

Index...



Loose parts like these encourage creative play in young children. This mixture of natural and man-made objects were used in a workshop for Early Childhood educators.

Index

Where to Find Information

A

- Academic Advising
 - 12-Credit Limit 24
 - Contact Information 8
 - Services 24
 - Transfer Assistance 42
- Academic Calendar 21
- Academic Integrity Tutorial 186
- Academic Probation
 - Satisfactory Academic Progress
 - Financial Aid 31
 - Other Students 60
 - Veterans Students 46
- Acceptance 13
- Accreditation
 - Accreditation Commission for Education in Nursing (ACEN) 97
 - ASE Education Foundation 69
 - Commission on Accreditation of Allied Health Education Programs (CAAHEP) 101
 - Higher Learning Commission (HLC) 5
 - Pharmacy Technician Training Board 148
- Accounting (BUS)
 - Course Descriptions *See Business*
 - Degree and Certificate Options 54, 71
- Adding or Dropping a Course 16
 - Financial Aid 33
- Administration and Administrative Staff 158
- Administration of Justice Studies (AJS)
 - Course Descriptions 109
- Admission Information
 - Admission Classification 10
 - Admission Requirements 13
 - Admission to the NPC Nursing Program 98
 - Admission to the Surgical Technology Program 102
 - Incoming Credit Acceptance Policy 13
 - Residency Requirements 10
- Adult Basic Education
 - College and Career Preparation 26
 - Also see GED® Testing*
- Affirmative Action & Title IX 170
- AGEC *Arizona General Education Curriculum* 63
- Alerts 47
- All-USA & All-Arizona Academic Team 60
- Alternative Education Services
 - Alternative Learning (AL) 24, 62
 - Arizona State Prisons 26
 - Credit by Examination 25
 - Dual Enrollment 25
 - Experiential Education 26
 - Evaluation of Prior Learning Credits 24
 - Individualized Learning Contracts 25
 - Non-Accredited Transfer Credit 25
 - Vocational High School Districts 26
- Assessment of Military Training 45
- American Sign Language
 - Course Descriptions 143
- Americans with Disabilities Act 187
- Annual Notification of FERPA Rights 176
- Anthropology (ANT)
 - Course Descriptions 109
- Apache
 - Course Descriptions 142
- Apache County Programs 8, 52
 - Tuition 17
- Appeal of Grade 181
- Applicable Catalog 56
- Application for Graduation
 - Deadlines 55
- Area Emergency Information 47
- Arizona Course Equivalency Guide (CEG) 42
- Arizona General Education
 - Curriculum (AGEC) 63
- Arizona Leveraging Educational Assistance Partnership (AzLEAP) 30
- Arizona State Prisons 26
- Art (ART)
 - Course Descriptions 109
- Arts and Humanities General Education
 - Options 64
- Arts and Sciences Division 52
- Assessment 53
- Associate Degrees 54, 55
 - General Education Options 64
 - Graduation Requirements 55
 - Electives 61
- Associate of Applied Science (AAS) Degree
 - Automotive Technology (ATO) 54, 69
 - Business Studies (BUS)
 - Accounting 54, 71
 - Entrepreneurship 54, 72
 - Management and Leadership 54, 73
 - Medical Office Administration 54, 74
 - Modern Office Technologies 54, 75
 - Computer Information Systems (CIS)
 - Computer Information Systems 54, 76
 - Cybersecurity 54, 77
 - Software and Web Development 54, 78
 - Construction Technology (CON) 54, 80
 - Cosmetology (COS) 54, 84
 - Early Childhood Studies (ECD) 54, 87
 - Energy & Industrial Technician (EIT) 54, 92
 - Film and Digital Video (FDV) 54, 93
 - Fire Science (FRS) 54, 95
 - Graduation Requirements 55
 - Medical Assistant (MDA) 54, 96
 - Nursing Studies (NUR)
 - LNA to RN 54, 99
 - LPN to RN 54, 99
 - Paramedic to RN 54, 99
 - Paramedicine (EMT) 54, 101
 - Surgical Technology (SGT) 54, 102
 - Therapeutic Massage (TMP) 54, 103
 - Welding (WLD) 54, 105
- Associate of Arts (AA) Degree 54
 - Degree Requirements 66
 - Graduation Requirements 55
- Associate of Arts in Early Childhood (AAEC) 54
 - Degree Requirements 86
 - Graduation Requirements 55
- Associate of Arts in Elementary Education (AAEE) 54
 - Degree Requirements 88
 - Graduation Requirements 55
- Associate of Business (ABUS) Degree 54
 - Degree Requirements 70
 - Graduation Requirements 55
- Associate of General Studies (AGS) Degree 54
 - Degree Requirements 67
 - Graduation Requirements 55
- Associate of Science (AS) Degree 54
 - Degree Requirements 68
 - Graduation Requirements 55
- Attendance 170
- Audit ('AU')
 - Financial Aid (Not Eligible) 30
 - Grades 58
- Automotive Service Operations (CP) 54, 69
- Automotive Technology (ATO)
 - ASE Education Foundation Certification 69
 - Course Descriptions 111
 - Degree and Certificate Options 54, 69
- AZ Constitution Course 16
 - Course Description 149
- AZTransfer 42, 55, 61

Index

B

- BankMobile Refund Options 20
- Behavioral Sciences General Education
 - Options 64
- Biology (BIO)
 - Course Descriptions 114
- Biological Sciences General Education
 - Options 64
- Bookstore
 - Phone Number 8
 - Also see Textbook Information*
- Business and Community Services
 - Community and Corporate Learning 6
 - Non-Credit Classes 16
 - Kids College 6
 - Learning Adventures Excursions 6
 - Public Access to Computers and Internet Services 7
 - Small Business Development Center 7
 - Talon Gallery 6
- Business Office
 - Phone Number 8
- Business Studies (BUS)
 - Accounting 54, 71
 - Associate of Business (ABus) Degree 54, 70
 - Course Descriptions 115
 - Entrepreneurship 54, 72
 - Management and Leadership 54, 73
 - Medical Office Administration 54, 74
 - Modern Office Technologies 54, 75

C

- Calendar
 - Academic 21
 - Financial Aid 28
- Campus Security 170
- Campus Sexual Violence Elimination (SaVE) Act 171
- Canceled Course
 - Financial Aid 19
 - Refunds 20
- Career and Technical Education Division 52
- Career Services
 - Career Assessment 26
 - Internships 26
 - NPC Jobs Connection 26
 - On-Campus Student Employment 26
 - Phone Number 8, 26
- Certificate of Applied Science (CAS)
 - Automotive Technology (ATO) 54, 69
 - Business Studies (BUS)
 - Accounting 54, 71
 - Entrepreneurship 54, 72
 - Management and Leadership 54, 73

- Medical Office Administration 54, 74
- Modern Office Technologies 54, 75
- Computer Information Systems (CIS)
 - Computer Information Systems 54, 76
 - Cybersecurity 54, 77
 - Software and Web Development 54, 78
- Construction Technology (CON) 54, 79
- Cosmetology (COS) 54, 84
- Early Childhood Studies (ECD) 54, 87
- Energy and Industrial Technician (EIT) 54, 91
- Film and Digital Video (FDV) 54, 93
- Fire Science (FRS) 54, 94
- Graduation Requirements 56
- Medical Assistant (MDA) 54, 96
- Paramedicine (EMT) 54, 101
- Practical Nursing (LPN) 54, 98
- Therapeutic Massage (TMP) 54, 103
- Welding (WLD) 54, 105
- Certificate of Proficiency (CP)
 - Automotive Technology (ATO)
 - Automotive Service Operations 54, 69
 - Electrical Systems and Engines 54, 69
 - Business Studies (BUS)
 - Accounting Fundamentals 54, 71
 - Entrepreneurship Fundamentals 54, 72
 - Management and Leadership Fundamentals 54, 73
 - Medical Office Administration Fundamentals 54, 74
 - Modern Office Technologies Fundamentals 54, 75
 - Computer Information Systems (CIS)
 - Computer Information Systems 54, 76
 - Cybersecurity 54, 77
 - Software and Web Development 54, 78
 - Construction Technology (CON)
 - Construction Technology 54, 79
 - Drafting 54, 79
 - Masonry 54, 79
 - Cosmetology (COS)
 - Cosmetology 54, 84
 - Cosmetology Instructor 54, 84
 - Hairstyling 54, 84
 - Nail Technician 54, 84
 - Early Childhood Studies (ECD) 54, 87
 - Education Professions (CP) 54, 89
 - Energy and Industrial Technician (EIT)
 - Electrical and Instrumentation 54, 91
 - Electrical 54, 91
 - Industrial Electrical, Motors and PLC's 54, 91
 - Industrial Mechanics and Fluid Power 54, 91
 - Industrial Plant Operations 54, 91
 - Instrumentation 54, 91

- Mechanical Maintenance 54, 91
- Operations/Maintenance 54, 91
- Film and Digital Video (FDV)
 - Film and Digital Video 54, 93
 - Visual Communications Fundamentals 54, 93
- Fire Science (FRS)
 - Driver/Operator 54, 94
 - Firefighter 54, 94
 - Leadership 54, 94
 - Graduation Requirements 54, 56
 - Medical Assistant (MDA) 54, 96
 - Nursing Assistant (NAT) 54, 100
 - Paramedicine (EMT) 54, 101
 - Therapeutic Massage (TMP) 54, 103
- Welding (WLD)
 - Welding Level I – Entry Level Welder 54, 104
 - Welding Level III – Advanced Welder 54, 104
 - Welding Level II – Intermediate Welder 54, 104
- Certified Nursing Assistant (CNA) 54
- Certificate of Proficiency (CP)
 - Requirements 100
- Chemistry (CHM)
 - Course Descriptions 117
- Child and Family Studies (CFS)
 - Course Descriptions 118
- Classification Criteria
 - Regular Student 10
 - Special Status 10
 - Tuition Purposes 11
 - Under 18 Years of Age 10
- Closings and Class Cancellations 48
- Collection Fees 19
- College and Career Preparation (CCP) 26
 - Course Descriptions 118
 - Division 52
 - Opportunities Through Education 35
 - Student Writing Centers 40
 - Tuition 17
- College Bound Scholarship 22
 - Application Deadlines 168
- College Credit in High School 25
- College District 5
- College Success Strategies Course 15
- College Visitation 5
- Colors 5
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) 101
- Communicable Diseases 170
- Communication is Key at NPC 49
- Communications General Education Options 64

Index

C (Continued)

Community and Corporate Learning 6
 Non-Credit Classes 16
 Kids College 6
 Learning Adventures Excursions 6
 Phone Number 6, 8
Complete Withdrawal From All Classes 16
 Financial Aid 33
Computer Competency 15
Computer Information Systems (CIS)
 Computer Information Systems 54, 76
 Course Descriptions 119
 Cybersecurity 54, 77
 Software and Web Development 54, 78
Conduct Code 182
 Academic Integrity Tutorial 186
 Academic Misconduct
 Hearing 186
 Procedure 185
 Administration of Student Conduct Code 182
 Definitions 182
 Non-Academic Misconduct
 Hearings 184
 Procedures 183
 Prescribed Conduct 182
Connected Course Learning
 Environment (CC) 62
Construction Technology (CON)
 Associate of Applied Science (AAS)
 Degree 54, 80
 Certificate of Applied Science (CAS) 54, 79
 Certificate of Proficiency (CP)
 Construction Technology 54, 79
 Drafting 54, 79
 Masonry 54, 79
 Course Descriptions 122
Continuing Student Admission
 Requirements 13
Corporate Training 6
 Special Fees 19
Cosmetology (COS)
 Cosmetology Club 37
 Course Descriptions 124
 Degree and Certificate Options 54
 Degree and Certification Requirements 84
 Program Overview 81
 What's in the Required Kits 82
Cosmetology Instructor 54, 81, 84
Course Changes 16
 Financial Aid 33
 Refunds 20
Course Delivery Methods
 Alternative Learning 24, 62
 Course Offering Limitations 62

Course Descriptions Index 108
 Also see Department Listing
Course Equivalency Guide 61
 Also see AZ Transfer
Course Fees 18
Course Offering Limitations 62
Course Selection Form 106
Credit Acceptance Policy 13
 Alternative Learning 25
 Credit By Examination 25
 Military Training 45
 Non-Accredited Transfer Credits 25
 Other Credit Sources 13
 Regionally-Accredited Institutions 13
Crime Awareness and Campus Security 170
 Campus Law Enforcement 171
 Campus Sexual Violence Elimination (SaVE)
 Act 171
 Community Notification Process 173
 Crime Prevention Awareness and Education
 172
 Crime Statistics 172
 Drug-Free Environment 173
 Reporting Crimes and Emergencies 48
 Security and Access to Campus Facilities
 171
 Use and Sale of Alcoholic Beverages and
 Illegal Drugs 173
Crisis Manager Application 47
Cybersecurity 77

D

Dates
 See Academic Calendar 21
 or Financial Aid Calendar 28
Dean's List 60
Definitions
 Course Descriptions 65, 108
 Degree and Certification Programs 65
Degrees & Certificates Offered 54
 Associate of Applied Science (AAS) 54
 Accounting (BUS) 54, 71
 Automotive Technology (ATO) 54, 69
 Entrepreneurship (BUS) 54, 72
 Computer Information Systems
 (CIS) 54, 76
 Construction Technology (CON) 54, 80
 Cosmetology (COS) 54, 84
 Cybersecurity (CIS) 54, 77
 Early Childhood Studies (ECD) 54, 87
 Energy and Industrial Technician
 (EIT) 54, 92
 Film and Digital Video (FDV) 54, 93
 Fire Science (FRS) 54, 95
 LNA to RN (NUR) 54, 99
 LPN to RN (NUR) 54, 99
 Management and Leadership (BUS) 54, 73
 Medical Assistant (MDA) 54, 96
 Medical Office Administration
 (BUS) 54, 74
 Modern Office Technologies (BUS) 54, 75
 Paramedic to RN (NUR) 54, 99
 Paramedicine (EMT) 54, 101
 Software and Web Development
 (CIS) 54, 78
 Surgical Technology (SGT) 54, 102
 Therapeutic Massage Program
 (TMP) 54, 103
 Welding (WLD) 54, 105
Certificate of Arts (AA) Degree 54, 66
Certificate of Arts in Early Childhood
 (AAEC) 54, 86
Certificate of Arts in Elementary Education
 (AAEE) 54, 88
Certificate of Business (ABus) 54, 70
Certificate of General Studies (AGS) 54, 67
Certificate of Science (AS) Degree 54, 68
Certificate of Applied Science (CAS) 54
 Accounting (BUS) 54, 71
 Automotive Technology (ATO) 54, 69
 Entrepreneurship (BUS) 54, 72
 Computer Information Systems
 (CIS) 54, 76
 Construction Technology (CON) 54, 79
 Cosmetology (COS) 54, 84
 Cybersecurity (CIS) 54, 77
 Early Childhood Studies (ECD) 54, 87
 Energy and Industrial Technician
 (EIT) 54, 91
 Film and Digital Video (FDV) 54, 93
 Fire Science (FRS) 54, 94
 Management and Leadership (BUS) 54, 73
 Medical Assistant (MDA) 54, 96
 Medical Office Administration
 (BUS) 54, 74
 Modern Office Technologies (BUS) 54, 75
 Paramedicine (EMT) 54, 101
 Practical Nursing (NUR) 54, 98
 Software and Web Development
 (CIS) 54, 78
 Therapeutic Massage Program
 (TMP) 54, 103
 Welding (WLD) 54, 105
Certificate of Proficiency (CP) 54
 Accounting Fundamentals (BUS) 54, 71
 Automotive Service Operations
 (ATO) 54, 69
 Electrical Systems and Engines
 (ATO) 54, 69

Index

Entrepreneurship Fundamentals (BUS) 54, 72
Computer Information Systems (CIS) 54, 76
Construction Technology (CON) 54, 79
Cosmetology (COS) 54, 84
Cosmetology Instructor (COS) 54, 84
Cybersecurity (CIS) 54, 77
Drafting (CON) 54, 79
Driver/Operator (FRS) 54, 94
Early Childhood Studies (ECD) 54, 87
Education Professions (EDU) 54, 89
Electrical (EIT) 54, 91
Electrical and Instrumentation (EIT) 54, 91
Film and Digital Video (FDV) 54, 93
Firefighter (FRS) 54, 94
Hairstyling (COS) 54, 84
Industrial Electrical, Motors and PLC's (EIT) 54, 91
Industrial Mechanics and Fluid Power (EIT) 54, 91
Industrial Plant Operations (EIT) 54, 91
Instrumentation (EIT) 54, 91
Leadership (FRS) 54, 94
Management and Leadership Fundamentals (BUS) 54, 73
Masonry (CON) 54, 79
Mechanical Maintenance (EIT) 54, 91
Medical Assistant (MDA) 54, 96
Medical Office Administration Fundamentals (BUS) 54, 74
Modern Office Technologies Fundamentals (BUS) 54, 75
Nail Technician (COS) 54, 84
Nursing Assistant Training (NAT) 54, 100
Operations/Maintenance (EIT) 54, 91
Paramedicine (EMT) 54, 101
Software and Web Development (CIS) 54, 78
Therapeutic Massage Program (TMP) 54, 103
Visual Communications Fundamentals (FDV) 54, 93
Welding Level I – Entry-Level Welder (WLD) 54, 104
Welding Level II – Intermediate Welder (WLD) 54, 104
Welding Level III – Advanced Welder (WLD) 54, 104
Definitions 65
General Education Course Options 64
Directory Information 176

Disability Resource and Access (DRA) Office Services Available 27
Phone Number 8, 27
Drafting (DRF)
Certificate of Proficiency (CP) 54, 79
Course Descriptions 126
Driver/Operator (CP) 54, 94
Dropping or Adding a Course 16
Financial Aid Requirements 33
Drug-Free Student Environment 173
Alcohol and Drug Policy and Prevention 176
Drug and Alcohol Abuse 174
Drug-Free Schools and Communities Act 173
Drug-Free Workplace 175
Drug Prevention Program 175
Health Risks 174
Substance Abuse Help 174
Dual Enrollment 25

E

Eagle Club 37
Early Childhood Development (ECD)
Associate of Arts in Early Childhood (AAEC) Degree 54, 86
Course Descriptions 126
Degree and Certificate Requirements 87
Program Overview 85
Early Childhood Education Club 37
eCashier Payment Plan 19
Economics (ECN)
Course Descriptions 129
Education and College and Career Preparation Division 52
Education Studies (EDU)
Associate of Arts in Elementary Education (AAEE) Degree 54, 88
Course Descriptions 130
Education Professions (CP) 54, 89
Elective Courses 61
Electrical (EIT)
Degree and Certificate Options 54, 91
Electrical and Instrumentation (EIT)
Degree and Certificate Options 54, 91
Electrical Systems and Engines (ATO)
Certificate Options 54
Requirements 69
Eligibility for Financial Aid 30
Ellie Eaglet (Kids College Mascot) 6
Email 39
Emergency Information
Area Emergency Information 47
Campus Security 170
Class Cancellations 48
Closures 48
Crime Statistics
Crisis Manager App 47
NPC RAVE Alerts 47
Reporting Emergencies 48
Where to Find Emergency Information 47
Emergency Medical Technology (EMT)
Course Descriptions 131
Degree and Certificate Requirements
See Paramedicine 89
Emeriti 163
Energy and Industrial Technician (EIT) 90, 131
Associate of Applied Science (AAS) Degree Requirements 92
Certificate of Applied Science (CAS) Requirements 91
Certificate of Proficiency (CP)
Areas of Specialization 54, 91
Electrical and Instrumentation 54, 91
Industrial Electrical, Motors and PLC's 54, 91
Industrial Mechanics and Fluid Power 54, 91
Industrial Plant Operations 54, 91
Instrumentation 54, 91
Mechanical Maintenance 54, 91
Operations/Maintenance 54, 91
Course Descriptions 131
Degree and Certificate Options 54
Program Overview 90
Engine Repair
See Automotive Technology (ATO)
English (ENL)
Course Descriptions 134
Entrepreneurship
Course Descriptions *See Business*
Degree and Certificate Options 54
Degrees and Certificate Requirements 72
Ernie Eagle (College Mascot) 3, 5
Estimated Student Costs 18
Evaluation of Prior Learning/
Assessed Credits 24
Military 45
Exception
Degree Requirements 57
Petitions 57
Refunds 20
Excess Course Load 15
Experiential Education 26

F

Faculty 159
FAFSA (Free Application for Federal Student Aid) 22, 28
Also see Financial Aid

Index

F (Continued)

Fall Semester
 Dates 21
 Excess Course Load 15
 Refunds 19
 Tuition 17
Federal Pell Grant 30
 Lifetime Limit 30
Federal Student Aid Programs 30
 Arizona Leveraging Educational Assistance
 Partnership (AzLEAP) 30
 Federal Pell Grant 30
 Federal Supplemental Education Opportunity
 Grant (FSEOG) 30
 Federal Work Study (FWS) 26, 30
FERPA (Family Educational Rights and
 Privacy Act)
 Annual Notification of Rights 176
 Directory Information 176
 Inspection of Records 176
 Limitations on Access 176
Film and Digital Video (FDV)
 Course Descriptions 135
 Degree and Certificate Options 54
 Degree and Certificate Requirements 93
Financial Aid 8, 22
 Additional Information 35
 Application Available October 1 29
 Calendar 28
 Complete Withdrawal from Classes 33
 Disbursement 31
 Eligibility 30
 CCP Courses 32
 Non-Credit and Audit Classes 33
 Federal Student Aid Programs 30
 Arizona Leveraging Educational Assistance
 Partnership (AzLEAP) 30
 Federal Pell Grant 30
 Federal Supplemental Education
 Opportunity Grant (FSEOG) 30
 Federal Work Study (FWS) 26, 30
 Free Application for Federal
 Student Aid (FAFSA) 22, 28
 Assistance with Application 30
 Filling Out Your FAFSA 28
 Status Results 30
 Steps to Apply 28
Independent Student 29
NPC and Other Scholarships 31
Phone Number 8, 35
Priority Deadline 27
Satisfactory Academic Progress 31
 Failure to Meet Requirements 32
 Financial Aid Warning 32

Financial Aid Probation 32
 Appeal Required 32
Schedule Change Impact 33
 Canceled Class 33
 Dropping or Adding a Course 33
 Non-Attendance 33
 Withdrawal Before First Day of Class 33
 Withdrawal From All Classes 33
 Withdrawing Without “W” on Transcript 33
Scholarship Search 31
Verification Process 31
Financial Aid Disbursement 31
Financial Aid Information 27
Financial Statement 187
Finish Line Scholarship 22
 Application Deadline 50
Fire Science (FRS)
 Course Descriptions 136
 Degree and Certificate Options 54
 Degree and Certificate Requirements 94
Firefighter (CP) 94
Flexible Degree
 See Associate of General Studies (AGS)
Former Student Admission Requirements 13
Free Application for Federal Student Aid (FAFSA)
 22, 28
French (FRE)
 Course Descriptions 138

G

Gainful Employment Disclosure 187
GED®/High School Equivalency Diploma 35
 Opportunities Through Education 35
 Phone Number 8, 35
General Education Course Options 64
 Communications 64
 Discipline Studies
 Arts and Humanities 64
 Computer Science 64
 Physical Sciences and Biological 64
 Social and Behavioral Sciences 64
 Mathematics 64
General Education Values 53
Geography (GEO)
 Course Descriptions 138
Geology (GLG)
 Course Descriptions 138
German (GER)
 Course Descriptions 138
Grades 58
 Appeal of Grade 181
 Audit (AU) Grades 58
 Grading Procedure 59
 Grading System 58

Incomplete (I) Grades 59
Pass (P) Grades 58
Raising Grades 59
Repeating Courses 59
Reporting of Grades 60
Withdrawal from Classes 59
Withdrawal (W) Grades 59
Graduation Requirements
 Applicable Catalog 56
 Application Deadline 55
 Degrees and Certificates 55
 Exclusions and Exceptions 57
 Grades 58
 Scholastic Honors 60
 Outstanding Graduates 60
 President’s and Dean’s Lists 60
 Transcripts 39
Grievance
 Disability Resource and Access 27
 Student Grievance Procedure 186
 Initiating a Grievance 186
 Investigation of Grievance 187
 Decision 187
 No Reprisals 187

H

Hairstyling
 Certificate (CP) Requirements 84
 Course Descriptions *See Cosmetology*
 Program Description 81
Ham Radio Club 37
Harassment and Unlawful Discrimination
 Complaint Procedures 188
 Definitions 177
 Discipline 188
 Educational Programs 177
Hazing Prevention
 Complaints and Reports 179
 Definitions 179
 Intention 180
 Prohibited Conduct 179
Health and Physical Education (HPE)
 Course Descriptions 138
Health Insurance (Student) 40
Health Sciences (HES)
 Course Descriptions 139
Helpful Telephone Numbers 8
Higher Learning Commission (HLC) 5
Higher One
 See NPC Money Card
High School Equivalency Diploma
 See GED® Testing
High School Programs 8
 See Dual Enrollment

Index

History (HIS)
 Course Descriptions 139
Honors Colloquia (HON)
 Course Descriptions 140
Hopi Language
 Course Descriptions 142
Honors Colloquia (HON)
 Course Descriptions 140
 Also see President's Scholars
Housing Assistance 40
How to Keep Informed 47
 Area Emergency Information 47
 Check your RAVE information 47
 Closings and Class Cancellations 48
 Crisis Manager App 47
 Know Where To Find Emergency Information 47
Human Development (HDE)
 Course Descriptions 140
Humanities (HUM)
 Course Descriptions 141
 General Education Options 64
Human Resources Office
 Phone Number 8
Human Services (HUS)
 Course Descriptions 141
Hybrid Courses (HY) 62

I

Important Notices
 Americans with Disabilities Act 187
 Catalog Not a Contract 187
 Financial Statement 187
 Notice of Nondiscrimination 187
 Protection of Intellectual Property 187
Incoming Credit Acceptance Policy 13
Incomplete ('I') Grades 59
Independent Student
 Financial Aid Definition 29
Individualized Learning Contracts 25
Industrial Arts (INA)
 Course Descriptions 142
Industrial Electrical, Motors and PLC's (EIT)
 Course Descriptions
 See Energy and Industrial Technician (EIT)
 Degree and Certificate Options 54
 Degree and Certificate Requirements 91
Industrial Mechanics and Fluid Power (EIT)
 Course Descriptions
 See Energy and Industrial Technician (EIT)
 Degree and Certificate Options 54
 Degree and Certificate Requirements 91
Industrial Plant Operations (EIT)
 Course Descriptions

See Energy and Industrial Technician (EIT)
 Degree and Certificate Options 54
 Degree and Certificate Requirements 91
Information and Communication Technology (ICT)
 Course Descriptions 142
In-State Residency Requirements 11
In-State Tuition 17
Instructional Course Fees 18
Instructional Divisions and Programs 52
Instrumentation (EIT)
 Course Descriptions
 See Energy and Industrial Technician (EIT)
 Degree and Certificate Options 54
 Degree and Certificate Requirements 91
Internships 26

K

Keeping Informed 47
 Area Emergency Information 47
 Check your RAVE information 47
 Closings and Class Cancellations 48
 Crisis Manager App 47
 Know Where To Find Emergency Information 47
Kids College 6

L

Languages
 Course Descriptions
 American Sign Language 143
 Apache 142
 French 138
 German 138
 Hopi 142
 Navajo 142
 Spanish 150
Late Registration Fee 17
Leadership (CP) 54, 94
Learning Adventure Excursions 6
Library Services 36
 Public Access to Computer and Internet Services 7
Licensed Nursing Assistant (LNA) 100
Limitations, Course Offering 62
LNA to RN Associate of Applied Science (AAS)
 Degree (NUR)
 Degree Options 54
 Degree Requirements 97
Load Classification 15
Locations
 Also see Map on Back Cover
 Phone Numbers 8

LPN to RN Associate of Applied Science (AAS)
 Degree (NUR)
 Degree Options 54
 Degree Requirements 97

M

Management and Leadership (BUS)
 Course Descriptions
 See Business (BUS)
 Degree and Certificate Options 54, 73
 Degree and Certificate Requirements 73
Masonry (CP) 54, 79
 Course Descriptions
 See Construction (CON)
Mathematics (MAT)
 Course Descriptions 143
Mechanical Maintenance (EIT)
 Course Descriptions
 See Energy and Industrial Technician (EIT)
 Degree and Certification Options 54, 91
 Degree and Certificate Requirements 91
Media Fee 18
Medical Assistant (MDA)
 Course Descriptions 144
 Degree and Certificate Options 54, 96
 Degree and Certificate Requirements 96
Medical Office Administration (BUS)
 Course Descriptions
 See Business (BUS)
 Degree and Certificate Options 54, 74
 Degree and Certificate Requirements 74
Merit Student Achievements 36, 156
Mission 5
Modern Office Technologies (BUS)
 Course Descriptions
 See Business (BUS)
 Degree and Certificate Options 54, 75
 Degree and Certificate Requirements 75
Multi-Course Learning Environment (MC) 62
Music (MUS)
 Course Descriptions 144
 Music/Theatre/Speech Organization 38

N

Nail Technician (CP)
 Course Descriptions
 See Cosmetology (COS)
 Certificate Options 54, 81
 Certificate Requirements 84
Navajo Language
 Course Descriptions 142
Navajo County Community College District
 Governing Board 157

Index

N (Continued)

- New Mexico Tuition Waiver 17
- New Student Admission Requirements 13
- Non-Accredited Transfer Credit 25
- Non-Attendance 33
- Non-Credit Classes 16
 - Financial Aid Ineligible 33
- Non-Emergency Student Text Messages 47
- Non-Payment 19
- Non-Resident Tuition 17
- Notice of Directory Information 177
- Notice of Nondiscrimination 187
- NPC Jobs Connection 26
- NPC Scholarships 31
- Nursing and Allied Health Division 52
- Nursing Assistant Training (NAT)
 - Course Descriptions 148
 - Certificate Options 54, 100
 - Certificate Requirements 100
 - Fingerprint Requirement 100
- Nursing Studies (NUR)
 - Admission
 - Prerequisites 98
 - Requirements 97
 - Selection 98
 - Course Descriptions 147
 - Degree and Certificate Options 54, 98, 99
 - Degree Requirements
 - General Education Requirements 99
 - LNA to RN (AAS) 99
 - LPN to RN (AAS) 99
 - Paramedic to RN (AAS) 99
 - Emphasis 97
 - LNA to RN 97
 - LPN to RN 97
 - Paramedic to RN Transition 97
 - Locations 97
 - Practical Nursing (CAS) 54, 98
 - Program Overview 97
 - Student Nurse Guidelines 98

O

- On-Campus Student Employment 26, 30
- Online Courses (OL) 62
 - Refund 20
- Open Entry Classes 16
- Operations/Maintenance (EIT)
 - Course Descriptions
 - See Energy and Industrial Technician (EIT)*
 - Degree and Certificate Options 54, 91
 - Degree and Certificate Requirements 91
- Opportunities Through Education 35
 - Also see GED® Testing*

- Organizations and Activities 37
 - Cosmetology Club 37
 - Eagle Club 37
 - Early Childhood Education Club 37
 - Ham Radio Club 37
 - Music/Theatre/Speech 37
 - Outdoor Club 38
 - Phi Theta Kappa 38
 - President's Scholars Program 38
 - Student Ambassador Program 38
 - Student Government Association 38
 - Study Abroad Opportunity 38
- Outdoor Club 38
- Outstanding Graduates 60

P

- Paramedic to RN Transition (AAS) 54, 97
- Paramedicine (EMT)
 - Course Descriptions 101
 - Commission on Accreditation of Allied Health Education Programs (CAAHEP) 101
 - Degree and Certificate Options 54, 101
 - Degree and Certificate Requirements 101
 - Entrance Requirements 101
 - Prerequisites 101
- Pass ('P') Grades 58
- Payment Plan 19
- Peer-to-Peer Distribution of Intellectual Property 180
- Pell Grant 30
- Pharmacy Technician (PHT)
 - Course Description 148
 - Pharmacy Technician Certification Board Certification 148
- Phi Theta Kappa 38
- Philosophy (PHL)
 - Course Descriptions 148
- Phone Numbers 8
- Photo and Videotape Notice 181
- Physical and Biological Sciences General Education Options 64
- Physics (PHY)
 - Course Descriptions 149
- Placement Testing 14
- Plan for Crime Awareness and Campus Security 170
- Political Science (POS)
 - Course Descriptions 149
 - Open Entry Online Courses 16
- Pre-Registration Course Selection Form 106
- President's and Dean's Lists 60
- President's Scholars Program 38
 - Honors (HON) Course Descriptions 140
- President's Welcome 4

- Priority Deadlines – Financial Aid 22
- Priority Registration - Veterans 44
- Prison Programs 26
- Probation
 - Academic 61
 - Financial Aid 32
- Programs and Degrees 54, 55
 - Available Degree Programs 54, 55
- Proof of Computer Competency 15
- Protection of Intellectual Property 187
- Psychology (PSY)
 - Course Descriptions 149
- Public Access to NPC Computers & Internet Services 7
- Public Notice of Nondiscrimination 187

R

- Raising Grades 59
- RAVE Alerts 47
- Records and Registration Office 39
 - Appeal of Grade 181
 - Credit Evaluation 24
 - Phone Number 8, 39
 - Transcripts 39
- Recruiting Office 39
 - Phone Number 8
- Refunds 19
 - BankMobile Options 20
 - Cancellations 20
 - Course Change 20
 - Eight-Week & Summer 20
 - Exception Refunds 20
 - Financial Aid 19
 - Media Fee 20
 - One- and Two-Day Workshops 20
 - Online Course 20
 - Other Refunds 19
 - Short-Term (less than 8 weeks) 20
 - Tuition and Fees 19
- Regionally Accredited Institutions
 - Credit Acceptance 13
- Registered Nursing (RN)
 - See Nursing Studies (NUR)*
- Registration Information 14
 - Academic Calendar 21
 - Adding or Dropping Classes 16
 - Computer Competency 15
 - Course Changes 16
 - Dates 14, 21
 - Load Classification 15
 - Noncredit Classes 16
 - Open Entry Courses 16
 - Placement Testing 14
 - Short-Term Credit Classes 16

Index

Updating Contact Information 16
Release of Educational Records 176
Directory Information 177
Family Educational Rights and Privacy Act (FERPA) Annual Notification 176
Inspection of Educational Records 176
Limitation on Right of Access 176
Release of Educational Records to Other Institutions 177
Repeating Courses 59
Reporting Crimes and Emergencies 48
Reporting of Grades 60
Residency Requirements 10
Classification for Tuition Purposes 10
In-State Residency Requirements 11
United States Residency Verification 10
Responsibility for Debt 19
Rights and Responsibilities
Financial Aid 34
Student 170
Veterans 45

S

Satisfactory Academic Progress
Failure to Meet Requirements 60
Financial Aid 31
Student 60
Veterans 46
Schedule Changes
Financial Aid 33
Scholarships 22, 31
College Bound Scholarship 22
Application Deadlines 168
Finish Line 50
Deadline 50
NPC Scholarships 31
Scholarship Search 31
Scholastic Honors 60
Short-Term Credit Classes 16
Small Business Development Center 7
Sociology (SOC)
Course Descriptions 150
Software and Web Development (CIS)
Course Descriptions
See Computer Information Systems (CIS)
Degree and Certificate Options 54, 78
Degree and Certificate Requirements 78
Spanish (SPA)
Course Descriptions 150
Speech, Theatre and Film (SPT)
Course Descriptions 150
Spring Semester
Dates 21
Excess Course Load 15

Refunds 19
Tuition 17
Stand Alone Learning Environment (SA) 62
Student Ambassador Program 38
Student Appeal of Grade 181
Student Conduct Code 182
Academic Integrity Tutorial 186
Academic Misconduct
Hearing 186
Procedure 185
Administration of Student Conduct Code 182
Definitions 182
Non-Academic Misconduct
Hearings 184
Procedures 183
Prescribed Conduct 182
Student Email 39
Student Government Association 8, 188
Student Grievance
Disability Resource and Access 27
Student Grievance Procedure 186
Initiating a Grievance 186
Investigation of Grievance 187
Decision 187
No Reprisals 187
Student Health Insurance 40
Student Housing 40
Student Nurse Guidelines 98
Student Organizations and Activities
Cosmetology Club 37
Eagle Club 37
Early Childhood and Education Club 37
Ham Radio Club 37
Music/Theatre/Speech Groups 37
Outdoor Club 38
Phi Theta Kappa 38
President's Scholars Program 38
Student Ambassador Program 38
Student Government Association 38
Study Abroad Opportunity 38
Student Payments 19
Collection Fees 19
Non-Payment 19
Payment Plan 19
Responsibility for Debt 19
Student Rights and Responsibilities 170
Academic Integrity Tutorial 186
Affirmative Action and Title IX 170
Attendance 170
Campus Sexual Violence Elimination (SaVE) Act 171
Communicable Diseases 170
Crime Awareness and Campus Security 170
Drug-Free Student Environment 173

Family Educational Rights and Privacy Act (FERPA) 176
Directory Information 177
Harassment and Unlawful Discrimination 177
Hazing Prevention 179
Peer-to-Peer Distribution of Intellectual Property 180
Photo and Videotape Notice 181
Release of Educational Records 176
Reporting Emergencies 170
Student Appeal of Grade 181
Student Code of Conduct 182
Student Grievance 186
Student Right-To-Know 187
Student Services
Academic Advising 24
Academic Integrity Tutorial 186
Alternative Educational Services 24
Career Services 26
College and Career Preparation 26
Disability Resource and Access 27
Financial Aid 27
GED®/High School Equivalency Diploma 35
Library Services 36
Merit Student Achievements 36
Organizations and Activities 37
Records and Registration 39
Recruiting Office 39
Student Email 39
Student Health Insurance 40
Student Housing 40
Student Writing Center 40
Success Strategies for College 42
Textbook Information 41
Transfer Assistance 42
Tutoring 42
Veterans Services 42
Voter Registration 46
Student Topics (STU)
Course Descriptions 152
Student Writing Centers 40
Study Abroad Opportunity 38
Success Strategies for College 42
Summer Session
Dates 21
Excess Course Load 15
Refunds 20
Tuition 17
SUN (Shared Unique Number) 61
Support Center
Phone Number 8
Student Email 39

Index

S (Continued)

- Surgical Technology (SGT)
 - Admission 102
 - Prerequisites 102
 - Selection 102
- Course Descriptions 152
- Degree Options 54
- Degree Requirements 102
- Program Guidelines 102

T

- Talon Gallery 6
- Teacher Certification Courses 16
- Textbook Information 41
 - Phone Number 8
- Text Messages, Non-Emergency 47
- Therapeutic Massage Program (TMP)
 - Course Descriptions 153
 - Degree and Certificate Options 54
 - Degree and Certificate Requirements 103
- Transcripts 39
 - Reporting of Grades 60
- Transfer Agreements 61
- Transfer Assistance 42
 - See AzTransfer*
- Transfer Degrees 55
 - Associate of Arts (AA) Degree 54, 66
 - Associate of Arts in Early Childhood (AAEC) 54, 86
 - Associate of Arts in Elementary Education (AAEE) 54, 88
 - Associate of Business (ABus) 54, 70
 - Associate of Science (AS) Degree 54, 68
- Transfer Student Admission Requirements 13
- Tuition, Fees and Payments 17
 - Apache County 17
 - College and Career Preparation 17
 - In-State Resident Base Tuition 17
 - Instructional Course Fees 18
 - Late Registration Fee 17
 - Media Fee 18
 - New Mexico Residents 17
 - Non-Resident Base Tuition 17
 - Refunds 19
 - Senior Citizens 17
 - Special Fees 18
 - Student Payments 19
 - Summer Session 17
 - Western Interstate Commission for Higher Education (WICHE) 17
 - Western Undergraduate University (WUE) 17

- Tutoring, Free 42
 - I Want to be a Tutor 42
 - Request a Tutor 42

U

- United States Residency Verification 10
- University Transfer Agreements 61
- Unlawful Discrimination 177
- Updating Contact Information 16
- US Constitution Course 16
 - Course Description 149

V

- Verification Process for Financial Aid 31
- Veterans Services
 - Assessment of Military Training 45
 - Educational Benefit Eligibility 43
 - Arizona National Guard 43
 - Housing Allowance 43
 - Post-9/11 GI Bill® 43
 - Educational Programs
 - Chapter 30: Montgomery GI Bill® – Active Duty (MGIB-AD) 43
 - Chapter 31: VA Vocational Rehabilitation 43
 - Chapter 33: Post-9/11 GI Bill® 43
 - Chapter 35: Survivor's and Dependents' Educational Assistance 44
 - Chapter 1606: Montgomery G.I. Bill® – Selected Reserve (MGIB-SR) 45
 - Enrollment Status & Payment 45
 - Overview 42
 - Phone Number 8
 - Priority Registration Day 44
 - Prior Credit Evaluation 45
 - Roles & Responsibilities 45
 - Satisfactory Academic Progress 46
 - VA Academic Warning, Suspension & Restricted Status 46
 - The WAVE and IVR System 45
- Videotape Notice 181
- Visual Communications Fundamentals (CP) 54, 93
 - Course Descriptions
 - See Film and Digital Video*
- Vocational High School Districts 26
- Voter Registration 46

W

- Warning
 - Academic Warning 60
 - Financial Aid 32
- Weather Emergencies
 - Area Emergency Information 47
 - Process for Closing/Cancellation at a Campus/Center 48
 - General Principles 48
- Web Development
 - See Software and Web Development*
- Welcome to NPC! 10
- Welding (WLD)
 - Course Descriptions 154
 - Degree and Certificate Options 54, 104
 - Degree and Certificate Requirements 104
- Western Interstate Commission for Higher Education (WICHE) 17
- Western Undergraduate University (WUE) 17
- What is AGECC? 63
- Who We Are... 3, 5
 - Accreditation 5
 - College District 5
 - College Visitation 5
 - Mascot and Colors 3, 5
 - Mission 5
 - Shared Values 5
 - Shared Vision 5
 - Phone Numbers 8
 - President's Welcome 4
- Withdrawal Before the First Day of Classes 33
- Withdrawal from Class(es) 59
- Withdrawal ('W') Grades 59
- Withdrawing from a Course 16
- Withdrawing Without "W" on Transcript 33
- Workshops and Special Project Courses
 - Course Descriptions 156
 - Refunds 20
- Work Study 26, 30
- Writing Centers 40

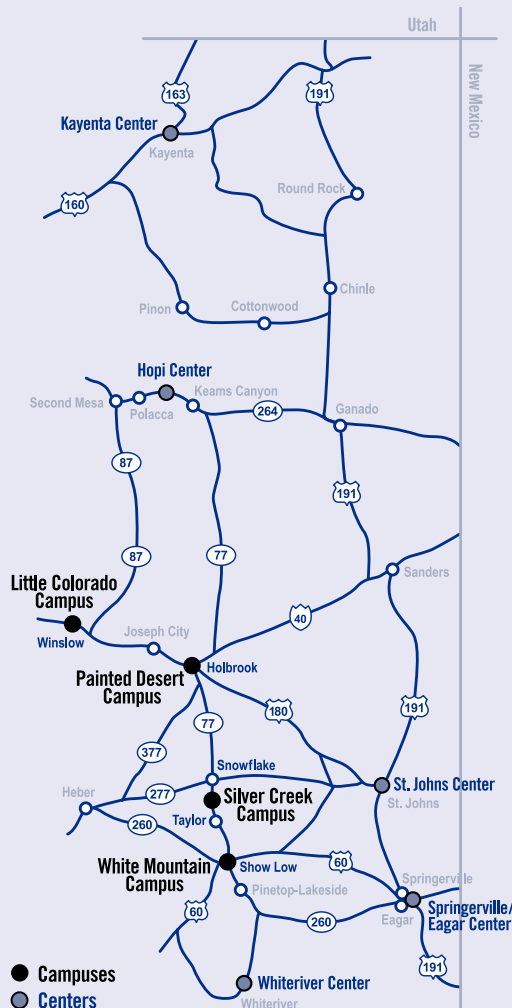
NPC COLLEGE CATALOG



Northland Pioneer College
EXPANDING MINDS • TRANSFORMING LIVESSM

OUR MISSION:
Northland
Pioneer College
provides, supports
and promotes
lifelong learning.

Always speak to
an NPC academic
adviser to ensure
you're on the
right path!



Campuses

Little Colorado Campus

1400 E. Third Street
Winslow, AZ

p (928) 289-6511
f (928) 289-6512

Painted Desert Campus

2251 E. Navajo Blvd.
Holbrook, AZ

p (928) 524-7311
f (928) 524-7312

Silver Creek Campus

1611 S. Main Street
Snowflake/Taylor, AZ

p (928) 536-6211
f (928) 536-6212

White Mountain Campus

1001 W. Deuce of Clubs
Show Low, AZ

p (928) 532-6111
f (928) 532-6112

Centers

Hopi Center

First Mesa
(Adjacent to Hopi Jr./Sr.
High School)
Polacca, AZ

p (928) 738-2265
f (928) 738-2267

Kayenta Center

¼ mile north of Hwy. 160
on Hwy. 163
Kayenta, AZ

p (928) 697-8333
f (928) 524-7652

Springerville/ Eagar Center

940 E. Maricopa St.
Springerville, AZ

p (928) 333-2498
f (928) 333-1526

St. Johns Center

65 South 3rd West
St. Johns, AZ

p (928) 337-4768
f (928) 337-4102

Whiteriver Center

720 S. Chief
Whiteriver, AZ

p (928) 338-5185
f (928) 524-7673



Transform *your* life!

To send postal mail to NPC, please use the following mailing address for all campus and center locations. P.O. Box 610, Holbrook, AZ 86025

(800) 266-7845 • www.npc.edu

This document available online at www.npc.edu/college-catalog.

2019 • 2020