

ACCA

Arizona Community College Association

REPORT ON ADMISSION OF STUDENTS UNDER THE AGE OF EIGHTEEN *A.R.S. § 15 -1821*

FY 2003-04

Data provided by:
Arizona Community Colleges

Report prepared by:
Arizona Community College Association
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ACCA is a statewide partnership of community college presidents and local district governing board members.

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Ms. Judy Gragg compiled this report on behalf of ACCA.

REPORT OVERVIEW

This report is submitted in accordance with A.R.S. § 15-1821. As such, the document reports on students under the age of eighteen who had not yet attained a high school diploma or high school certificate of equivalency and who were enrolled in a community college course or a program for community college credit during the time period of September of the previous fiscal year through August of the current fiscal year. The report includes the following by section:

1. The number of students who were enrolled;
2. A general narrative of the types of courses or programs in which the students were enrolled; and,
3. District policies governing these admissions.

The Arizona Community College Association prepared this document based upon data submitted by each community college district.

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SECTION I
Unduplicated Hepdcount

**REPORT ON ADMISSION OF STUDENTS
UNDER THE AGE OF EIGHTEEN
*A.R.S. § 15-1821***

FY 2003-04

**REPORT ON ADMISSION OF STUDENTS UNDER THE AGE OF EIGHTEEN
FALL 2003-SUMMER 2004**

Unduplicated Headcount

DISTRICT	Unduplicated Headcount
Cochise County Community College District <i>Cochise College</i>	395
Coconino County Community College District <i>Coconino Community College</i>	438
Graham County Community College District <i>Eastern Arizona College</i>	527
Maricopa County Community College District <i>Chandler-Gilbert Community College</i>	1,084
<i>Estrella Mountain Community College</i>	1,214
<i>Gate Way Community College</i>	2,082
<i>Glendale Community College</i>	1,793
<i>Mesa Community College</i>	1,371
<i>Paradise Valley Community College</i>	579
<i>Phoenix College</i>	542
<i>Rio Salado Community College</i>	5,093
<i>Scottsdale Community College</i>	598
<i>South Mountain Community College</i>	799
	15,155'
Mohave County Community College District <i>Mohave Community College</i>	494
Navajo County Community College District <i>Northland Pioneer College</i>	1,587
Pima County Community College District <i>Pima Community College</i>	2,198
Pinal County Community College District <i>Central Arizona College</i>	547
Yavapai County Community College District <i>Yavapai College</i>	410
Yuma/La Paz Counties Community College District <i>Arizona Western College</i>	1,018
AGGREGATE	22,769

'Unduplicated at the college level

SECTION 11
Course Descriptions

**REPORT ON ADMISSION OF STUDENTS
UNDER THE AGE OF EIGHTEEN
*A.R.S. § 15-1821***

FY 2003-04

COURSE DESCRIPTIONS

The *Report on the Admission of Students Under the Age of 18* provides general course descriptions and the credits earned for the types of courses in which this student population enrolled in FY 2003-04.

Students under the age of 18, provided they meet entrance level requirements, may enroll in courses offered on-line, on community college campuses, on high school campuses or other community college locations. Students under the age of 18 are students who have not yet earned a high school diploma or high school certificate of equivalency.

ACADEMIC COURSES

Computing

CIS110 Introduction to Computer Information Systems (3)

Survey of the role of the computer. An introduction to hardware, software, data structures, information systems analysis and other topics regarding the computer. Content covers historical and contemporary topics and is oriented toward the use of microcomputers for professional, business and educational problem solutions.

CIS 112 Introduction to Windows (2)

Basic operations and components of Windows environment through hands-on experience and use of the many Windows tools and accessory applications.

CIS 113 Introduction to PowerPoint (1)

An introduction to creating, modifying, enhancing and presenting a PowerPoint presentation. Students will learn basic techniques and skills needed to create slides with special effects, animation and transition elements for professional presentations.

CIS 116 Learning to Use the Personal Computer (3)

An introduction to the uses of the personal computer. Emphasis will be placed on how the state-of-the-art personal computer works, using the operating system and using word processing software. Also included are introductions to the Internet, spreadsheets and presentation software. This course is taught in a hands-on environment.

CIS 122 Introduction to MS Word (2)

Concepts and capabilities of word processing software Microsoft Word in the Windows environment through extensive hands-on experience with business applications creating, editing, and enhancing documents appropriate to the work environment and personal use.

nomenclature, chemical equations, stoichiometry, thermochemistry, states of matter, and aqueous solutions.

CHM 152 General Chemistry II (4)

Introduction to the general principles of chemistry with emphasis on quantitative relationships, including acids and bases, equilibria, kinetics, nuclear chemistry, electrochemistry, and aspects of organic and biochemistry.

PHY 111 General Physics I (4)

Introduction to the general principles of physics in the area of classical mechanics. Special emphasis is placed on algebra in solving word problems.

Social Science

PSY 101 Introduction to Psychology (3)

A survey of major topics in psychology to include history of psychology, research methods, biopsychology, sensation and perception, consciousness, learning, memory, motivation and emotion, human development, personality, abnormal behavior and therapy.

SOC 100 Introduction to Sociology (3)

A survey of the science of sociology including: research methodology, the theoretical schools of sociology, culture, socialization, social institutions, collective behavior, social change, and the components of social structure from a global perspective.

Speech

SPT 120 Public Speaking (3)

Development of skill in speaking in a variety of formal public communication situations. Application of the principles of logic and critical thinking as well as the behavioral theories of audience psychology.

OCCUPATIONAL COURSES

Automotive Technology

AUT 100 Automotive Basics (3)

Basic automotive knowledge as it relates to owner and operator of an automobile or light truck. It will give the student an understanding of systems and maintenance.

AUT 101 Introduction to Automotive Technology (2-4)

Provides an in-depth study of basic automotive vehicle systems. This course provides basic operational knowledge, care and maintenance of engine, fuel ignition, suspension, brakes, electrical and drive train systems.

AUT 104 Small Engines

(2-3)

Provides operational principles, diagnosis, service, and overhaul procedures of small two-stroke and four-stroke gasoline engines.

Building Trades

ITC 101 Construction Safety

(3)

This course will introduce the student to safety in the Construction Industry. Emphasis will be placed on safe operation of trade tools and equipment, job site safety and early hazard recognition. Topics covered include: early hazard recognition, safety plans, safe transport and handling of construction materials and equipment, scaffolding set-up techniques, trench shoring and safety, fall prevention planning and associated hazards.

Health Science/Care

AHS 100 Introduction to Health Services

(3)

Overview of the inner workings of the health care industry and the political, cultural, and socio-economic forces that shape the delivery of health services. Predominant health care systems in the U.S. including Medicare and Medicaid will be examined along with the availability and utilization of various resources, health ethics and law, and quality of care.

AHS 101 Careers in Health Care

(3)

Presents an introduction to the breadth of health care providers and supportive roles in today's rapidly diversifying health care industry.

AHS 110 Health Care Ethics & Law

(3)

Study of the central legal and ethical issues facing health care providers in today's complex health care delivery system; examine managed care, bioethics, telemedicine, death and dying, workplace and practice employment issues, and liability and malpractice through the use of case studies and scenarios.

AHS 131 Medical Terminology I

(3)

Medical vocabulary for beginning students in allied health and science fields. Includes study of prefixes, suffixes, word roots and abbreviations. Emphasizes spelling, pronunciation and definition.

EMS100 CPR Health Care Provider

(.5)

CPR skills for victims of all ages including ventilation with a barrier device, a bag-mask device and oxygen. Use of an automated external defibrillator (AED). Relief of foreign-body airway obstruction (FBAO). Intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital. For certified or non-certified, licensed or non-licensed health-care professionals.

HCC 130 Fundamentals in Health Care Delivery (3)

Overview of current health care professions, including career and labor market information. Health care delivery systems, third party payers and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies.

Hospitality

HOS 123 Foodservice Sanitation (3)

An introduction to foodservices sanitation. The student will learn concepts, policies and procedures as they relate to the food service; food-borne illness, safe food practices, methods of cleaning and sanitizing, accident prevention, public health inspection and sanitation training for employees.

Nursing

NUR120 Nursing Assistant (7)

Entry-level nursing skills, supervised clinical experience, and basic anatomy, physiology, nutrition, medical terminology pertinent to nursing assisting in nursing homes or hospitals. State Board of Nursing approved. A certificate of completion and eligibility to take Arizona State Board of Nursing written and manual exams for certification. A grade of "C" or better is required for taking certification exam.

Welding

MSP 108 Introduction to Oxyacetylene Welding and Metal Fabrication

(3)
A basic welding and metal fabrication course which stresses theory and application in welding methods including oxyacetylene welding, brazing, cutting, and soldering. Instruction is also given on sheet metal layout and construction.

WLD 100 Safety and Math (2)

This course introduces trainees to principles and procedures needed to work safely in the construction environment and includes common safety equipment with procedures for inspection and use.

WLD 150 Symbols, Drawings/Metal Preparation (2)

This course teaches the welding trainee how to read and interpret AWS standard welding symbols and welding detail drawings, as well as how to prepare base metal joints for welding.

WLD 151 Cutting Process and Welding Quality (3)

This course introduces the welding trainee to oxyfuel cutting and plasma arc cutting (PAC) and teaches students to understand and apply weld quality principles.

WLD 152 Smaw Plate 1 (3)

This course introduces the welding trainee to: shielded metal arc welding and its equipment setup; shielded metal arc welding electrodes and consideration for electrode selection; shielded metal arc welding beads and fillet welds and construction of same using only shielded metal arc welding technology.

SECTION III
Policies

**REPORT ON ADMISSION OF STUDENTS
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FY 2003-04

SUMMARY OF COMMUNITY COLLEGE ADMISSION POLICIES FOR STUDENTS UNDER THE AGE OF 18

The 10 community college districts classify students as either a "regular student" or "special student" for admission purposes. Special student admission policies are set for those students under the age of 18. At a minimum, all 10 districts' policies include the admission criteria stated in A.R.S.15-1805.01.

In addition to each district's administrative policy, prerequisite and placement testing requirements are also found in college catalogues. In addition to those policies, districts may have additional admission requirements for dual enrollment students within established dual enrollment policies, guidelines and inter-governmental agreements with participating high schools.

This summary includes the admission policies for all students under the age of 18, or special status students, regardless of class type or location.

Cochise Community College District- *Cochise College*

Policies provide for compliance with A.R.S. 15-1805.01. The admission policy also provides that students under the age of 18 must complete a college advisement every semester. Students must also complete appropriate assessment testing if enrolling in English, reading or math, or are enrolling in any course that has an English, reading or math prerequisite as per the college catalogue. High school students wishing to enroll in the college must also provide a "high school recommendation form" requiring approval from the designated high school official and a parent or guardian.

Coconino Community College District— *Coconino Community College*

Policies provide for compliance with A.R.S. 15-1805.01. The admission policy also provides that students may be admitted on an individual basis with approval of the college and, as appropriate, consent of parents and a recommendation from the student's school. For students still enrolled in high school, admission is limited to students who have completed the 10th grade.

Students must meet the established requirements of the course(s) for which he/she chooses to enroll and it must be determined to be in the best interest of the student. Established course requirements for all students include demonstration of successful completion of prerequisites and the same assessment testing requirements for students who seek admission under "regular student" status.

**Graham Community College District—
*Eastern Arizona College***

Policies provide for compliance with A.R.S. 15-1805.01. Students must complete appropriate assessment testing if enrolling in English, reading or math or are enrolling in any course that has an English, reading or math pre-requisite. The admission policy also provides that a student may be admitted if he/she meets the established requirements and pre-requisites and the high school Principal and/or the Chief Academic Officer or designee determine that such admission is in the best interest of the student and the college.

**Maricopa Community College District-
*Maricopa Community Colleges***

Policies provide for compliance with A.R.S. 15-1805.01. Admission requirements are specifically outlined in the college catalogues and apply to all students seeking to register. Policy requires all students to complete any necessary prerequisites and complete a placement assessment prior to registering for an English, reading or math course, or any course for which English, reading or math are prerequisites.

**Mohave Community College District—
*Mohave Community College***

Policies provide for compliance with A.R.S. 15-1805.01. Admission requirements for all applicants including those under-18 years of age are outlined in the college catalogue. In addition to the requirements found in A.R.S. 15-1805.01, applicants under-18 years of age must have: 1) successfully completed all prerequisites for the course for which he/she plans to enroll, 2) if the requirement for a SAT or ACT composite score has not been met, completed an ASSET or COMPASS academic assessment test with a qualifying score as defined by the course requirements, and 3) a signature of the parent or guardian granting permission for enrollment.

**Navajo Community College District—
*Northland Pioneer College***

Policies provide for compliance with A.R.S. 15-1805.01. To be eligible for enrollment in a general education course, the petitioning student must have completed either the ASSET or COMPASS academic assessment test with a qualifying score. Students must meet all the same course entrance requirements as regular students.

**Pima Community College District—
*Pima Community College***

Policies provide for compliance with A.R.S. 15-1805.01. Approval or denial of admission into courses is made by the Dean of Student Development. Students are required to achieve a specified score on the COMPASS or ASSET as required by college policy.

Additionally, students under the compulsory age of high school attendance (16 years) must provide a signature of the parent or guardian granting permission for enrollment, as well as permission from the secondary school for supplemental instruction by the college.

Students and their parents or guardians are required to participate in an intake interview. The special admissions process includes an evaluation of student preparedness and the completion and submission of all required forms and records. Continued enrollment is dependent on an evaluation conducted with the student and parent/legal guardian of the satisfactory academic progress of the student.

**Pinal Community College District—
Central Arizona College**

Policies provide for compliance with A.R.S. 15-1805.01. In addition, students seeking admission must complete college placement exams (ASSET or a computerized version) and meet all necessary prerequisites for desired courses.

**Yavapai Community College District-
Yavapai Community College**

Policies provide for compliance with A.R.S. 15-1805.01. Policy provides that admission of students under the age of 18 be determined on an individual basis if the student demonstrates evidence of potential success in the community college.

**Yuma/La Paz Community College District—
Arizona Western College**

Policies provide for compliance with A.R.S. 15-1805.01. The signature of parent or guardian is required for persons under 18 years of age who may be admitted if they meet the established requirements for the course(s) for which they intend to register. Degree seeking students and students who wish to enroll in English, mathematics, and other general education courses must take placement tests in reading comprehension, writing skills, and math. Accuplacer, a nationally normed College Board product, which is an adaptive computer-based test is used.