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A Class of 2016 member, in her native dress, prepares to check-in at the Commencement ceremony.

Student Services

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

Academic Advising

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

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

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

Prior to registering for classes, a student should meet with an academic adviser to discuss career and educational goals. Together you'll develop a *Degree Plan*, which lists the courses needed to reach those goals. Your adviser will give you a copy of your degree checksheet, based on your applicable catalog (see page 58). This ensures the classes you complete will apply toward your desired degree or certificate.

A *Degree Plan* is also required for federal financial aid and most scholarship applications.

You Must Declare a Degree/Major

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

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

Advisers Contact Information/Phone Numbers

Adviser's schedules vary by location to accommodate meeting with students during day and evening hours. For a list of adviser's phone numbers, visit www.npc.edu/advising, or refer to page 9.

Alternative Education Services

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

Alternative Learning

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

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

Once awarded, the institution to which a student transfers may handle acceptance of such credits upon transfer differently. The following describes details on obtaining credit by these other means, through NPC's Alternative Learning Program:

1. Evaluation of Prior Learning/Assessed Credits

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

Students interested in the evaluation of their prior learning should first meet with an NPC academic adviser. This is necessary to receive a general overview of the options and processes that may need to be followed for any individual student's situation. Students pay half base tuition rate for credits accepted for approved assessed credit evaluation. Assessed credits need to be paid for/applied for within the academic year they are requested to be evaluated by NPC. Students seeking

evaluation of prior military training do not pay tuition charges for their assessed credits.

2. Credit By National Examination

Credits awarded through the following national examinations: College Level Examination Program (CLEP), Advanced Placement (AP) and International Baccalaureate (IB) may be used at NPC to count toward the student's degree program, including general education, major and elective requirements. The student does not have to take additional courses to replace the credits for which s/he qualified by national examination in order to accumulate 64 hours for graduation.

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

The acceptance of prior learning credits or national examination credits may be handled differently by another institution upon transfer. Students desiring to use such credits at other institutions are advised to check the policies of each institution. Normally a fee is charged for posting credits earned through Alternative Learning.

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

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

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

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

3. Credit By Examination

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

An appropriate fee must be paid for the type of credit by examination selected as stated in the fees schedule, listed on page 22, and www.npc.edu/2017-18_general_fees.

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

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

4. Non-accredited Transfer Credit

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

5. Individualized Learning Contracts

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

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

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

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

Alternative Learning Continued

6. Dual Enrollment

Many area high schools offer dual enrollment classes to their students through an agreement with NPC. Dual enrollment classes allow students to earn college credits for certain classes offered at the high school before they graduate from high school. Students can get a head start on college through dual enrollment. Occupational classes are accepted for credit at all state community colleges. Academic courses are accepted for credit by all state community colleges and state universities. For further information about dual enrollment, contact NPC's High School Programs Office at (800) 266-7845, ext. 6272.

7. Vocational High School Districts

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

8. Experiential Education

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

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

9. Arizona State Prison Complex

NPC partners with the Department of Corrections to provide vocational and postsecondary education to inmates of the Arizona State Prisons located in Winslow and Apache County. Most programs are open-entry, enabling continuous student enrollment. Vocational courses are offered throughout the calendar year ensuring students the opportunity to complete their educational or training goals.

Career Services

NPC offers career assessment and information, employment skills preparation, on-the-job training through internships and NPC Jobs Connection, which is NPC's online job board for students, alumni and community members. Several career fairs are also offered throughout the year. Career Services can be contacted for the following additional services:

Internships

Career Services helps coordinate the Internship Program with academic departments where students have the opportunity to "...integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in a professional field they are considering for a career path; and give employers the opportunity to guide and evaluate talent." - *National Association of Colleges and Employers (NACE).*

Career Assessment and Information

Career assessments for undecided and career transition-seeking students allows students to explore career options, interests, values and skills. Individual assessment, résumé writing preparation and jobs search skills assistance are available on a one-on-one basis.

NPC Jobs Connection

Career Services provides job seekers access to NPC Jobs Connection (<https://www.collegecentral.com/npc/>) to post résumés and search career opportunities with public, private and nonprofit organizations. Local and national employers post employment opportunities. Available positions are posted on NPC's campus/center bulletin boards and on NPC Jobs Connection, accessible through the NPC website at www.npc.edu/CareerServices.



On-Campus Student Employment

Part-time job opportunities offered through individual departments are posted on NPC Jobs Connection.

On-campus (Federal Work-Study) positions are coordinated in cooperation with the Financial Aid Office and are posted on NPC Jobs Connection.

College and Career Preparation

The College and Career Preparation Department allows for the appropriate match between students and the courses that best fit his or her learning needs and goals. Courses are offered at a variety of instructional levels from basic literacy to high school equivalency to prerequisites for college-level classes.

In each course, reading, writing, math, science, social studies and workforce skills are integrated to provide meaningful application. College and Career Preparation provides students with a variety of support services: placement testing, small class size, tutoring (see page 46) and the use of the Student Writing Center (see page 45). Your first steps to academic success begin here.

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

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

Disability Resource and Access Office

Northland Pioneer College is committed to ensure all of its students are provided equal access to a quality education that complies with all federal regulations with regard to nondiscrimination of persons with disabilities. Eligible students with properly documented disabilities will be provided reasonable and appropriate accommodations to instruction and services.

Students seeking accommodations are required to contact the office of Disability Resource and Access (DRA) as early in the registration process as possible. Failure to do so may result in a delay or limitation of services.

All accommodations considered will be based upon the documentation provided to the DRA office by the student and will be implemented after consultation with the student on a case-by-case basis. In all cases, it remains the responsibility of the student to provide the DRA office with all necessary and required documentation.

Disclosure of Required DRA Documentation

Students seeking accommodations must provide the Disability Resource and Access Office with the following:

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

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

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

Disability Grievance Process

1. Contact DRA Coordinator at (800) 266-7845 ext. 6178 to try to resolve the concern.
2. Contact Director of Student Services at (800) 266-7845 ext. 6227 if concern persists.
3. Request a review by the Disability Access Board through the DRA Coordinator.

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

Disability Resource & Access application forms are available on www.npc.edu/DRA_Application.

The Disability Resource & Access Office serves the entire college district from offices on the White Mountain Campus in Show Low. The telephone number is (800) 266-7845, ext. 6178; Fax: (928) 532-6199.

Financial Aid Information

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

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

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

Students are encouraged to apply **EARLY** for financial aid

assistance as it generally takes **two to three weeks** to review and process financial aid requests during peak times. Late applicants are required to make payment arrangements at the time of registration.

What is a "Priority Deadline"?

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

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

Financial Aid Calendar

Also see, 2017-18 Academic Calendar on page 25
For updates to Financial Aid dates, click
www.npc.edu/2017-18_financial_aid_calendar

Fall Semester 2017

- Priority deadline for completing financial aid applications for Fall 2017 April 15
- Financial aid disbursement begins - finalize registration July 28
- No registration July 31 & August 1
- Business Office processing
Financial Aid Refunds August 2 & 3
- Financial aid refunds available to students August 4
- Last day to request 100% refund
for regular semester classes August 20
- Fall Semester classes begin** August 21
- Late Registration Fee applies on or after August 21
- Last day to request 50% refund
for regular semester classes September 1
- Last day to make course schedule changes
for financial aid purposes - no award adjustment
after this date September 1
- Last day of Fall Semester December 8

Spring Semester 2018

- Priority deadline for completing financial aid applications for Spring 2018 October 15
- Financial aid disbursement begins - finalize registration December 15
- No Registration December 18 & 19
- Business Office processing
Financial Aid Refunds December 20 & 21

- Financial aid refunds available to students... December 22
- Last day to request 100% refund
for regular semester classes January 15
- Spring Semester classes begin** January 16
- Late Registration Fee applies on or after January 16
- Last day to request 50% refund
for regular semester classes January 29
- Last day to make course schedule changes
for financial aid purposes - no award adjustment
after this date January 29
- Last day of Spring Semester May 12

Summer Session 2018

- Priority deadline for completing financial aid applications for Summer March 15
- Financial aid disbursement begins - finalize registration May 15
- No registration May 16
- Business Office processing
Financial aid refunds May 17
- Financial aid refunds available to students May 18
- Last day to request 100% refund
for regular semester classes June 3
- Summer Session begins** June 4
- Late Registration Fee applies on or after June 4
- Last day to request 50% refund
for regular semester classes June 8
- Last day to make course schedule changes
for financial aid purposes - no award adjustment
after this date June 5
- Last day of Summer Session July 27

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

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

Step 1: Create your FSA ID:

Select the FSA ID tab to create your FSA ID. The FSA ID is a username and password that you are required to use to log in to complete your *Free Application for Federal Student Aid (FAFSA)* and access certain U.S. Department of Education (ED) websites. If you are a parent of a *dependent student*, you will need to create your own FSA ID to electronically sign your dependent's FAFSA. If you are a parent with more than one dependent attending college, you can use the same FSA ID to electronically sign all applications. *Each FSA ID user, including parent, must have their own email address.*

Step 2: Gather the following information:

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

Headache-saving changes

Changes are making it easier to apply for financial aid and plan ahead for college. Students are now able to file a FAFSA starting **October 1** for the **following academic year**. This pushes the application date up by several months from the previous January 1 opening date. Students are also able to use tax information from two years earlier.

Why is this important?

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

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

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

According to education advising site *Edvisors.com*, two million students who would have qualified for the Pell Grant in the 2011-12 school year missed out because they didn't fill out a FAFSA.

More time to weigh options

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

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

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

Streamlined process

The changes simplify the FAFSA a great deal. Students who apply early won't have to update their applications with new income information, cutting down the often rigorous federal verification process.

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

Now an online form at fafsa.ed.gov, many of the application's 108 questions will be auto-populated using data already on file with the government through the IRS.

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

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

If you answer **Yes** to any of the following questions:

- Were you born before January 1, 1994?
- As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
- At the beginning of the 2017-2018 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?

Independent Student Continued

- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
- At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Step 3: Begin filling out your FAFSA:

The Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA (for continuing students), must be completed each school year at fafsa.ed.gov. NPC's school year is Fall 2017, Spring 2018 and Summer session 2018. NPC's Federal School Code is 011862.

When will I receive the FAFSA results?

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

Step 4: Check your FAFSA status online:

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

Assistance with Financial Aid Application

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

Financial aid forms are available from the Financial Aid Office, at each academic advising office or online at www.npc.edu/financial-aid-forms.

Federal Student Aid Programs

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

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

Limit on Federal Pell Grant Eligibility. Effective, July 1, 2013, students are now limited to 12 full-time semesters (or 600 percent) of Federal Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where a student received their first Federal Pell Grant. Students who have received a 600 percent Federal Pell Grant as of 2011-2012 will no longer be eligible to receive a Federal Pell Grant beginning in the Fall 2012 semester and thereafter. You may view your percentage of Federal Pell Grant used by logging into NSLDS.ed.gov. The Department of Education keeps track of your Federal Pell Grant Lifetime Eligibility Used by adding together the percentages of the Federal Pell Grant awards that you received for each award year. Your "Lifetime Eligibility Used" percentage will be displayed in the "Grants." Additional information is available online at www.npc.edu/lifetime-pell.

2. A **Federal Supplemental Educational Opportunity Grant (FSEOG)** is an award designed to assist exceptionally needy students with college education costs. FSEOG recipients are generally Pell eligible students who demonstrate exceptional financial need.
3. The **Federal Work Study (FWS)** program offers students with financial need an opportunity to earn

money working on a job at the college or at certain off-campus agencies while attending classes. In addition to earning funds for college costs, FWS offers students the opportunity to gain experience and develop references for future employment.

Please note that NPC does not participate in any Federal student loan programs, including Stafford, PLUS, FFELP, Perkins and Direct loans.

4. The **Arizona Leveraging Educational Assistance Partnership** (AzLEAP) establishes a state and institutional partnership to provide student financial assistance in the form of need-based grants to low-income Arizona resident students who are enrolled at half-time (6-8.9 credit hours) or more credit hours. [Contingent upon Arizona State funding.]

Student Financial Aid Eligibility

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

1. A student must be degree-seeking in an eligible NPC degree or certificate program. Lists of eligible degree and certificate programs approved by the U.S. Department of Education are available from academic advisers, Financial Aid Office, **MyNPC** or Degree Plan List – Is your degree plan/class financial aid eligible? at www.npc.edu/financial-aid/scholarships. Applicants must file a degree plan through their academic adviser; the plan must be on file in the Financial Aid Office;
2. Federal methodology calculations and the FAFSA form determine need-based financial aid. Students must have documented financial need as prescribed for federal aid programs;
3. Preference will be given to applicants whose financial aid file is completed by the priority deadline;
4. Students must possess a high school diploma that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or appropriate state educational agency or certificate of equivalency (GED®). Home school students are required to submit their official home school transcript to the Financial Aid Office to determine if requirements are met.
5. For students in an “eligible career pathway program,” documentation that they passed an approved ATB test or successfully completed at least 6 credit hours or 225 clock hours, prior to July 1, 2012, that are applicable toward a degree or certificate offered by NPC school should first contact the NPC Financial Aid Office.
6. A student must make Satisfactory Academic Progress (SAP) toward the completion of an NPC degree or certificate;

7. An individual must meet the appropriate citizenship requirements as defined by federal regulations; and
8. Must be registered with Selective Service, if required.

Verification Process

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

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

NPC Scholarships

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

Scholarship Search Website

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

Other Scholarship Award Criteria

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

Financial Aid Disbursement

The disbursement of financial aid is approximately two weeks before the first day of classes each semester. Check the Financial Aid Calendar (*see page 32*) for finalizing your registration for financial aid disbursement, disbursement date(s) for Fall, Spring and Summer sessions and last date

Financial Aid Disbursements Continued

to make changes to your class schedule for financial aid purposes. Financial aid disbursement will be delayed for late applicants and students who register late. Adding a course after last date to make changes to your class schedule does not increase your financial aid award. Disbursements are made through BankMobile, a financial services company. Students may choose to have the disbursement made to their BankMobile card, (see page 24), direct-deposited to their bank account, or paid to them by check.

Satisfactory Academic Progress

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

NPC has both a qualitative and quantitative measure of academic progress:

1. **Qualitative Requirement:** Maintain a minimum Cumulative grade-point average of 2.0 or above;
2. **Quantitative Requirements:** Satisfactorily complete at least 67 percent of the courses in which the student is enrolled, based on the following schedule:

<u>Credit Hour Load:</u>	<u>67% Minimum Completion Each Semester:</u>
Full-time (F/T) based on 12 or more credits	= complete 8 cr.
3/4-time (T/T) based on 9 to 11.9 credits	= complete 6 cr.
1/2-time (H/T) based on 6 to 8.9 credits	= complete 4 cr.

Students enrolled Less than 1/2-time (P/T) in 5.9 or fewer credits must complete the number of hours funded (i.e., if a student is funded for four credit hours, the student must complete the four credit hours).

“Satisfactory Completion” means earning a passing grade of A, B, C, D or P. Grades of I, W or F are **not** considered passing grades.

3. **Academic Progress** toward the degree/certificate program will be measured at the end of each semester.

Maximum Time Frame for Completion of a Degree or Certificate (150 percent Rule): Students may be funded up to 150 percent of published program length with financial aid assistance.

This includes all attempted NPC credits, as well as all accepted transfer, CLEP and assessed credits. In addition, this includes all semesters with or without financial assistance.

NPC Program (examples) Length of Program 150 percent Rule = Length of Program x 150 percent

AA, AAEC, AAEE 64 credits ... maximum of 96 credits

*AAS Nursing 72 credits ... maximum of 108 credits

*Student must be enrolled and accepted into the NPC Nursing Program.

Transfer students applying for financial aid must submit official transcripts of all previous college work to the Records and Registration Office. Students must include and complete the *Request for Evaluation of Transfer Credits* form. This form may be obtained from an academic adviser, or the Records and Registration Office. Evaluated credits will assist advisement prior to enrolling in classes at NPC. Transferred credit hours will be counted as both attempted and completed hours.

4. A student may repeat a previously passed course one time only (letter grade higher than an “D”). Student may repeat a class four times (if a passing grade is not received) and receive financial aid funding provided all academic progress requirements are met. Also, students may receive funding for a maximum of six repeatable special projects or special classes.
5. Eligibility for federal financial aid is limited for students required to take “pre-college” remedial work at NPC. Students are limited to the equivalent of one year, or 30 credit hours of approved CCP courses. Ineligible CCP (formerly BSK and TLC) courses will not be funded and **will** be counted toward the 30-credit-hour limit.

The following CCP courses are eligible for funding:

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

The list of eligible CCP courses is also available online at www.npc.edu/financial_aid_award_letter.

Failure to Meet Satisfactory Academic Progress Requirements

If a student fails to meet Satisfactory Academic Progress requirements:

1. First time, student is placed on Financial Aid Warning.
2. Second time, the student is placed on Financial Aid Probation.
 - Appeal is required.
 - Student must submit a petition for re-instatement.

Financial Aid Warning

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

Students will be removed from the warning status after completing the following semester in good academic standing as defined by NPC's *Satisfactory Academic Progress* procedure.

Financial Aid Probation

Recipients of financial aid assistance will be suspended from aid if they fail to meet the 2.0 minimum cumulative grade-point average, or satisfactorily complete 67 percent of their enrollment for two semesters of academic work. A student who has been suspended from financial aid assistance may continue to enroll in classes at NPC without receiving financial aid assistance.

Appeal is Required if Placed on Financial Aid Probation

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

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

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

A student may continue to receive financial aid assistance only as the result of a successful appeal.

A student who attends NPC for one semester **AND** maintains a cumulative 2.0 grade-point average **AND** successfully completed six (6) credit hours at their own expense **WITHOUT** any third party assistance and meets all Satisfactory Academic Progress requirements could be considered an eligible student.

Schedule Changes on Financial Aid

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

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

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

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

When Dropping and Adding a Course

Students who plan to drop and add a course as even exchange should add a course with equal credits to replace the dropped course to avoid return of "over-awarded funds." Even exchange only applies during the first two weeks of each semester and the first two days of summer session.

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

Withdrawal Before the First Day of Classes

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

Non-Attendance or No Show

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

Canceled Course

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

Withdrawing Without “W” on Transcript

Students who withdraw on or before the last day to withdraw without a “W” on their transcript (see “Academic Calendar” page 25 in this catalog or online at www.npc.edu) may register for another course with equal credits to avoid return of “over-awarded funds.”

Noncredit and Audit Courses

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

Complete Withdrawal From All Classes

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

1. Federal Pell Grant
2. Federal SEOG

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

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

Federal Return of Title IV calculation consists of the following:

- a. Title IV Aid Disbursed.
- b. Institutional Charges: tuition, fees, etc.
- c. Percentage of Title IV Aid Earned: the withdrawal date is the completed days divided by total days in the semester. Excluding scheduled breaks of five or more days and approved leave of absence.
- d. Amount of Title IV Earned by Student:
Multiply (a) by (c).
- e. Amount of Title IV to be Disbursed or Returned:
(a) minus (d).
- f. Amount of Unearned Title IV Aid for Institution to Return: (b) multiplied by (1)
1 Equals Percentage of Unearned Title IV Aid:
100 percent minus (c)
- g. Initial amount of Unearned Title IV Aid Due from Student: (e) minus (f).

- h. Title IV Aid for Student to Return: (f) minus (2)
2 Equals Amount of Title IV Grant protection:
(a) multiplied by 50 percent.

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

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

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

Withdrawal date provided by NPC’s faculty:

- Attendance record
- Class record

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

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

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

It is the student’s responsibility to contact NPC’s Business Office to make payment arrangements and to continue to make satisfactory payments. You may make your payment at your NPC campus/center or payment arrangements can also be made at the NPC website through FACTS e-Cashier Payment Plan. If a student neglects to pay or no satisfactory payments are made after 45 days for the “over-awarded funds,” the student will be reported to the Department of Education, which will prevent the student from receiving federal financial aid from any institution.

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

Student Financial Aid Rights and Responsibilities

1. Students are required to read materials, follow instructions and call the Financial Aid Office regarding their financial aid status. Your status may also be viewed at **MyNPC**.
2. The Family Educational Rights and Privacy Act of 1974 prohibits the release of financial aid information without the student's written consent. All information provided will be kept confidential.
3. The financial aid award year for NPC includes fall semester, spring semester and summer session(s).
4. A student must file a new Free Application for Federal Student Aid (FAFSA) each financial aid award year. The FAFSA is available October 1 for the following academic year.
5. A student may only receive Title IV Aid from one institution per semester.
6. The Financial Aid Office must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) by the student's last date of attendance for the semester enrolled for financial aid consideration.
7. If a student's cost of attendance exceeds NPC's standardized budget, he or she may request a budget review with supporting documentation.
8. Students are required to review the accuracy of information and notify the Financial Aid Office with changes in their financial, academic or personal situation that affects their eligibility. This includes information not reported on the original FAFSA form.
9. If a student is selected for "verification," he or she must provide all requested documentation, including a Federal Tax Return Transcript and all W-2's, report all untaxed income and complete a verification worksheet to the Financial Aid Office.
10. Students are required to pursue an approved degree or certificate program in order to be eligible for Title IV Aid. Lists of eligible degree and certificate programs are available from academic advisers, Financial Aid Office or **MyNPC**.
11. Students who withdraw from courses are responsible for understanding NPC's Institutional Refund Policy. For additional information, students may contact the NPC Business Office.
12. A student has the right to know the types of aid available at NPC, the method and frequency of disbursement, and the terms and conditions of receiving financial aid.
13. The NPC Payroll Office mails checks or makes direct deposit to Federal Work-Study (FWS) students on the 15th and last day of each month. Students are encouraged to sign up for direct deposit with the NPC Payroll Office.
14. A student is required to register for and attend all classes for which he or she is awarded aid. Any changes in enrollment or a withdrawal from NPC must be reported to the Financial Aid Office. A student must consult with his or her instructor(s) and an academic adviser before making enrollment changes.
15. Financial aid recipients have the right to know the Federal Return of Title IV Aid procedure at NPC. Aid recipients withdrawing from all classes may be required to return a portion of the funds disbursed to them for the semester enrolled. A copy of the Return of Title IV Funds calculation is available upon request from the Financial Aid Office.
16. Courses added after the student has received his or her financial aid "refund" may not result in an increase to his or her award for the semester.
17. A student must verify all tuition and fees, if entitled to a "refund." Students should contact the NPC Business Office regarding discrepancies in their billing charges.
18. A student has a right to know the standards of Satisfactory Academic Progress (SAP), the criteria for continued eligibility and the criteria for reestablishing eligibility.
19. A student must maintain SAP standards to be eligible for financial assistance. Students with academic problems are encouraged to seek tutoring assistance from an academic adviser.
20. A payment arrangement through e-Cashier Payment Plan is not intended to allow financial aid applicants to defer all payments until financial aid is approved. Students who have applied for financial aid, but have not been awarded financial aid, must make the scheduled payments. The student's signature on, or approval of a payment arrangement, is an agreement to make payments.
21. NPC does not participate in any Federal Student Loan Programs - including Stafford, PLUS, FFELP, Perkins and Direct loans.
22. If a student has received a student loan from another institution, the student is required to keep the lending agency informed of any change in address, change in enrollment status, withdrawal from school or graduation.
23. Financial aid recipient must be in good standing and not in "default of student loans" and not owing an "overpayment of federal financial aid" to any college/university. Student may call (800) 433-3243 or log on to <http://studentaid.ed.gov/sa/repay-loans>.
24. A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.

Rights and Responsibilities Continued

25. A student may submit a *Consortium Agreement* form from their parent school to the Financial Aid Office. A *Consortium Agreement* will not be completed unless the student is enrolled at NPC. Student must pay or make payment arrangements for tuition, fees and book charges at the time of registration. A *Consortium Agreement* does **NOT** defer payments and is not considered a third-party payment.

Additional Information

Additional information regarding financial aid may be directed to the Financial Aid Office, (800) 266-7845, ext. 7318, during normal business hours:

- 8 a.m. to 5 p.m., Monday, Wednesday and Thursday;
8 a.m. to 7 p.m., Tuesday; and 8 a.m. to 4 p.m., Friday.

GED®/High School Equivalency Diploma

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

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

Scholarships may be available for HSE/GED® preparation courses. The OTE is mandatory to receive continued financial assistance and is required for Adult Basic Education students. The orientation program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program’s purpose is to increase the HSE/GED® pass rate and to assure that candidates are well informed about the High School Equivalency exams.

Please contact College and Career Preparation for the current policy regarding *Opportunities Through Education* and HSE/GED® testing.

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

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

Northland Pioneer College administers GED® exams at computer testing sites located at the Show Low – White Mountain Campus and Holbrook – Painted Desert Campus. All GED® candidates must sign-up at www.ged.com for test information, scheduling and registration for the GED® test. PearsonVue maintains the computer-based testing schedule. At this time payment and test scheduling must be made through PearsonVue at www.ged.com or call (877) 392-6433. For information on HES/GED® orientation and preparation courses contact CCP staff at your campus or center or contact **Gail Campbell**, Associate Dean of Education and College and Career Preparation, (800) 266-7845, ext. 6536. For information regarding the GED® test, you must sign up at www.ged.com or contact NPC’s Computer-Based Test Administrator at (800) 266-7845, ext. 6142.

Requirements for Testing

1. Contact College and Career Preparation (CCP) for the current *Opportunities Through Education* policy.
2. Sign up at www.ged.com for test information, scheduling, and registration for the GED® test. At this time, payment and test scheduling must be made through PearsonVue at www.ged.com or call (877) 392-6433.
3. Meet the minimum age requirement of 16. (16- and 17-year-olds must create an account at www.ged.com **before** submitting to the NPC campus/center office both a **NOTARIZED** parental consent form **AND** an official withdrawal form from the last school attended).
4. GED® candidates are required to present a photo identification before admission to the exam room. The ID must satisfy all GEDTS requirements of identity, which include current name, address, date of birth, and signature. For a list of acceptable forms of ID visit www.npc.edu/get-GED. ID must be current and not expired. No refunds are given if the test taker is turned away for improper identification or if testing reservation is not canceled 24 hours in advance.

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

Library Services

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

Here are some of the services and resources we provide:

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

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

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

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

Merit™ Student Achievements

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

How does Merit work?

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

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

Organizations and Activities

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

NPC’s student activities program invites involvement across a broad spectrum of sponsored programs to offer opportunities for cultural, social and educational enrichment for students. Available programs include college governance, special events, educational trips, recreational opportunities, intercollegiate activities, performing arts, publications and special interest clubs.

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

Cosmetology Club

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

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

Eagle Club

The Eagle Club appreciates Native American culture and promotes unity within our Native American communities while exploring other cultural arts, religion and beliefs. The club motivates students to achieve career goals, and empowers them to become positive leaders/role models.

Students interested in learning more should contact the Eagle Club advisers at (800) 266-7845, Marletha Baloo, ext. 7342, email marletha.baloo@npc.edu, or Shandiin Deputee, ext. 7344, email shandiin.deputee@npc.edu.

Organizations and Activities Continued

Early Childhood Education Club

The Early Childhood Education Student Club is open to any NPC student. We support the professional development of the early childhood workforce in our community, and provide opportunities to share, network and raise awareness of the field of Early Childhood Education. See *Facebook* page for meeting and events information.

For additional information, call (800) 266-7845 ext. 7353 – **Betsy Peck**, ECD faculty adviser, email betsy.peck@npc.edu.

Music/Theatre/Speech

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

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

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

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

Outdoor Club

The Outdoor Club coordinates group events for current NPC students, *i.e.* day trips include hiking and snowshoeing. Interested students should contact the Outdoor Club coordinator **Paul Hempsey**, at (800) 266-7845, ext. 7418 or email paul.hempsey@npc.edu.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for qualified two-year college students who are committed to academic excellence. Applicants for membership must be at least part-time (enrolled in 6 or more credits) and have completed 12 or more credits toward their degree. Students interested in joining Phi Theta Kappa should contact faculty adviser **Kenneth Keith**, at (800) 266-7845, ext. 7360, or email kenneth.keith@npc.edu early in the fall semester.

President's Scholars Program

The President's Scholars Program provides educational enrichment opportunities and scholarship incentives for

academically advanced students. This excellent opportunity includes a one-credit colloquium each semester. Scholars participate in activities to broaden intellectual horizons, to become more aware of Southwest history and culture and to explore communications skills through interaction with other students.

Participants will travel to off-campus locations throughout the Southwest to study subjects of interest and concern.

Scholarships, which include tuition, books and travel, are awarded for those who are admitted.

Students may obtain an application packet for the President's Scholars program from the Recruiting and Admissions Office, (800) 226-7845, ext. 6271, or by calling faculty adviser **Andrew Hassard**, ext. 6213, or email andrew.hassard@npc.edu.

Student Ambassador Program

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

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

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

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

Student Government Association

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

SGA conducts elections each year. All students are encouraged to participate in SGA and participate in the future of Northland Pioneer College. Students interested in the SGA should contact the student activities coordinator **Ryan Orr** at (800) 266-7845, ext. 6241 or email ryan.orr@npc.edu.

Study Abroad Opportunity

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

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

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

Interested participants by March 1, 2018 should complete the "Interest Form" online at www.npc.edu/costa_rica or contact the Study Abroad coordinator **Richard Harris** at (800) 266-7845, ext. 6145 or email richard.harris@npc.edu.

Records and Registration

The Records and Registration Office staff members, (800)266-7845, ext. 7459, are responsible for final grade rosters. After instructors post grades, students may view their grades on **MyNPC**, utilizing their student log-in (excluding those on financial hold).

For a transcript of your NPC coursework, see *Transcripts* below. Any changes to existing grades (see *Appeal of Grade, page 55*) are initiated by contacting your instructor. The instructor then submits the change through their division dean, who then forwards the change to the Records and Registration Office. Once received and updated, the semester transcript shows the change.

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

Students pursuing a certificate or degree need to declare a degree plan with an academic adviser. The declared degree

plan is then posted to the student's file. When the student is ready to graduate, he or she submits an application for graduation. After graduation requirements have been met, please allow six to eight weeks after the semester ends for diplomas to be mailed. **Note:** Diplomas are only ordered twice a year.

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

- Admission and Enrollment Verification
- New Mexico Waivers
- Domicile verification
- Veterans Certification
- Student records, including transcripts and grades
- Graduation certification
- Western Undergraduate Exchange (WUE)

Transcripts

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

The Records and Registration Office accepts orders for Official NPC transcripts through the National Student Clearinghouse (visit www.npc.edu/transcripts for more information). The following information is needed when requesting a transcript: name, student ID (or Social Security Number), date of birth, student's mailing address, complete mailing address where transcript is to be sent, contact phone number, signature, date signed and payment - \$10 per transcript (online ordering).

Students may request priority transcript delivery. **Priority delivery requests must be received by 10 a.m. to be processed that day.** Additional fees apply for rush processing and delivery charges. (See *Special Fees, page 22*.)

Payment by major credit card (Discover, MasterCard or Visa) or debit card is required when ordering through the National Student Clearinghouse. If students are unable to pay by credit or debit card, student can pay by cash, check or money order at the nearest campus or center. An additional \$5 fee is charged for all orders paid with cash, check or money order.

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

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

Recruiting and Admissions Office

All new students must submit an *NPC Admissions Application*. If you have previously attended the college, but never completed an *NPC Admissions Application*, you are asked to do so to verify your student information. NPC has an open admission policy (see page 12). High-school-age students, 14 and above, may enroll in NPC classes. Contact the Recruiting and Admissions Office or an academic adviser for details.

The Recruiting and Admissions Office has district-wide duties and is responsible for the following areas:

- Requests for information (brochures & give-aways)
- High school activities/open houses/site visits
- Coordination of on-site visits to NPC (campus/center tours)
- Student Ambassadors
- Community presentations
- International student admissions

Student Email

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

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

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

How do I get My Username?

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



NPC STUDENT EMAIL

– the college's official method of communication

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

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

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



<http://web.mail.npc.edu>

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

Student Health Insurance

NPC offers, through a major insurance company, a group health plan, which has been especially designed for students attending Arizona community colleges. The policy offers protection for illnesses and accidents at reasonable rates. For further information or an application, visit www.npc.edu/student-services/student-insurance, contact your local academic adviser or the office of the Vice President for Learning and Student Services.

In addition, the college carries liability insurance while a student is attending class. If a student gets hurt and wants or chooses to file a claim, he or she should contact the campus or center office, as soon as possible.

Student Housing

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

Student Writing Centers

Note: You must complete a brief orientation to use the resources of the Student Writing Center.

Help with college writing assignments is always available free to NPC students at the Student Writing Center. College and Career Preparation (CCP) Learning Assistants provide guidance in research, grammar, spelling and composition. Computers and printers are available for current students working on college assignments. Student Writing Centers are located at all NPC campuses and centers in the CCP.

Textbook Information

Students can obtain information about what textbooks are required or optional for a specific course by going to the **Class Schedule Search** section on the home page of www.npc.edu. Select your desired course department and course number, then click **Search** at the bottom of the screen. Not only does it show the instructors, times, days and locations for the course, but you'll also see information about the textbooks used in the course. Make a note of the ISBN numbers to ensure you are purchasing the correct textbooks.

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

Electronic Textbooks (e-Books)

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

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

Rental Textbooks

Students can rent selected textbooks for a semester or set period of time. Additional days can be added to the rental period if needed. After the semester has ended, return the book to eCampus by printing a free prepaid UPS shipping label or you can return during NPC's on-site buy back days.

Market Place

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

How to Order Textbooks

1. After registering for classes, students can go to the NPC website, www.npc.edu/textbooks-bookstore, for step-by-step instructions on "How to order textbooks through NPC Online Bookstore."
2. Other ways to place an NPC Online Bookstore order:
 - Use an NPC computer at any NPC location during normal business hours. You must be logged in with your NPC student login to access the Online Bookstore.
 - Call the NPC Online Bookstore (877) 284-6744.
 - Fax your order to (859) 514-6814.
 - Mailing your order to the following address:
NPC Online Bookstore,
2373 Palumbo Drive, Lexington, KY 40509

Payment Options

There are several payment options to choose from:

- Credit/Debit Cards: Visa, Master Card, Discover or American Express;
- Prepaid credit cards **CANNOT** be used as payment for orders;

- PayPal or PayPal Credit: May be subject to credit approval and a minimum purchase may be required;
- e-Cashier Payment Plan: Students can use an installment payment option. Go to the NPC website for step-by-step instruction on “*How to use e-Cashier to Purchase Textbooks;*” or
- Check or Money Order.

NOTE: Rental orders **CANNOT** be paid for using PayPal, PayPal Credit, Check or Money Order. If you wish to rent your books, you may use e-Cashier or a credit card. If you use e-Cashier, you must still provide valid credit card information at checkout.

Shipping Options

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

NOTE: Only USPS will ship to PO boxes.

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

For questions contact the NPC Bookstore Manager at (800) 266-7845, ext. 6115.

Selling Back Textbooks (Buy Back)

Through the NPC Online Bookstore, students can sell back their textbooks 24 hours a day, seven days a week, on the website. Click the “*Sell Textbooks*” button, enter the ISBN number (13-digit numerical code below the bar code), from the back of the textbook and an instant quote for the textbook will appear.

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

IMPORTANT: Students are **NOT** required to purchase their textbooks from the NPC Online Bookstore and can choose to purchase textbooks from another vendor. Students should be aware of any vendor’s return policy, as NPC classes can be canceled. Students assume all liability for the cost of purchased textbooks and the ability to return those textbooks should their classes be canceled.

Transfer Assistance

For students interested in transferring their credits to another Arizona public university, NPC offers online access to the Arizona Course Applicability System (CAS). This system offers a number of helpful features that allow you to:

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

To access the Arizona Course Applicability System, visit their website at www.AZTransfer.com.

If you have any questions or need more information, contact your academic adviser. If you do not have an academic adviser, call the campus or center where you plan to attend and ask to speak with the adviser.

Tutoring

NPC provides free tutoring to support academic and personal goals. Students may benefit from these services if they need help in any of the following areas:

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

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

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

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

Veterans Services

Northland Pioneer College provides assistance to eligible students applying for educational benefits under the U.S. Department of Veterans Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code and selected reservists under Title 10 of the U.S. Code. The Veterans Certifying Official is responsible for certifying the enrollment status and reporting changes in enrollment to VA.

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

For questions about NPC Veterans Services, contact the Veterans Certifying Official, (800) 266-7845, ext. 7469, or ext. 7365, or email veterans@npc.edu.

VA Students must:

- Submit Certificate of Eligibility every semester.
- Submit all required documents.
- Advise immediately of any change in course adds/drops or degree changes.
- Attend class and take final exams
- Follow Title IV policies
- Make Satisfactory Academic Progress
- Submit all transcripts from other colleges and universities, including any military training.
- Complete a mandatory VA orientation
- Keep NPC VA Certifying Official and VA informed of correct address/phone number.
- If in doubt, call/see VA Certifying Official.

VA Educational Programs:

Chapter 30: Montgomery G.I. Bill – Active Duty (MGIB-AD)

The MGIB-AD program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30.

Student must check in through WAVE every month to confirm still attending.

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

Chapter 31: VA Vocational Rehabilitation

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

Chapter 33: The Post-9/11 GI Bill

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

- Tuition and fees are paid directly to the school not exceeding the maximum in-state tuition and fees at a public institution of higher learning. A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school and an annual books and supplies stipend not to exceed \$1,000 per year, paid proportionately based on enrollment.

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

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

Eligibility

You must be the son, daughter or spouse of:

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

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

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

Chapter 1606 *Continued*

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

Student must check in through WAVE every month to confirm still attending.

1. A selected reservist must be enlisted, reenlisted or extend an enlistment obligation in the selected reserve so that the reservist has/had an enlistment obligation to serve for a period of not less than 6 years, following the date of such action and this must be completed on or after July 1, 1985.
2. Has completed secondary school diploma requirements.
3. Has completed IDAT.
4. Has enlisted, reenlisted or extended an enlistment.

Check in at beginning of each semester

Students receiving educational benefits from the VA should verify student enrollment status with the College's Veterans Certifying Official at least once at the beginning of each semester. Anytime there is a change in enrollment, program of study change, change of address or other changes that may affect veteran benefits, it is the student's responsibility to report the change to the Veterans Certifying Official.

Rules to Remember for VA Students

All students receiving VA educational benefits must meet with an academic adviser to complete paperwork and file a Degree Intent. Students are required to follow their program of study (degree).

Chapter 33 tuition and fees are paid directly to the college. All other Chapters are paid directly to the student and it is the student's responsibility to pay any unpaid balances to the school. The processing of benefits for first-time students can take 8 to 10 weeks. VA students may utilize VA Promissory

Veterans Priority Registration Day

Check the Academic Calendar on page 25 for dates each semester



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

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

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

To register in person at a campus or center:

- Veterans must show proof of having been in the military (DD214 or Military ID).
- Eligible spouses must have Spouses DD214 or Military ID. If last name is different, a marriage license is also needed.
- Dependents must have DD214 or Military ID from their parent, and a birth certificate showing veteran is parent.

Take your military documents, and your registration form to the campus/center office and you can register early!

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

To register, FAX [(928) 524-7461] or email [veterans@npc.edu] your documents to the Records Office before you call (928) 524-7459 or (800) 266-7845, ext. 7469 to register.

Student Services

Notes to defer tuition and fees until benefits come in. The student will clear those charges when they receive their first monthly benefit check.

The Department of Veterans Affairs requires that all persons using VA educational benefits follow Title IV policies, including making SATISFACTORY ACADEMIC PROGRESS. A student who does not meet the minimum standards (listed below) will be placed on probation for one semester. At the end of the probationary semester, if satisfactory academic progress has not been demonstrated, veteran benefits will be terminated. Benefits may resume once the student raises their cumulative grade-point average (GPA) to the required minimum standards.

Academic Progress:

1. Complete all courses attempted.
2. Maintain a semester and cumulative GPA of 2.0.
3. Finish all incomplete grades (I's) within one semester.
4. If the VA recipient withdraws from their class(es), the student will receive a "W" on their transcript and may have to repay any monies they have received. The VA student must also notify the Veterans Certifying Official within one week of the withdrawal.
5. Maintain regular classroom attendance.
6. Complete courses required on the student's degree plan.
7. If the student is dropped from the 45th day attendance FTSE roster, the student will receive a W on their transcript and may owe back any monies they received. Students receiving VA benefits may not receive a "W" grade from their instructor; they will receive an "F" grade at the end of the term.

Enrollment Status

Chapter 30, 35, 1606, 1607

The number of credits enrolled in determines the amount of benefits the VA student will receive.

Classification of enrollment:

12 credit hours or more.....	full time
9 to 11 credit hours	3/4 time
6 to 8 credit hours	1/2 time
1 to 5 credit hours.....	less than 1/2 time

Summer sessions are calculated on an accelerated basis.

Chapter 33

Benefits are received according to a student's calculated Rate of Pursuit. The Rate of Pursuit must be more than 50 percent to receive the housing allowance, for summer, spring and fall. A student's rate of pursuit of 50 percent or less will reimburse tuition and fees only.

Responsibility

1. Have all appropriate paperwork and transfer evaluations on file with the Veterans Certifying Official.
2. Declare a Program of Study (degree) and file a Degree Intent. (*See your NPC Academic Adviser*)
3. Have all transcripts from other postsecondary schools, including military transcripts, and all required documents submitted to NPC for evaluation by the end of the first semester.
4. Make satisfactory academic progress.
5. Attend classes pursuant to college attendance policy.
6. Remain in good standing with the college.
7. Inform the Veterans Certifying Official of changes in enrollment.
8. Formally withdraw from classes and file with the Veterans Certifying Official "mitigating circumstances" statement within one week of withdrawal.
9. Failure to earn the required grade-point average during any semester that the student is on "VA probation" will result in termination of veteran educational benefits.
10. Have all debts with the college cleared by the end of each semester.

Restricted Status

A student placed on restricted status will be placed on an academic plan toward successful completion of their degree program.

Assessment of Military Training

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

Voter Registration

Voter registration forms are available for all students and the public at all NPC campus/center libraries. For more information contact the Navajo County Recorder's office at (928) 524-4192.

You can also register to vote online at the Arizona Secretary of State's website: www.azsos.gov/elections/voting-election/register-vote-or-update-your-current-voter-information.



Thank you for Your Service!

How to Keep Informed



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

This system may be activated when:

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

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

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

Check your RAVE information

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

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

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

Know Where To Find Emergency Information

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

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

Crisis Manager App

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

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

Non-Emergency Student Text Messages



NPC sends important college information via text message to current students' cell phone numbers. Messages will include registration dates, class schedule availability, financial aid deadlines, scholarship opportunities, graduation information, college events and more. Students can sign-up to receive these text messages by: sending a text to 33222 and in the message box bytyping NPC or by providing their cell phone number on NPC's course registration form.

Students can opt-out of receiving text messages at any time by replying "STOP" to any non-emergency NPC text message. This will **permanently** remove the student from the non-emergency text list. Students should note that once they use the "STOP" opt-out option, the only way to start receiving NPC texts again is to re-sign-up by sending a text to 33222. Signing up by providing a cell phone number through the course registration process is no longer an option.

Students who have **never** signed-up for non-emergency text messages can opt-out of receiving them by checking the opt-out box on the NPC course registration form.

How to Keep Informed

Area Emergency Information

For information regarding area-wide emergencies in southern Navajo and Apache counties, you can call 311 from any Frontier landline phone. From a CellularOne of Northeastern Arizona phone, dial *311 (star) when in the home coverage area. Verizon customers can dial #311 (pound). From other cell or non-Frontier system phones, call (928) 333-3412. Long distance charges may apply.

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

You can also get updated information on the web at:

- www.311info.net
- www.facebook.com/593info
- <https://twitter.com/593info>
- inciweb.org
- www.azein.gov (for statewide reports)
- Arizona road conditions www.az511.com or call 511

Campus/Center Closings and Class Cancellations

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

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

General Principles

1. Short of a two-county disaster area being declared, the college as a whole rarely closes because of weather. If such a disaster occurs, the decision to close will be made by the College President.
2. In the event of a very severe weather or other emergency situation, an individual campus or center might be closed for a period of time. If such a situation occurs, a decision to close a campus or center while classes are in session will be made by the Vice President for Learning and Student Services (VPLSS). If the VPLSS is not available, or if classes are not in session, the Chief Operations Officer will make the decision.

3. As a general rule, classes will not be canceled, so faculty and students need to exercise judgment regarding travel to campuses and centers for classes in severe weather conditions.
4. If a class is missed because of weather conditions, it needs to be made up. If a faculty member is unable to teach a class, he or she must call the appropriate academic dean/director and the campus/center office as soon as possible to let them know. If possible, the campus/center office will notify students of the faculty member's class cancellation to forestall an unnecessary trip to the campus/center by the students.

Reporting Emergencies

Designated campus/center managers (listed at each center) handle emergencies, and collect and distribute the following information:

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

Other pertinent information such as witnesses of the event, etc. and action taken if any. Sign the report.

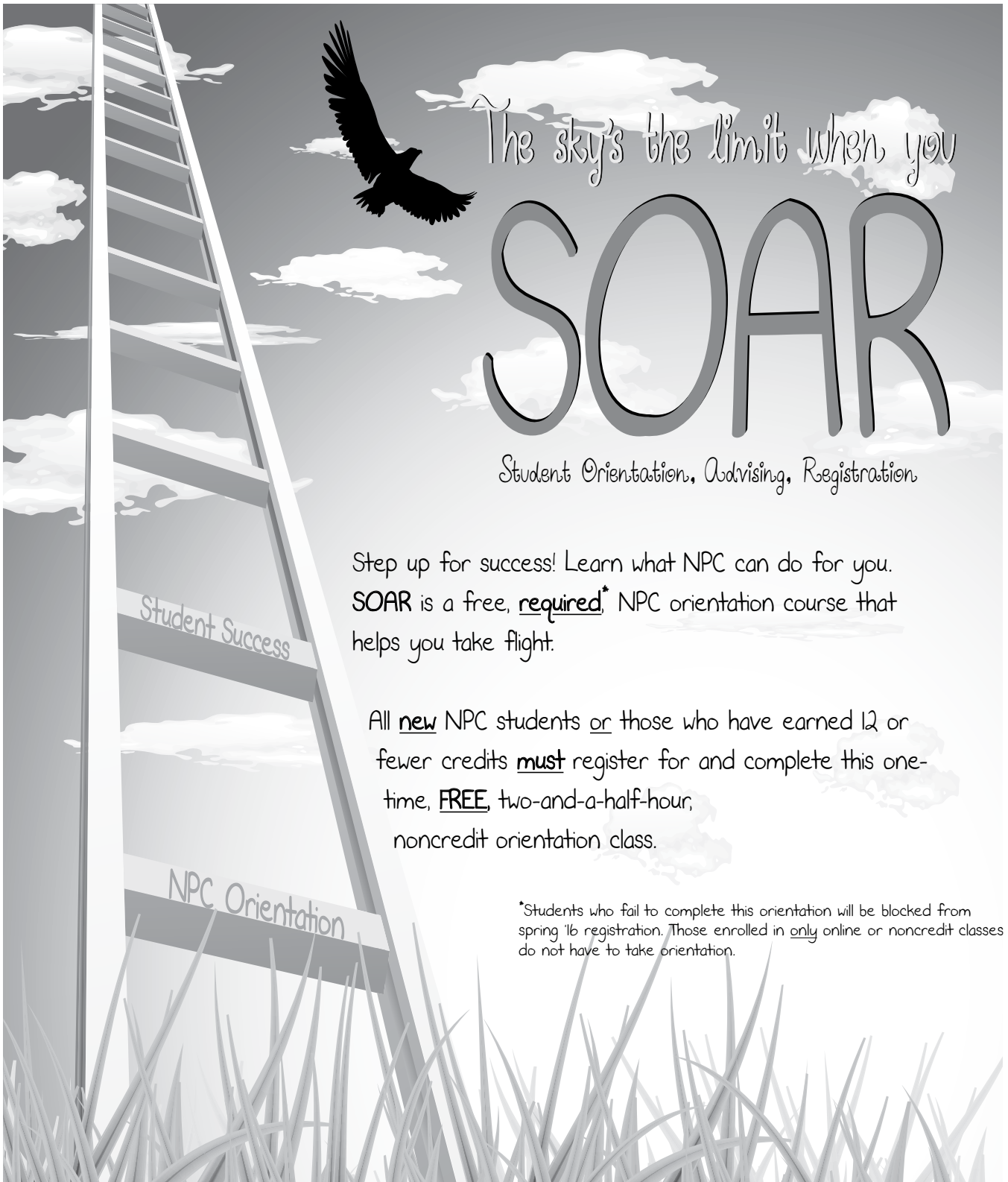
[NPC Procedure #2510, based on Policy #1310]

Campus/Center Security Information, Policies

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

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

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



The sky's the limit when you

SOAR

Student Orientation, Advising, Registration

Step up for success! Learn what NPC can do for you. SOAR is a free, required* NPC orientation course that helps you take flight.

All new NPC students or those who have earned 12 or fewer credits must register for and complete this one-time, FREE, two-and-a-half-hour, noncredit orientation class.

*Students who fail to complete this orientation will be blocked from spring '16 registration. Those enrolled in only online or noncredit classes do not have to take orientation.

Find out more:

www.npc.edu/soar
or speak to an Academic Adviser