NPC EARLY COLLEGE – REFERENCE GUIDE FOR STUDENTS & FAMILIES

WHAT IS NPC EARLY COLLEGE?

- High school programs that allow current Navajo and Apache County students to earn college credit while still in high school! Our programs range in options from Career & Technical Education through transferable General Education credits that transfer to all Arizona public universities. In most cases, NPC college credit satisfies both high school and college/university education requirements. **These programs also help students determine their future career goals/aspirations based on the wide-range of career pathway opportunities offered through various certificate and degree options at NPC.** Please check out the following link for more details about NPC's Early College Programs: https://www.npc.edu/college-credit-high-school

EARLY COLLEGE STAFF

Tammy Black (Early College Advisor) – (928)-892-3116 (voice/text)/Tammy.Black@npc.edu
High schools: Alchesay, Blue Ridge, Dischii'bikoh, Round Valley, St. Johns Valley, Homeschool; NPC locations: Springerville/Eagar Center, St. Johns Center, and Whiteriver Center

TBD (Early College Advisor) – Please work with the other Early College Advisors and Early College Specialist in the interim.
High schools: Mogollon, Northern Arizona Academy, Sequoia Village, Show Low, Snowflake Homeschool; NPC locations: Silver Creek Campus and White Mountain Campus

Todd Wilcox (Early College Advisor) – (928)-892-9674 (voice/text)/Todd.Wilcox@npc.edu

High schools: Chinle, Ganado, Holbrook, Hopi, Joseph City, Red Mesa, Winslow, Window Rock, Monument Valley, Shonto Prep, Homeschool; NPC locations: Painted Desert Campus, Little Colorado Campus, Kayenta Center, and Hopi Center

Josh Jeffery (Interim Director of Early College Programs) – (928)-536 7324/Joshua.Jeffery@npc.edu

Kathryn (Kate) Hahn (Early College Office Assistant) – (928)-532-6152 6152/Kathryn.Hahn@npc.edu

Heidi (Summer) Rudolph (Early College Specialist) – (928) 536-6237 Heidi.Rudolph@npc.edu

WHO QUALIFIES?

- All current high school students who are residents of Navajo and Apache counties. Students must meet the placement requirements for the courses they plan to take. Courses are available for students beginning freshman year of high school! See an Early College Advisor for details.

HIGH SCHOOL VS. COLLEGE

- Early College is a unique opportunity for high school students to elevate their college/university and career preparation through various certificate and degree pathways! A successful Early College student is expected too:
  - Recognize that NPC Early College Programs consists of college level courses that are *more* challenging **than** traditional high school courses
  - Prioritize NPC Early College courses in addition to high school courses, sports, etc. by setting aside ample time *outside* of class to complete college coursework
  - Adhere to the NPC Academic Calendar and Student Code of Conduct in addition to the high school Academic Calendar and Student Code of Conduct

- o **Please seek help EARLY from an NPC Instructor first, Early College Advisor, and/or High School Counselor/Career Tech, when needed!** NPC Early College students are *strongly* encouraged to take full advantage of all student services provided at no cost to students.
  - o Here are some helpful links to related information:
    - o **NPC Academic Calendar** – npc.edu/academic-calendar
    - o **Office of Accessibility & Inclusion** – npc.edu/oai
    - o **Tutoring Services** –npc.edu/tutoring
    - o **NPC College Catalog** – npc.edu/college-catalog
    - o **NPC Directory** – npc.edu/directory

MATURE CONTENT
- o The learning environment at NPC consists of course material intended for college students. Early College students will likely be exposed to concepts and material that is intended for adult audiences. Maintaining a high level of respect and professionalism is expected!

FERPA & CONFIDENTIALITY
- o The Family Educational Records and Privacy Act (FERPA) ensures that student records are kept confidential. Despite the age of the student, disclosure (including to parents) of all Early College student records must be explicitly granted by the enrolled student through a Release of Student Information (ROI) form. If this is form is completed and on file at NPC for an Early College student, the college can also share general information and nothing specific to a students' records. Parents are strongly encouraged to confer with their students *first* regarding their student's academic status, grades, etc. Please check out the following links below for more information:
- o Records & Registration Admissions (Registrar's) Office –

https://www.npc.edu/records-registration-admissions-office
  - o FERPA Rights – www.npc.edu/FERPA-rights

ACCESSIBILITY & INCLUSION
- o NPC's Office of Accessibility and Inclusion ensures that all students have access to accommodations. Students are responsible for initiating and completing an application for services, submit disability information, and request accommodations for each course, each semester they plan to utilize these resources. **Please be sure to check out the Early College and Office of Accessibility and Inclusion webpages previously noted above for additional information.**

EQUAL OPPORTUNITY, HARRASSMENT AND DISCRIMINATION (NPC Policy 1102)
The NPC policy is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator, as outlined in policy. Please see the link below for more information:
Title IX – www.npc.edu/title-ix

STUDENT CODE OF CONDUCT (NPC Procedure 2625)
Outlines academic and non-academic conduct on campus. It is the responsibility of each student to review and adhere to the Student Code of Conduct, detailed in the College Catalog previous noted above.

GRIEVANCE PROCEDURE (NPC Procedure 2605)
Students who believe that they have been treated unfairly may use this Procedure to have their views

considered. This procedure applies to all student grievances except those that are governed by more specific procedures.

OTHER INFORMATION
- **For Students and/or Families:**
  - **Please read your syllabus often! This is required in ALL NPC classes!**
  - For every 1 credit hour in which you enroll, plan to spend 2-3 hours outside of class to study per week!
  - Please visit your NPC instructor's office hours (virtually or in-person) and seek tutoring when needed! When in doubt, ask for help! Note: **Please remember, an NPC instructor is your first point of contact for all class related issues!** If your issues are not resolved by an NPC instructor, you may then contact the appropriate NPC Department Chairperson. If your issues are not resolved by the NPC Department Chairperson, please contact the appropriate Academic Dean.
  - **Regular attendance and active participation are required for students in ALL NPC classes including online (Ex. TALON)!** Students should see their NPC instructor for details or if they have questions.
  - If you are a student taking an in-person NPC class, you are expected to stay in class for the entire time unless otherwise advised by your NPC Instructor. This includes staying on the college premise and not leaving for any reason. No exceptions! Students should see their NPC instructor for details or if they have any questions.
  - **Regular attendance and active participation in Early College Pre-session courses are required for students each semester!**
    - These pre-session courses include covering topics such as learning how to:
    - Access and use the college's main internal site for students and employees to access college resources (e.g. transcript requests, library, bookstore, etc.) called **MyNPC.**
    - Access and use the college's learning management system (LMS) called **Moodle** to access all course content and information in addition to other key topics necessary for student success.
      - **Note:** Utilizing these college resources and systems are **required** for students in addition to what is utilized in their high schools.
  - Please see your Early College Advisor for details on any of these items or if you have any questions.
  - Please feel free to download this reference guide using the QR Code below:

SCAN ME