and then the number pad icon in the bottom left corner of the screen.
- 3) Enter the meeting number for your class and then press the green "Join" button.
- 4) If the instructor has already started the class session on their end, the equipment will immediately connect.

If the instructor has not yet started the class session, a popup will appear asking if you are the host. You will tap "No" in the popup and a message will appear letting you know that the class will start after the instructor joins.



Disconnecting the Classroom Equipment:

- At the end of class, the equipment should disconnect automatically. If it does not disconnect automatically, please tap the red "Leave meeting" button on the mini control panel.

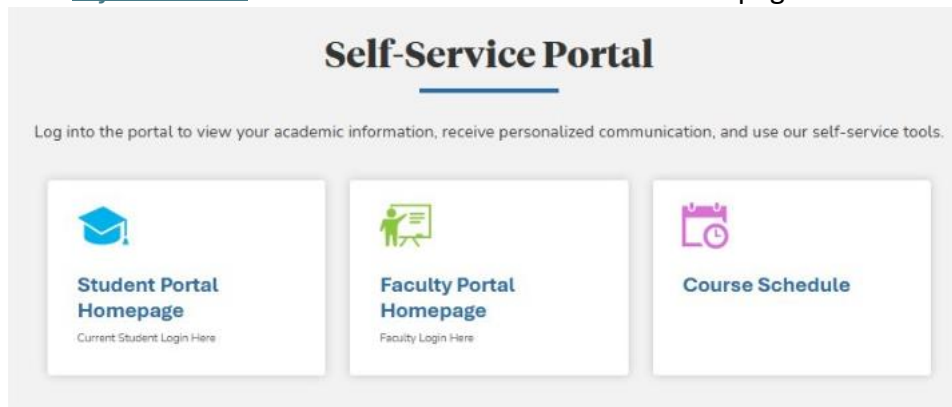


If assistance is required, please reach out to your instructor or call the TALON Support Hotline at 928-524-7449

FERPA Student Instructions

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student educational record information. This form is provided as a means for students to give Northland Pioneer College permission to discuss and/or disclose their academic records with someone other than themselves, during the specified dates (i.e., with a parent, guardian, employer, etc.). You may add as many records as you like.

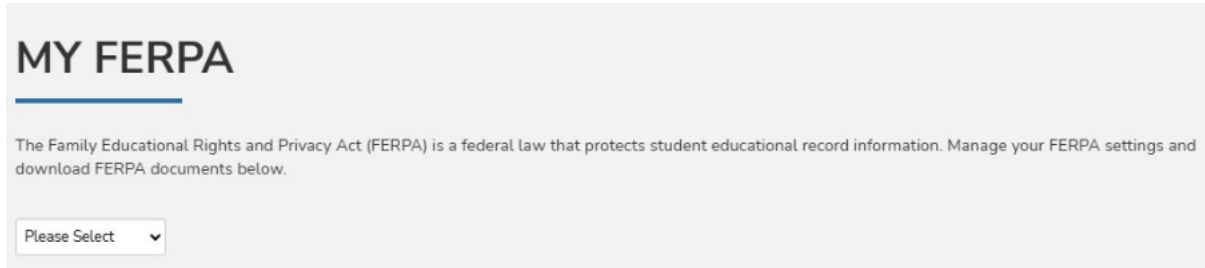
1. Visit [My.NPC.Edu](https://my.npc.edu) and click on the Student Portal Homepage.



2. Sign in with your SSO for NPC. If you don't know your sign in information, please call IT at 928-524-7447.
3. In the menu, click on My Profile and click My FERPA.



4. Select the drop down arrow:

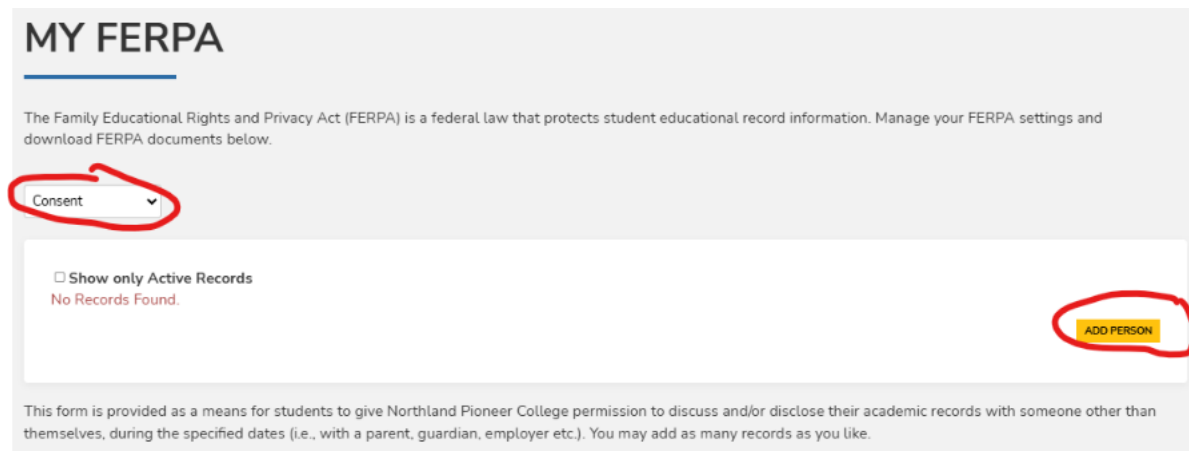


MY FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student educational record information. Manage your FERPA settings and download FERPA documents below.

Please Select ▼

5. Choose Consent, and click Add Person.



MY FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student educational record information. Manage your FERPA settings and download FERPA documents below.

Consent ▼

☐ Show only Active Records
No Records Found.

ADD PERSON

This form is provided as a means for students to give Northland Pioneer College permission to discuss and/or disclose their academic records with someone other than themselves, during the specified dates (i.e., with a parent, guardian, employer etc.). You may add as many records as you like.

6. Fill out the form ensuring that all fields with a red asterisk (*) are complete. Click Save when the form is complete. The end date should be the date you no longer want this person to have the ability to inquire about your attendance, grades, holds, schedule, etc. (typically 2-3 years). You can add as many people as you wish.

How to Apply to NPC for Early College Students

1. Go to apply.npc.edu.

Northland Pioneer College

Login Register now

Future Students and Applicants

Not registered yet?

If you are a new student who has never attended NPC, please create an account. After creating your account, you will receive an activation email that will redirect you back to this login page. Once redirected, enter the login credentials you created into the Email/Username and Password fields under "Returning to Application."

CREATE AN ACCOUNT

RETURNING TO APPLICATION

If you already started your application, please login below to view or complete it.

Email / Username

Password

☒ Remember me [Forgot Password?](#)

LOG IN

Current Students

Are you already an NPC student with NPC student credentials? Use the Student Login to create a new application or to access your Success Network.

STUDENT LOGIN

2. Options:

- a. If you are a new student who has **NEVER** attended NPC (high school included), click on Create an Account. Complete the required fields and go to step 3.

REGISTRATION

First name *

Last name *

Email *

How did you hear about NPC? *

Select Value

Password *

Repeat password *

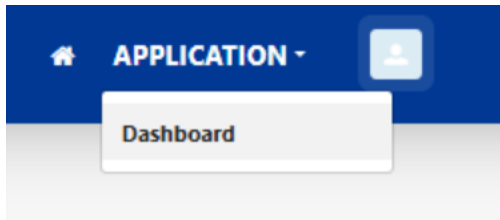
☐ I'm not a robot 

REGISTER

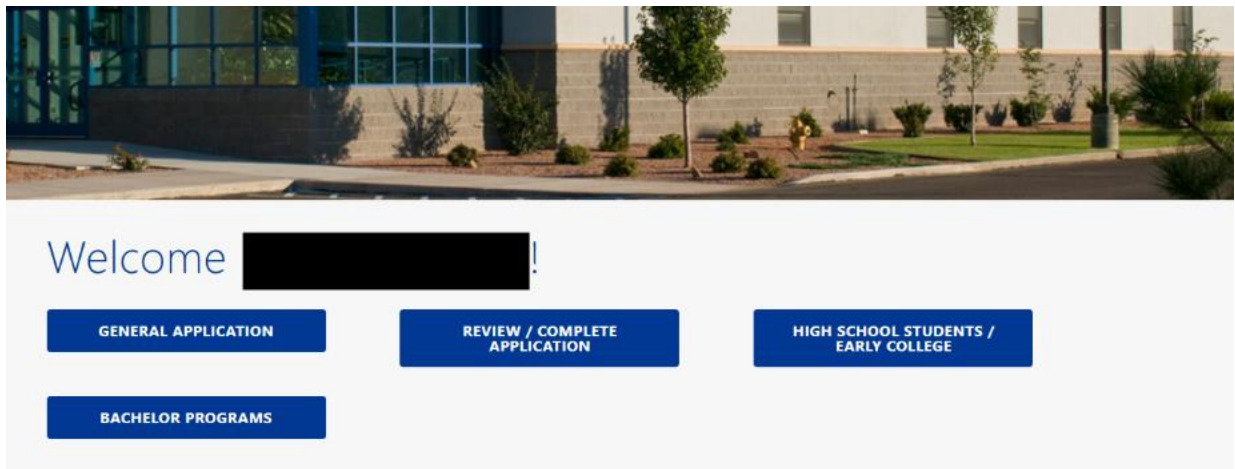
Already registered? [Log in](#)

- b. If you have previously taken classes at NPC, click on Student Login, do NOT complete a new application, contact an advisor to discuss your program of interest and to register for classes 928-532-6114. This will take you to the NPC Single Sign-On page. Sign in using your NPC credentials. If you do not know your credentials, please reach out to IT at 928-524-7447. This

page will allow you to see your current and past applications if you click on Application > Dashboard.



- c. If you have already created an account, sign in under Returning to Application.



- d. Choose High School Students/Early College Application if you haven't started the process or click Review/Complete Application to complete the steps.
- e. Complete all areas of the application. All items with a red * must be completed.

Dual Enroll Application

1

Program Information

2

Applicant Information

3

Previous Education

4

5

6

Area of Interest *

Undecided Program Group

Program *

Undecided and Non-Degree Seeking

Degree Intent *

Non-degree seeking - Non-Degree Seeking

Are you a home school student? *

☐ Yes☒ No

Are you applying for the Dual Enrollment program? Dual Enrollment means your high school teacher teaches the class, and you earn college credit. *

☐ Yes☒ No

Will you be applying for the TALON program? *

☐ Yes☒ No

Will you be applying for the NAVIT program? *

☐ Yes☒ No

What Term do you wish to enter? *

Which NPC campus/center is nearest you? *

Is this your first time attending NPC? *

☐ Yes☐ No

Have you attended college anywhere else before? *

☐ Yes☐ No

SAVE AND CONTINUE

- f. You cannot change the first three items: Area of Interest, Program, Degree Intent. Continue to the next question.
- g. If you are a homeschool student, you must mark if you will be using ESA funds to pay for tuition. Also answer whether you will be applying for NAVIT.

Are you a home school student? *

☒ Yes
☐ No

Will you be using an Empowerment Scholarship Account to pay tuition? *

☐ Yes
☒ No

Will you be applying for the NAVIT program? *

☐ Yes
☒ No

What Term do you wish to enter? *

Which NPC campus/center is nearest you? *

Is this your first time attending NPC? *

☐ Yes
☐ No

Have you attended college anywhere else before? *

☐ Yes
☐ No

SAVE AND CONTINUE

- h. If you are not a homeschool student, indicate if you are interested in Dual Enrollment, TALON, and/or NAVIT.

Are you a home school student? *

☐ Yes
☒ No

Are you applying for the Dual Enrollment program? Dual Enrollment means your high school teacher teaches the class, and you earn college credit. *

☐ Yes
☒ No

Will you be applying for the TALON program? *

☐ Yes
☒ No

Will you be applying for the NAVIT program? *

☐ Yes
☒ No

What Term do you wish to enter? *

Which NPC campus/center is nearest you? *

Is this your first time attending NPC? *

☐ Yes
☐ No

Have you attended college anywhere else before? *

☐ Yes
☐ No

SAVE AND CONTINUE

- i. Click Save and Continue
- j. Fill out all of the Applicant Information. If you are a US Citizen, you do not have an Alien Registration Number or Permanent Resident Card.

Dual Enroll Application

npc-eagle-head-med
Northland Pioneer College - Early College Application

Applicant Information

BASIC INFORMATION

Legal First Name Legal Last Name

- k.
- l. Click Save and Continue
- m. Enter your previous education. If you are homeschooled, choose Home School.

Application

Previous Education

HIGH SCHOOL

No Data Available

COLLEGE

No Data Available

SAVE AND CONTINUE

- n. Click Save and Continue
- o. Additional Information is information about your parents/guardians education levels, your reason for attending NPC, your high school, date of graduation (use 5/31/Year you graduate).

Additional Information

What is the highest level of education of your first parent/guardian? *

High School Diploma/GED

What is the highest level of education of your second parent/guardian? *

High School Diploma/GED

What is your top reason for attending NPC?

Low tuition cost

Please select the high school you are currently attending. *

Show Low High School

Please select the approximate date you expect to graduate from high school. *

Monday, May 31, 2027

Using the definitions below, check any of the following that apply to you: *

- | | |
|---|---|
| ☐ Displaced Homemaker | ☐ Military Veteran |
| ☐ Economically Disadvantaged | ☐ Limited English |
| ☐ Single Parent | ☐ First-Generation College Student |
| ☒ None of the above | ☐ Prefer not to disclose |

A **displaced homemaker** is generally a person who previously provided unpaid services to the family (for example, a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment.

Economically disadvantaged is defined on the basis of:

- Receipt of a Pell Grant or comparable state program of need-based financial assistance; or
- Annual income is at or less than the official poverty level; or
- Participant or participant's parent is a recipient of public assistance; or
- Participant is eligible for participation in programs assisted under WIOA.

A **first generation college student** is a student whose parent(s) did not complete a four-year college or university degree.

☒ I do hereby consent, release from all liability and grant permission to Northland Pioneer College to use my name, still photograph, motion picture footage, recording of my voice or original artwork for publicity, advertising and news material connected with NPC. This may include, but is not limited to, advertising, publicity, commercial or other business purposes such as college print publications, web pages, video, social media or instruction. These reproductions are the sole property of Northland Pioneer College and may be used in conjunction with my name.

☒ NPC sends automated emergency notifications to all students that affect student health and safety via text and voicemail messages. NPC also sends non-emergency text notifications such as information about financial aid, registration and NPC events. Although NPC does not charge for such messages, standard texting rates may apply through your wireless carrier.

- p. Save and Continue
- q. Enter your Parent or Guardian Information

Dual Enroll Application

☰

✓ Program Information

✓ Applicant Information

✓ Previous Education

✓ Additional Information

5 Parent or Guardian Information

6 Application Confirmation

Parent or Guardian Contact Information

PRIMARY PARENT OR GUARDIAN CONTACT INFORMATION

Parent or Guardian 1 Name *

Relationship *

Parent or Guardian Contact 1 Email *

Parent or Guardian 1 Phone *

SECONDARY PARENT OR GUARDIAN CONTACT INFORMATION

Parent or Guardian 2 Name

Relationship

Parent or Guardian 2 Email

Parent or Guardian 2 Phone

SAVE AND CONTINUE

- r. Answer the Terms and Conditions Questions and click Submit.

Northland Pioneer College Terms and Conditions

As a student of an NPC Early College course I acknowledge:

1. Course material taught in college classes develops critical thinking and expands worldviews. The learning environment is intended for mature audiences, so it is likely that Early College students will be exposed to concepts and materials designed for post-K12 learning.
2. Enrolling into an Early College course means that I will be establishing a permanent college academic record that may be required by future colleges or universities. Grades earned (A's, B's, C's, D's, F's, and Withdrawals) will be posted on my college transcript.
3. It is my responsibility to be aware of all drop/withdraw deadlines and to take appropriate actions if I choose to avoid negative marks on my transcripts.
4. It is my responsibility to attend NPC classes in accordance with the NPC Academic Calendar even when my highschool classes are not in session.
5. I understand that my educational record, regardless of my age, is protected under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C § 1232g; 34 CFR Part 99). I understand that I must request and submit an NPC Release of Student Information form, sign it in the presence of an NPC representative in order to grant my parent(s)/guardian(s) access to my educational records.

I certify that the information I have provided is accurate. I have not purposely given false or misleading information. I understand that if it is found to be otherwise, it is sufficient cause for rejection or dismissal. I hereby give my permission to Northland Pioneer College to obtain any verification deemed necessary to process my Admission Application. I further certify that I will arrange for the forwarding of official transcripts that are requested in the instructions. I will include with this application any other documents as required in the application instructions. I understand that all submitted documents become the property of Northland Pioneer College and will not be forwarded to another institution nor returned to me.

☐ Yes

I hereby give permission for Northland Pioneer College (NPC) to release copies of my applicable placement test scores/results and copies of my unofficial transcripts, as well as agree to provide periodic grade updates to my high school's Early College Contact.

☐ Yes

I hereby consent that during my Early College enrollment I authorize employees from the NPC Early College Department, the Early College Contact at my high school, and Dual Enrollment Instructors at my high school to cooperatively enroll me in the appropriate courses that correspond with my Early College goal. This authorization will cease once I am no longer an NPC Early College enrollee.

☐ Yes

Right of Refusal

Northland Pioneer College reserves the right to refuse admission to any academic program or enrollment based on evidence that information provided in the application was falsified or misrepresented in any way.

☐ I have read and acknowledge the terms, conditions, and expectations listed above.

Submission Successful

The application for **Application for Admission** - [REDACTED] has been successfully submitted.

However, your application is *not* complete yet.

To finish the process, you must upload all required documents. Please follow these steps:

1. [Go to Dashboard](#)
2. Select **Application Summary** for your submitted application
3. Scroll down to the **Requirements** section
4. For each requirement, select **View** and upload the requested document

If you prefer, you may also submit your documentation directly to **Records and Registration**.

Important: If you plan to pursue **Financial Aid**, Records and Registration must receive an **official high school transcript** before your aid can be processed.

Please complete these steps as soon as possible so we can continue reviewing your application.

If you would like to follow a demonstration on how to submit documents, please watch this [tutorial](#).

- s. At this step, it is important to ensure that you complete your application by providing proof of identity.
- t. Go to Dashboard > Click on Application Summary

Application Dashboard

Application Registration: Application for Admission - [REDACTED] **Submitted**

[REDACTED] - General Studies

Program: General Studies

Semester: Fall 2026 8/24

Program Version: Associate of General Studies

Due Date: 09/09/2026

[→ APPLICATION SUMMARY](#)

- u. Scroll down to the Requirements Section and click upload in the Proof of Identity section. You can upload a clear image of a driver's license or birth certificate OR you can upload a PDF of your high school transcript. NPC **does not** accept homeschool or online transcripts.

Requirements

Name: Proof of Identity

Status: Not Received

[Upload](#)

Type: Upload

Required: Yes

Description:

Submit your Proof of Identity

Name: High School Equivalency or Transcript

Status: Not Received

[Upload](#)

Type: Upload

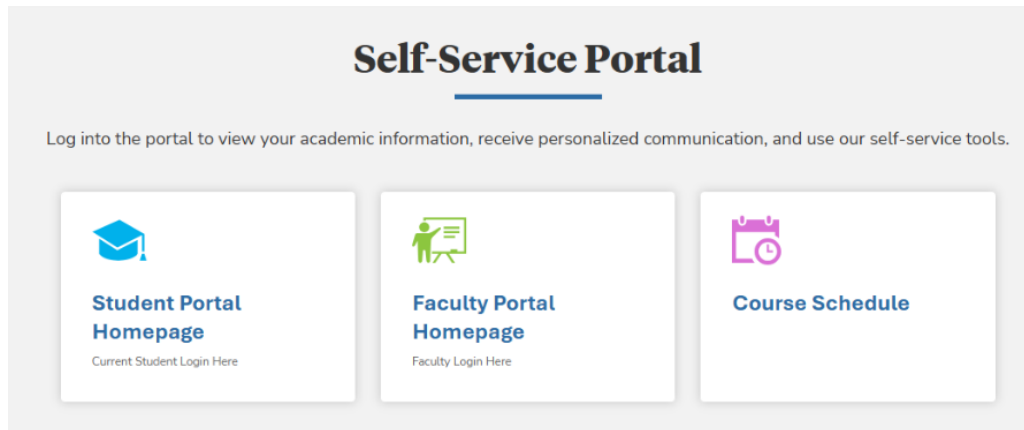
Required: Yes

Description:

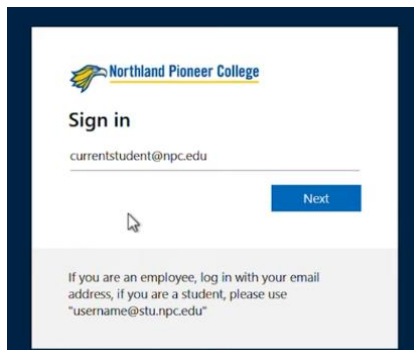
High School Diploma, High School Transcript or High School Equivalency.

Registering for Classes through NPC Student Portal

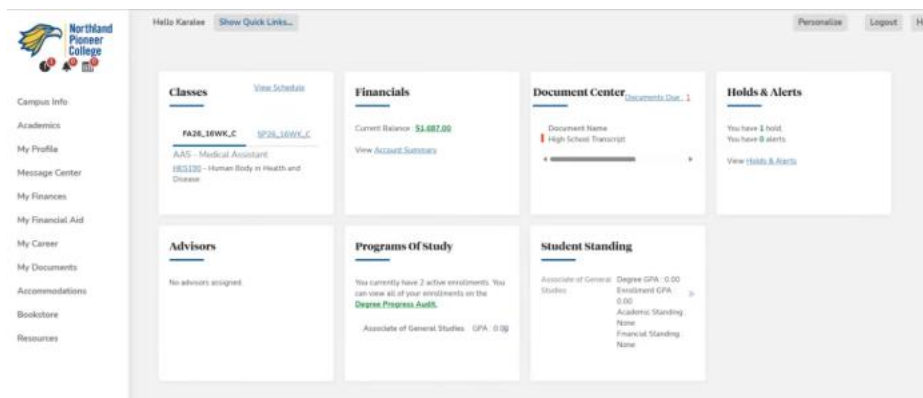
1. Visit My.NPC.edu
2. Select Student Portal Homepage



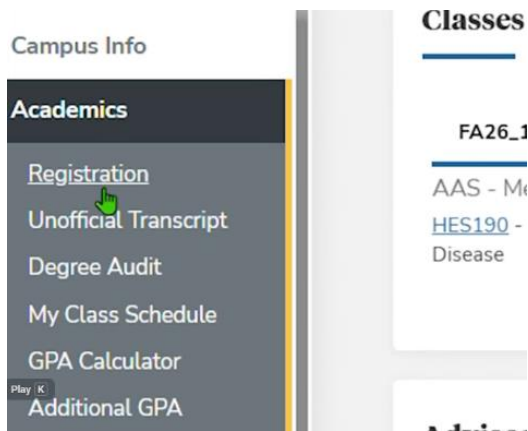
3. Enter NPC student email address and password. If you do not have that information, call IT at 928-524-7447.



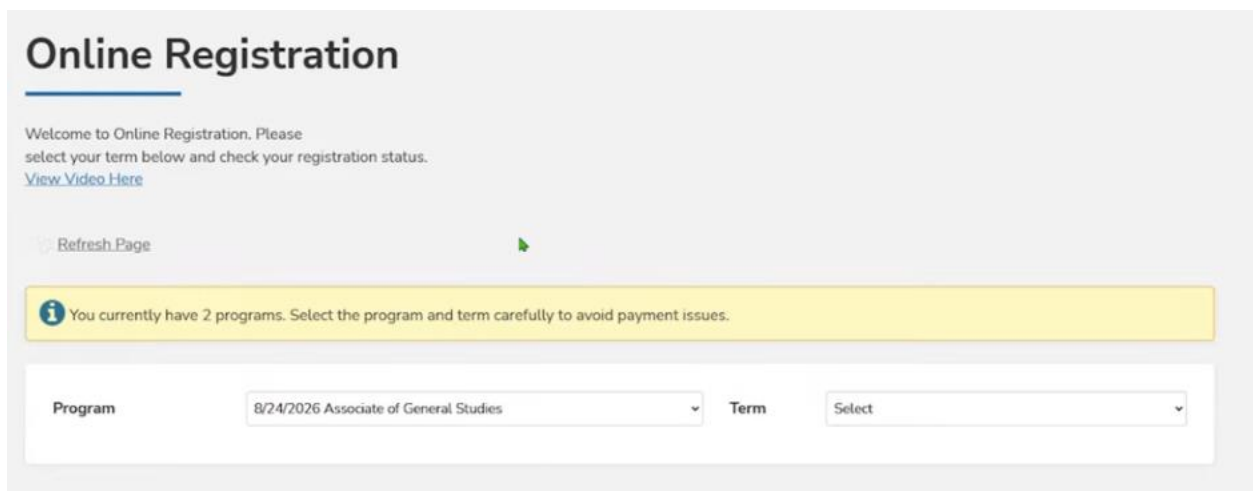
4. This is your Student Dashboard



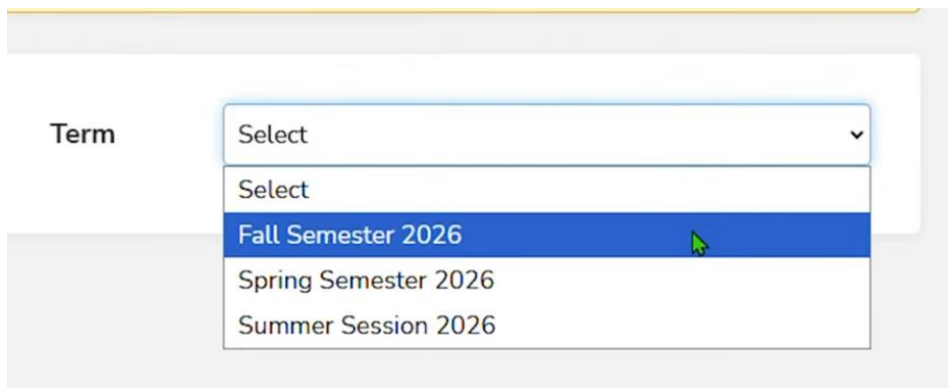
5. Click on Academics and then Registration



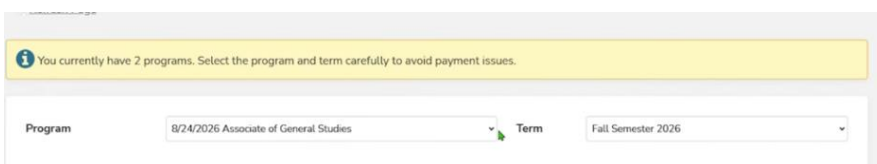
6. Online Registration



7. Select the correct term



8. Select the correct program



9. Review and make sure you have the correct registration period and that the status is open. If all the information is right, click “REGISTER”.

Program: 1/6/2026 AAS - Medical Assistant Term: Fall Semester 2026

Registration Status

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
FA26_16WK_C	Fall 2026 - 16 Week Child	8/24/2026-12/11/2026	2/3/2026 12:00 AM - 8/24/2026 11:59 PM	8/27/2026 12:00 AM	8/27/2026 11:59 PM	Open
FA26_1ST_8WK_C	Fall 2026 - 1st 8 Week Child	8/24/2026-10/16/2026	4/13/2026 12:00 AM - 8/23/2026 11:59 PM	8/28/2026 12:00 AM	8/28/2026 11:59 PM	Group Closed
FA26_2ND_8WK_C	Fall 2026 - 2nd 8 Week Child	10/19/2026-12/11/2026	4/13/2026 12:00 AM - 10/18/2026 11:59 PM	10/23/2026 12:00 AM	10/23/2026 11:59 PM	Group Closed
FA26_20WK_C	Fall 2026 - 20 Week Child	8/3/2026-12/18/2026	4/13/2026 12:00 AM - 8/2/2026 11:59 PM	8/7/2026 11:59 PM	8/7/2026 11:59 PM	Group Closed

REGISTER

10. Registration process has three steps: Select, View, Register

Registering for Fall Semester 2026
8/3/2026 - 12/18/2026
Medical Assistant

Tuesday, March 10, 2026 6:22:38 AM
REFRESH PAGE CLOSE WINDOW

Register in 3 easy steps.

1 SELECT 2 VIEW 3 REGISTER

Search Courses & Quick Add

Course Search Quick Add

Course Code Choose Filters

All Courses Includes Required and Elective courses

- a. You can choose the “QUICK ADD” tab if you know which section you want to register for.
- b. Just enter the course code in the “COURSE CODE” box
- c. Then add the section number in the “CLASS SECTION AVAILABILITY” box
- d. Then click “ADD COURSE”

Search Courses & Quick Add

Course Search Quick Add

Enter course code and section to add to Selected Courses.

Course Code *

Class Section Availability

11. Green status bar lets you know you registered successfully.

Course Search Quick Add

Enter course code and section to add to Selected Courses.

Course Code *

Class Section Availability

Course BUS127 is added to selected courses successfully!

Add Course

12. Or

- You can enter the course code in the search box, then scroll through the options below.
- To add a class that you don't know the section number for, scroll down to ALL COURSES

All Courses - Includes Required and Elective courses

Add	Code	Title	Section	Schedule	Credits	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Availability	Shift
	BUS119	Medical Office Administrative Procedures	14	No scheduled meetings	3.00	NPC	NA	NA		NA	Available	19 of 20	NA
	BUS122	MS Office Level I	14	No scheduled meetings	3.00	NPC	NA	NA		NA	Available	29 of 30	NA
	BUS122	MS Office Level I	16	No scheduled meetings	3.00	NPC	NA	NA		NA	Available	24 of 25	NA
	BUS122	MS Office Level I	15	No scheduled meetings	3.00	NPC	NA	NA	MCGAUGHEY, JOHN	NA	Available	20 of 20	NA

Please click the Register / Drop button to complete the registration process.

VIEW REGISTER / DROP

- There is a search field in the upper right corner of the screen.

Search

Course Attributes	Status	Availability	Shift
NA	Available	19 of 20	NA

- Find your course then click +ADD on the left-hand side of the screen.

Add	Code	Title	Section
	E ENL102	College Composition II	09
	E ENL102	College Composition II	17

13. When you have your courses selected and are sure you want them you can go to the top of the window and click “REGISTER/DROP”

VIEW
REGISTER / DROP

Search

is	Status	Reason	Shift
	Selected		NA

14. View the classes to make sure they are correct then click “REGISTER” at the bottom right of the window.

Selected : 2 Registered : 1 Waitlisted : 0

Instructor	Course Attributes	Status	Reason	Last Day to Drop	Term Period	Shift
SKOUSEN, SHAWNTEL	English	Selected		8/27/2026 12:00 AM	8/24/2026 12:00:00 AM-12/11/2026 12:00:00 AM	NA
MCGAUGHEY, JOHN	NA	Selected		8/27/2026 12:00 AM	8/24/2026 12:00:00 AM-12/11/2026 12:00:00 AM	NA

REGISTER

15. When you receive the message at the top of the screen in a green bar, you have successfully registered for your classes.

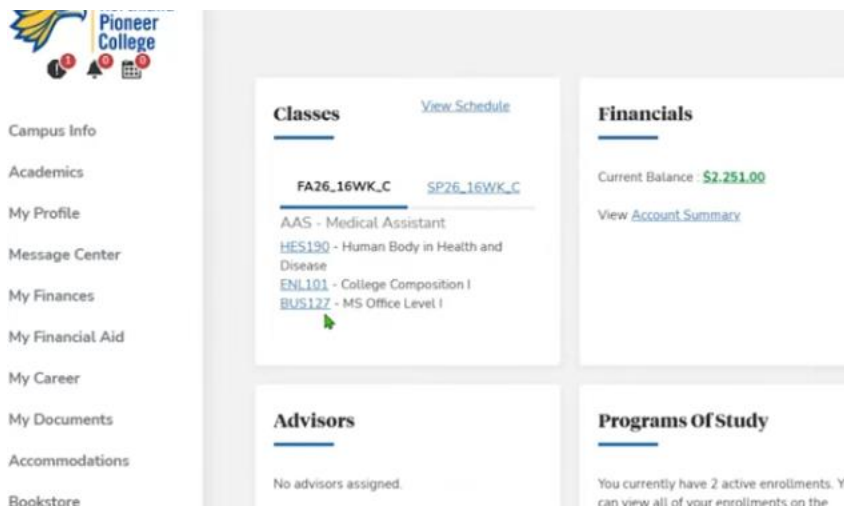
✓ Registration Completed. You registered for a total of 10 credits. Your current Balance : \$2,251.00. Click on [Pay Now](#) to make the payment.

ⓘ Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

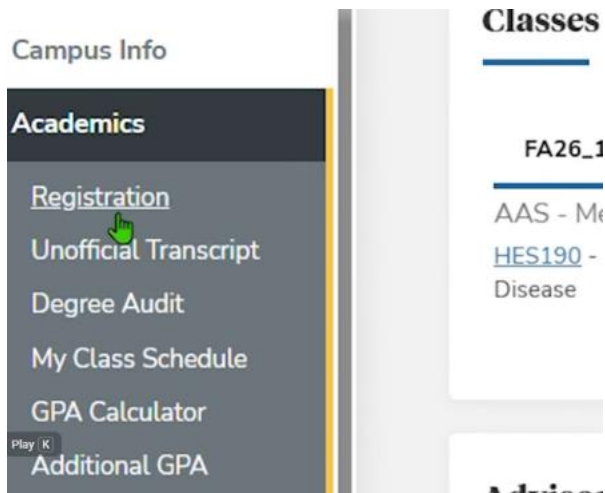
EXPORT SCHEDULE
VIEW COURSES

Code	Title	Class Section Availability	Schedule	Cr	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Reason	Last Day to Drop	Term Period	Shift
ENL101	College Composition I	68	TuTh 2:00PM - 2:50PM	3.00	NPC	WMC Learning Center : 110	White Mountain Campus	SKOUSEN, SHAWNTEL	English	Registered		8/27/2026 12:00 AM	8/24/2026 12:00:00 AM-12/11/2026 12:00:00 AM	NA
BUS122	MS Office Level I	15	No scheduled meetings	3.00	NPC	NA	NA	MCGAUGHEY, JOHN	NA	Registered		8/27/2026 12:00 AM	8/24/2026 12:00:00 AM-12/11/2026 12:00:00 AM	NA
HES190	Human Body in Health and Disease	15	No scheduled meetings	4.00	NPC	NA	NA	FREESE, RENEE	NA	Registered		8/27/2026 12:00 AM	8/24/2026 12:00:00 AM-12/11/2026 12:00:00 AM	NA

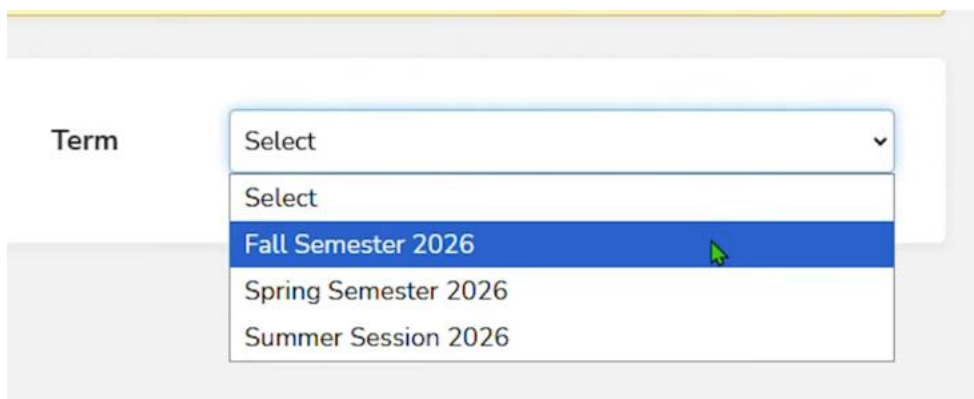
16. Go back to your Student Dashboard and you will see your Classes in the box.



To Drop A Class



1. Make sure to select the correct term



2. And program version

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.
[View Video Here](#)

[Refresh Page](#)

i You currently have 2 programs. Select the program and term carefully to avoid payment issues.

Program Term

3. Then click “REGISTER”

Program Term

Registration Status

Code	Term Description	Term Period	Registration Period	Last Day to Add	Last Day to Drop	Status
FA26_16WK_C	Fall 2026 - 16 Week Child	8/24/2026-12/11/2026	2/3/2026 12:00 AM - 8/24/2026 11:59 PM	8/27/2026 12:00 AM	8/27/2026 11:59 PM	Open
FA26_1ST_8WK_C	Fall 2026 - 1st 8 Week Child	8/24/2026-10/16/2026	4/13/2026 12:00 AM - 8/23/2026 11:59 PM	8/28/2026 12:00 AM	8/28/2026 11:59 PM	Group Closed
FA26_2ND_8WK_C	Fall 2026 - 2nd 8 Week Child	10/19/2026-12/11/2026	4/13/2026 12:00 AM - 10/18/2026 11:59 PM	10/23/2026 12:00 AM	10/23/2026 11:59 PM	Group Closed
FA26_20WK_C	Fall 2026 - 20 Week Child	8/3/2026-12/18/2026	4/13/2026 12:00 AM - 8/2/2026 11:59 PM	8/7/2026 11:59 PM	8/7/2026 11:59 PM	Group Closed

REGISTER

4. Scroll to “SELECTED COURSES” section

Selected Courses

i Please click the Register / Drop button to complete the registration process.

[VIEW](#) [REGISTER / DROP](#)

Showing 1 to 3 of 3 entries

Search

Select	Action	Code	Title	Class Section Availability	Schedule	Cr	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Reason	Shift
☐		BUS127	MS Office Level I	15	No scheduled classes	3.00	NPC	NA	NA	MCGAUGHEY, JOHN	NA	Registered		NA

5. Find the course you want to drop then click on the red – under the action column

elect	Action	Code	Title
		BUS127	MS Office Level I
		ENL101	College Compos

6. You'll need to select a reason for the drop.

Please select a reason for unregistering the course from the list below:

- ☐ Administrative Withdrawal
- ☐ Childcare
- ☐ Church Mission
- ☐ Course not what I expected
- ☐ Course too difficult
- ☐ Course too easy
- ☐ Enrolled in too many credits
- ☐ Financial
- ☐ Instruction unsatisfactory
- ☐ Military
- ☒ Transportation
- ☐ Work schedule conflict

OK

7. Then the class will change to the "PENDING DROP" status.

VIEW REGISTER / DROP

Search

Status	Reason	Shift
Pending Drop	Work schedule conflict	NA

8. Click on "REGISTER/DROP" at the top right corner.

9. To confirm that you want to drop the class, click on the button at the bottom right corner "UNREGISTER"

Status	Reason	Last Day to Drop	Term Period	Shift
Pending Drop	Work schedule conflict	8/27/2026 12:00 AM	8/24/2026 12:00:00 AM-12/11/2026 12:00:00 AM	NA

UNREGISTER

10. Again, you'll see a green bar at the top of the screen confirming you have successfully unregistered.

Student Information

Course Schedule Selected: 0 Registered: 2 Waitlisted: 0

✓ Successfully unregistered course - BUS127
Your current Balance: \$1,969.00. Click on [Pay Now](#) to make the payment.

ⓘ Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

EXPORT SCHEDULE VIEW COURSES

Code	Title	Class Section Availability	Schedule	Cr	Campus	Building/Room	Location	Instructor	Course Attributes	Status	Reason	Last Day to Drop	Term Period	Shift
ENL101	College Composition I	68	TuTh 2:00PM	3.00	NPC	WMC Learning	White	SKOUSEN	English	Registered		8/27/2026	8/24/2026 12:00:00	NA

NPC Blackboard Student Directions

What is Blackboard?

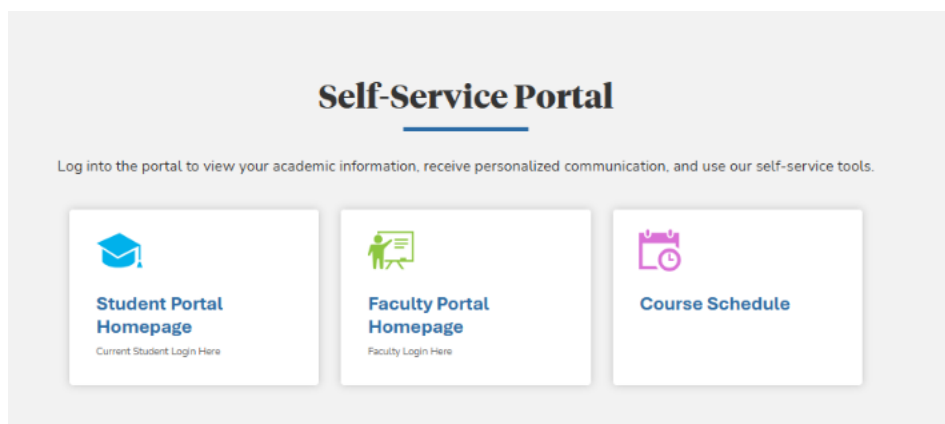
- Blackboard is the learning management system (LMS) that holds all course syllabi, information, assignments, etc. You will need to access Blackboard.
- If you are having problems with Blackboard or classes do not appear in Blackboard (within 5 days of the start of the semester) email Blackboard Support at lmsadmin@npc.edu.

Software Requirements for Using Blackboard

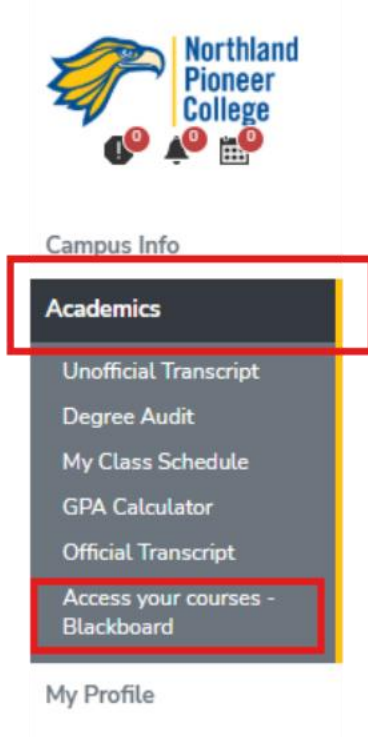
- Software needs depend on individual requirements of the course. The instructor may require specific programs/formats for document and assignment submission. If you do not have the required programs on your computer, Microsoft Office 365 and other programs are offered to NPC students enrolled in active coursework.
- Useful Plugins
 - Apple Quick Time
 - Java
 - Acrobat Reader
 - Real Networks RealPlayer
 - Microsoft Media Player
- Blackboard and Firewalls - please be aware that your school's firewall may block access to Blackboard or associated tools.

Steps for Accessing Blackboard

- There are two ways to access Blackboard
 1. <https://blackboard.npc.edu/>
 2. <https://my.npc.edu/cmcpportal/>



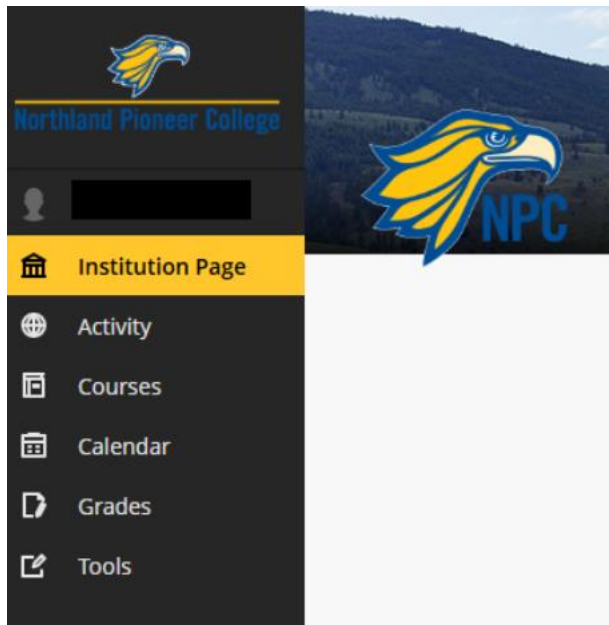
- Click on Student Portal Homepage, this will take you to the NPC Single Sign-On page. Sign in using your NPC credentials. If you do not know your credentials, please reach out to IT at 928-524-7447.
- Click on Academics > Access your courses - Blackboard



- If you are asked to Login, use your NPC Credentials. If you do not know your credentials, please reach out to IT at 928-524-7447.



- The Blackboard home screen will appear.



- By clicking on your name, you can add information to your Blackboard account, change language, privacy, and global notification settings.
- From this screen, you can view NPC news on the Institution Page, course activity, individual Courses, a Calendar for upcoming assignments/tests/etc., Grades, and Tools.

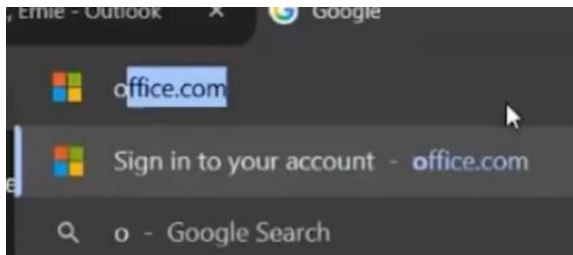
MS 365 Basics – OneDrive

Learn how to store, share and find your files in OneDrive.

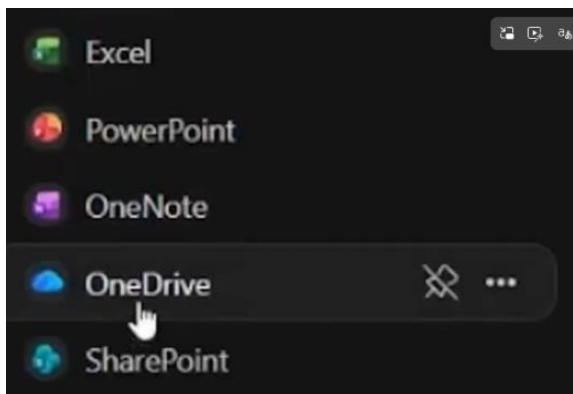
There are several ways to access OneDrive, choose one.

- Through office.com
- In the App Launcher in the top left corner if you are already logged into your Microsoft account.
- Or if it is installed on your computer, you can search for it in windows.

1. Web search for Office.com

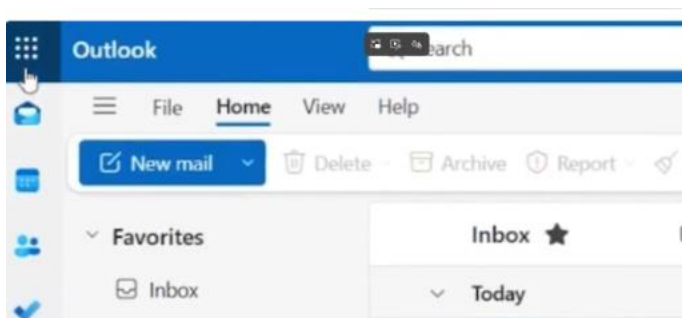


Select OneDrive

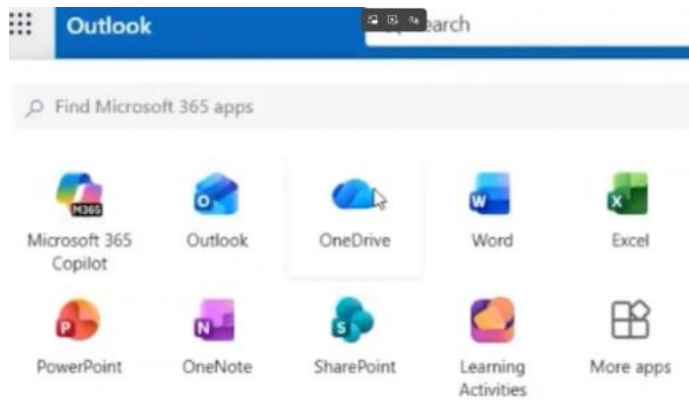


OR

2. App Launcher



Select the desired App by clicking on the icon. (in this case, OneDrive)



OR

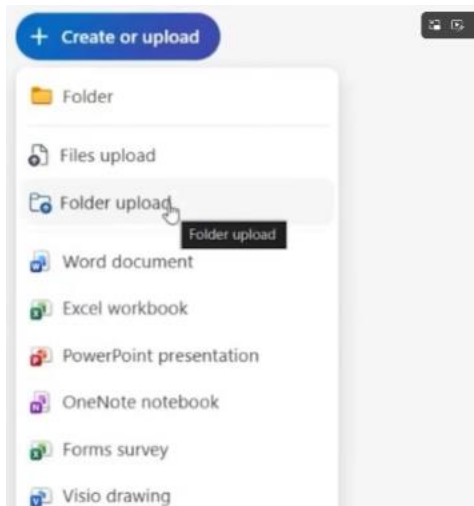
3. Search Windows for OneDrive



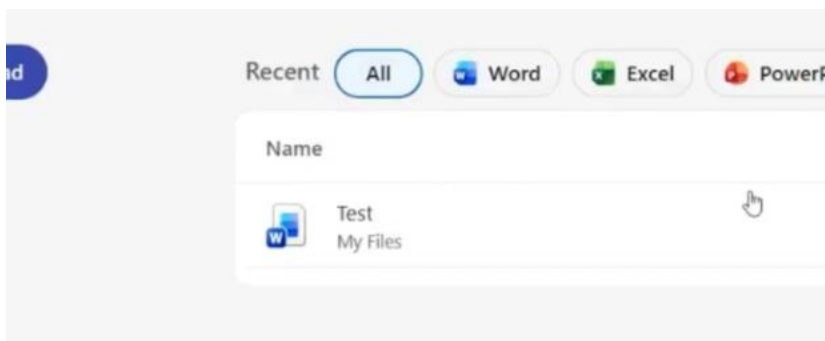
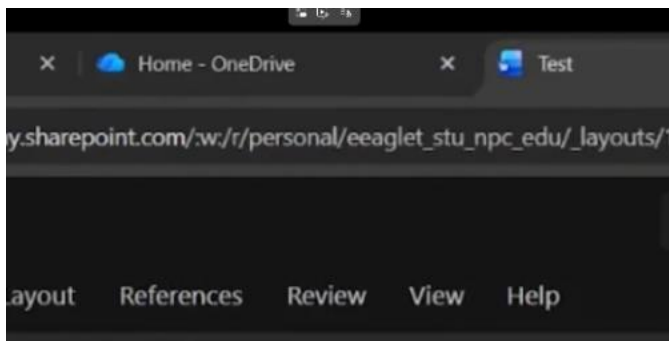
To create a file (or upload a file)



1. You can select a file that has already been created, or you can create a new file, select the type of file you want from the menu on the left.



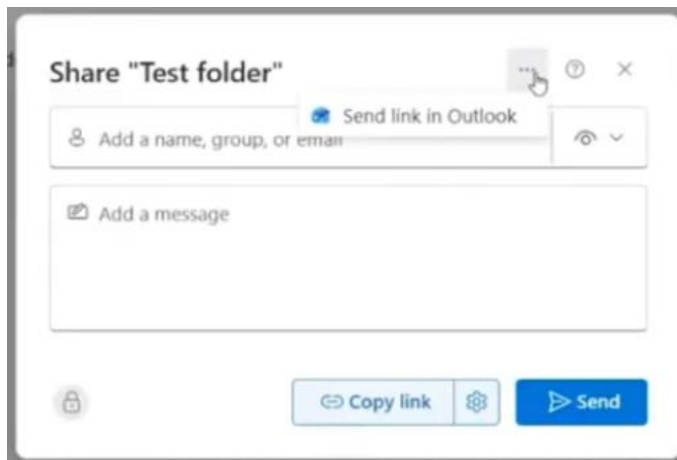
2. Create file
3. Navigate back to OneDrive to see the file you just created.



4. You can share files or entire folders with other users. This is a way you can collaborate with teammates.
5. Click on the share icon

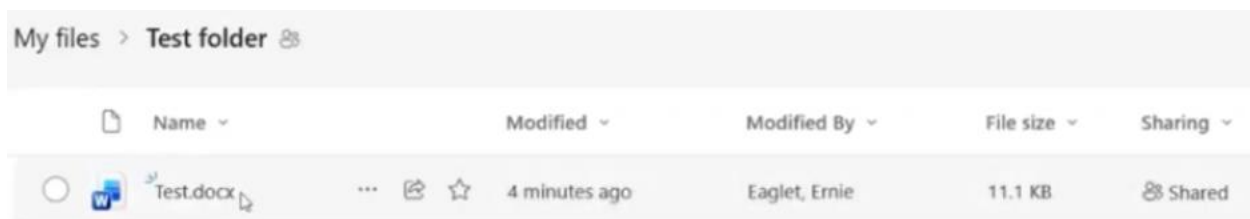


6. Adding individuals to the folder or file will give them access. If you add them to the folder they can access all files inside the folder.

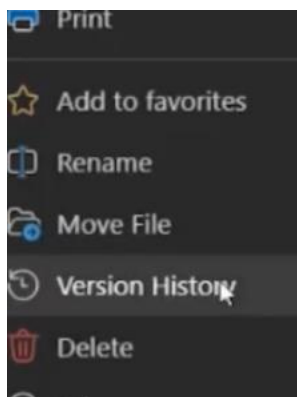


To take document back to previous versions.

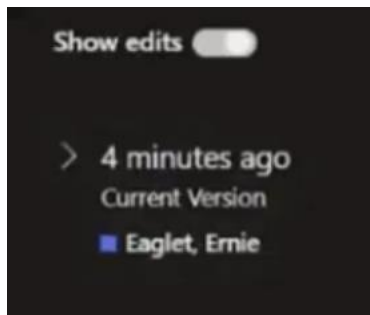
1. Select file



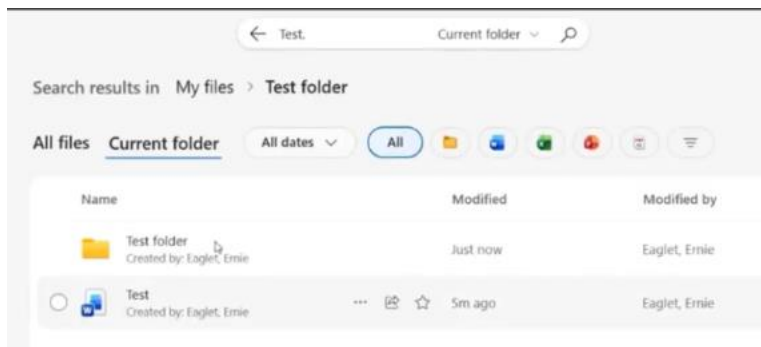
2. Open document > Navigate to File > Version History



3. On the right-hand side you will see all versions listed.



4. Select the version you want to see and preview it
5. You can always search to find files you want. The search bar is at the top of the screen.



6. The search will pull from the labels, titles, and content of the files.