

# 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

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](http://www.npc.edu/advising), or refer to page 9.

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

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

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

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

A degree plan is also required for federal financial aid and most scholarship applications.

### You Must Declare a Degree/Major

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

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

### Advisers Contact Information/Phone Numbers

Adviser schedules vary by location to accommodate meeting with students during day and evening hours. For a list of advisers phone numbers, visit [www.npc.edu/advising](http://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.

Students desiring to use such credits at other institutions are advised to check the policies of each institution. Normally a fee is charged for posting credits earned through Alternative Learning.

The following describes details on obtaining credit by these other means, through NPC's Alternative Learning Program:

### 1. Evaluation of Prior Learning/Assessed Credits

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

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

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requested to be evaluated by NPC. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits.

### 2. Credit By National Examination

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

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

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

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

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

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

No fees are assessed by the college for the credit earned through these standardized college-level exams (AP, IB, CIE, CLEP, DSST).

### 3. Credit By Department Examination

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

made. Credit by Departmental Examination testing may not be available for all subjects.

An appropriate fee must be paid for the type of credit by examination selected as stated in the fees schedule, listed on page 19, and [www.npc.edu/tuition-fees](http://www.npc.edu/tuition-fees).

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

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

### 4. Non-accredited Transfer Credit

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

### 5. Individualized Learning Contracts

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

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

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

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

### 6. Dual Enrollment

Many area high schools offer dual enrollment classes to their students through an agreement with NPC. Dual enrollment classes allow students to earn college credits for certain classes offered at the high school before they graduate from high school. Students can get a head start on college through dual enrollment. Occupational classes are accepted for credit at all state community colleges. Academic courses are accepted for

## Alternative Education Services Continued

credit by all state community colleges and state universities. For further information about dual enrollment, contact NPC's Early College Coordinator at (800) 266-7845, ext. 6272.

## 7. Vocational High School Districts

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

## 8. Experiential Education

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

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

## Career Services

Career Services is your path to employment success! Career Services helps connect students and alumni with employment opportunities. Whether you need assistance discovering possible career paths, developing effective job search strategies, finding internships, or networking opportunities, Career Services is here to help. More information can be found at [www.npc.edu/career-services](http://www.npc.edu/career-services).

You can also email [careerservices@npc.edu](mailto:careerservices@npc.edu).

Career Services can also be contacted for the following additional services:

### Career Preparation

Career assessments for undecided and career transition-seeking students allows students to explore career options, interests, values and skills. Individual assessment, resume writing, interview preparation, and jobs search skills assistance are available through workshops, online webinars, individual appointments, and on the Career Services website at [www.npc.edu/career-services](http://www.npc.edu/career-services)



## NPC Jobs Connection

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

Select job, internship, and volunteer opportunities are posted on NPC Career Services Facebook page and NPC campus/center bulletin boards.

## Career Fairs

Career Services hosts in-person career fairs so that students, alumni, and community members can network with employers, learn about career pathways, and apply for jobs. The Virtual Career Fair has employer information presentations available at <https://www.npc.edu/career-fair>.

## Internships

"Internships give students the opportunity to gain valuable applied experience and make connections in a professional field they are considering for a career path; and give employers the opportunity to guide and evaluate talent." - National Association of Colleges and Employers (NACE).

Career Services helps coordinate the Internship Program. Internships require the cooperation of the student, and employer, and a faculty member. Career Services can help make the necessary introductions. All internships must follow the requirements specified in the Internship Manual. The Internship Manual can be requested from Career Services at [careerservices@npc.edu](mailto:careerservices@npc.edu) or downloaded at [www.npc.edu/file/download/30996](http://www.npc.edu/file/download/30996)

## College and Career Preparation

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

In each course, reading, writing, math, science, social studies and workforce skills are integrated to provide meaningful application. College and Career Preparation provides students with a variety of support services: placement testing, small class size, tutoring (see page 44) and the use of the Student Writing Center (see page 43). Your first steps to academic success begin here.

The College and Career Preparation Department also offers English Language Acquisition for Adults (ELAA) courses which cover a variety of instructional levels from Basic, Beginning, Intermediate

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## Chapter 35 Benefits Continued

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

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

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

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

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

## The WAVE and IVR System

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

## Assessment of Military Training

The Records and Registration Office evaluates all military

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

## Prior Credit Evaluation

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

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

Air Force transcripts, can be ordered from the Air University website: [www.airuniversity.af.mil/Barnes/CCAF/](http://www.airuniversity.af.mil/Barnes/CCAF/).

## Roles & Responsibilities of VA Students

- Check in with the Veterans Certifying Official at least once every semester
- Meet with an Academic Adviser to declare a Program of Study (major), file a Degree Intent and complete additional paperwork
- Complete the VA Orientation module in Moodle by the end of the first semester
- Follow Title IV policies as outlined in the Financial Aid section of this catalog
- Attend classes pursuant to the college attendance policy
- Inform the Veterans Certifying Official of changes in enrollment, Program of Study, changes of address, phone number, email, or other changes which may affect VA Educational Benefits.
- Formally withdraw from classes when necessary, providing any documentation (i.e. a statement of “mitigating circumstances”) to the Veterans Certifying Official within one week of withdrawal

## Enrollment Status & Payment

NPC allows enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. NPC accommodate short absences for such services in the Armed Forces. Chapter 30, 35, and 1606 VA Educational Benefits are paid based on training time. The number of credits enrolled in determines the amount of benefits the VA student will receive. Classification of enrollment includes: full time, 3/4 time, 1/2 time and less than 1/2 time, corresponding to Title IV definitions. Students enrolled in less than 1/2 time will