Northland Pioneer College

2024 - 2025 CATALOG

**NORTHLAND PIONEER COLLEGE'S CATALOG CAN BE FOUND ONLINE AT
WWW.NPC.EDU/COLLEGE-CATALOG**

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Who We Are…

Welcome

"Education is for improving the lives of others and for leaving your community and world better than you found it."— Marian Wright Edelman, education advocate

I appreciate the message found in that quotation as it captures the aspirations we have for higher education. The quotation also recognizes the importance of community. Each of us belong to many communities, including your home community (where you live), and groups you belong to whether they be social, cultural, religious or another group that functions as a kind of community, where you feel accepted.

I want to welcome you to our community at Northland Pioneer College (NPC). In 2024 we celebrated our 50th anniversary as a community college. NPC offers educational services in both Navajo and Apache counties with nine dedicated locations throughout our district. We are particularly honored to be able to offer services to students who live on the lands of the Navajo Tribal Nation, the Hopi Tribal Nation, and the White Mountain Apache Tribal Nation, respectively.
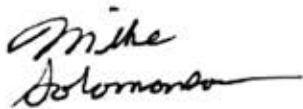
It is my fervent hope that NPC becomes another community where you feel welcome and have a sense of belonging. We want you to feel connected not only to the subjects you study, but also to the people you meet—our faculty, staff, administration, and your fellow students. All of us at NPC are here to help you achieve your dreams by reaching your academic and career goals.

To that end, at NPC we desire to create a relationship with all of our students. For those new to NPC, your journey should start by meeting with an academic advisor who will discuss your goals and provide you with a program map, outlining your academic journey from the first semester to your graduation. Once you have your program map, you'll have the opportunity to connect with the professor(s) who oversee your program area and, as you take classes, with your fellow students.

One innovative way to make connections with professors and peers is starting up for the first time this year: Learning Communities. Students who choose to enroll in a Learning Community will enroll simultaneously in two classes that are offered in conjunction with each other and are team-taught by two professors. It will be a unique way to not only earn college credits in a 6-credit block while creating meaningful connections with your Learning Community faculty and classmates. We hope you find new friends and a source of support as you complete your academic work together. If you want to learn more about Learning Communities, please speak to your academic advisor.

Thank you for considering joining the NPC community. I also want to encourage you to be an advocate for yourself. Speak up if you think you may need extra help or have particular challenges. Don't hesitate to share your needs with an advisor, a professor, or anyone at the college. We want you to succeed! Finally, please check our Virtual Student Center which is an online resource with helpful information: https://www.npc.edu/virtual-student-success-center.

Wishing you every success on your educational journey,

Mike Solomonson

Dr. Mike Solomonson
Interim President, Northland Pioneer College

Certified as true and correct in content and policy:

Michael Solomonson (Jun 5, 2024 14:55 PDT)

Jun 5, 2024

School's Official Signature   **Today's Date**

Who We Are...

The College District

Established in 1972, Navajo County Community College District, or Northland Pioneer College (NPC), is a publicly tax-supported community college located in Navajo County, Arizona. The college's first students enrolled for the fall semester of 1974.

The Navajo County Community College District serves Navajo and Apache counties, an area of 21,158 square miles with a 2017 U.S. Census Bureau permanent population estimate of 180,562. The Navajo, Hopi, White Mountain Apache and Zuni Indian Reservations occupy more than 68.34 percent of the total land in the College service area and account for 57.8 percent of the area's estimated population.

Campuses are located within four of the largest Navajo County communities of Holbrook, Show Low, Snowflake/Taylor and Winslow. Centers are located in Hopi, Kayenta and Whiteriver. Through an intergovernmental agreement with Apache County, NPC has centers in St. Johns and Springerville. Additional educational sites are established as educational needs and opportunities arise.

Accreditation

In order to have the right to award college degrees and certificates, institutions of higher education must be evaluated by a nationally recognized accrediting agency. The Higher Learning Commission (HLC) is charged with evaluating Northland Pioneer College. NPC is proud to report having passed the most recent (2020) evaluation with accreditation reaffirmed through 2030.

The HLC currently has revised its 10-year evaluation schedule to one that continuously monitors excellence of operational and educational standards. This new model ensures NPC students of an up-to-date, nationally recognized and accredited educational experience.

To view the criteria and standards set by the Higher Learning Commission, contact them at 230 South LaSalle St., Suite 7-500, Chicago, IL 60604, (800) 621-7440 or online at ***www.hlcommission.org/***.

College Visitation

The public is always welcome to visit NPC campuses and centers. Visitors are asked to check-in at the campus or center office. Visitors will be held to the same standards of conduct as NPC students.

Normally the student lounges, campus/center offices, art galleries, academic advising offices, libraries, parking lots, and hallways are open to the public. Classrooms and faculty offices are reserved for registered students.

While classes are in session, visitors should be considerate of students and not bring small children into classroom, laboratory or library areas.

Soliciting is prohibited on all campuses and centers.

For your safety, please keep out of construction areas. In many instances, there will be public open houses when buildings are completed.

Members of the public are welcome to use the NPC libraries. *Those under age 15 require adult supervision. A wide selection of resources are available, including books, eBooks, digital Audiobooks, DVDs, newspapers, magazines, and more. Computer, printing, internet, and wifi access are available to the public (with a potential fee but there is no additional charge for students). (See also page 8).

For assistance, call your nearest NPC Library or Center. Find the corresponding phone numbers from our website (www.npc.edu/library). For a quick response, use the "Ask a Librarian" link on the library's website, or your cell phone to "Text a Librarian" at (928) 351-4204 during regular business hours. Users are encouraged to use the Subject Guides and our A-Z Database List with Open Access resources that are free to all users. We also have how-to videos, other library links, and government documents available from the website and connected resources.

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

Mascot and Colors

In 1976, Northland Pioneer College students selected the golden eagle as the college's mascot, and gold, sky blue and red as the college colors. The red was later dropped. Royal blue and gold are now used as the college's official colors.

Ernie Eagle represents the college at community and college events and on social media websites. Be sure to join over 1,500 of Ernie's friends on Facebook. Ellie Eaglet is the spokeseagle for the Kids College program.
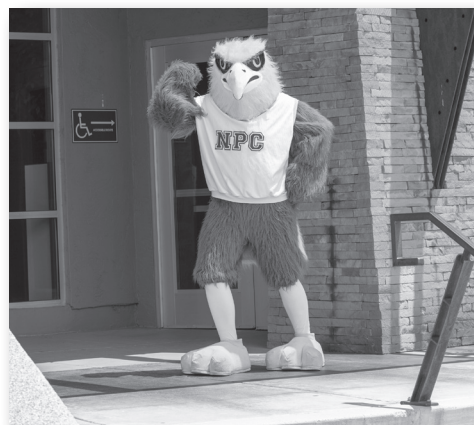
NPC Mascot Ernie Eagle

Our Mission

Northland Pioneer College provides educational excellence that is affordable and accessible for the enrichment of communities across northeastern Arizona.

Our Shared Vision

NPC continually responds to the needs of our communities by cultivating generations of learners. By 2030, NPC will transform lives by advancing student success and socio-economic well-being through a spirit of innovation, partnership, and creative problem-solving.

Our Shared Values

NPC will live our vision through the following Shared Values. At NPC, we value:

Integrity

By Integrity, we mean consistently taking responsibility for our actions and preserving the trust communities place in us.
We demonstrate Integrity by:
- Setting achievable and measurable goals.
- Maintaining transparency in project planning, implementation.
- and reporting while honoring the college's shared governance process.
- Being consistently truthful and fair in our internal and external interactions.

Inclusion

By Inclusion, we mean empowering all people – regardless of individual differences and/or historical under-representation – to have the right to be involved, engaged, respected, and appreciated as valuable members of our communities.
We demonstrate Inclusion by:
- Ensuring all individuals, regardless of race, color, religion, national origin, gender, or sexual orientation have opportunities to equitably engage with, participate in, and benefit from the NPC community.
- Recruiting individuals and partnering with organizations that reflect and represent the diverse backgrounds, perspectives, and interests of our area.
- Using diverse perspectives to make better-informed decisions.

Adaptability

By Adaptability, we mean a commitment to being agile in responding to the ever-changing needs of our diverse communities through collaboration, innovation, and informed risk-taking.
We demonstrate Adaptability by:
- Keeping an open mind to learn or develop new ways to respond to changes.
- Experimenting with different styles of working and adjusting as needed.
- Using valid and reliable data to make decisions with confidence and efficiency.

Civility

By Civility, we mean maintaining one's own beliefs and perspectives without demeaning the beliefs and perspectives of others.
We demonstrate Civility by:
- Using active listening and acknowledgment without judgment while interacting with others, even when there are deep-rooted and fierce disagreements.
- Seeking common ground as the starting point for dialogue about differences.
- Modeling, teaching, and promoting the practices of civility and expecting others to do the same.

Access

By Access, we mean striving to minimize barriers to lifelong learning.
We demonstrate Access by:
- Striving to keep costs low and connect students with available resources and financial support.
- Offering education, student services, information, and resources in multiple formats to optimize equitable opportunities across our communities.
- Implementing the principles of universal design to promote access to campus spaces, events, and activities.

Northland Pioneer College

Business and Community Services

Community and Corporate Learning

The Community and Corporate Learning Department (CCL) promotes occupational skills and encourages an awareness of social, cultural, intellectual and artistic endeavors — key missions for Northland Pioneer College. This is accomplished through four targeted areas: corporate education, noncredit classes, Kids College, and excursions.

Within corporate education, NPC can tap its own resources or bring in outside trainers to provide any training that might be needed. By coordinating these efforts, in many cases, the training can be offered at a lower cost. This department provides quality training and workforce development workshops that are customized to meet the needs of business and industry communities. NPC's CCL department guarantees satisfaction for training services. If the services NPC provides do not meet your requirements, our staff will redo them at no charge.

Training to meet state or federally required certifications is already offered by NPC in our service area; saving businesses the time and financial cost of sending employees to large metro areas. NPC has the educational resources to provide training in a variety of areas, such as computer software implementation, CPR certification, business training, as well as stress or time management skills.

The community services provide noncredit lifelong learning opportunities and support for community and cultural activities to the residents of NPC district communities. Classes and workshops are offered as noncredit opportunities in home crafts and technology, dance, health and wellness, computer applications, cooking specialties, sustainable living strategies and other areas. Classes are added throughout the year to cover a variety of topics and workshops. Local newspaper advertising, Emails, mailings, and social media posts notify communities of all courses scheduled. You can also view a current list of personal interest classes by visiting *www.npc.edu/noncredit-classes*.

Suggestions for future course offerings or topics are welcomed. If you are interested in teaching with us, please contact the community and corporate learning specialists.

NPC offers a Kids College to provide young people, ages 6-14, with fun, secure, and structured enrichment programs. These exciting learning opportunities are designed to allow children to explore areas of interest, develop academic skills, and make and develop new friendships while introducing them to college programs available at NPC. Classes include a variety of topics including theater arts, STEM, cosmetology, baking, art, computer programing and more. Scholarships may be available to offset the cost of Kids College courses. This program runs June 1 – July 31. Visit *www.npc.edu/kids-college* for registration, course listings, and more information.

For adults, 21 and over, check out our new Learning Adventure Excursions program, providing a hands-on continuing education experience. You'll explore, experience and relax as NPC transports you to different locations in Northern Arizona to learn about local art, history, culture and scenic sights. Excursions are offered May through October and have included locations such as Rock Art Ranch, Starry Night at the Petrified Forest, and Petroglyph Park in Holbrook. Seating is limited, so sign up early for these memorable experiences.

Visit *www.npc.edu/learning-adventure-excursions* for a current schedule and more information.

To request to be on the contact list of course offerings, please contact the community and corporate learning specialists, (800) 266-7845, ext. 6244, or email *ccl@npc.edu*.

Talon Gallery

The Talon Gallery, located in the Aspen Center at the Show Low – White Mountain Campus exhibits work by students, regional and nationally-recognized artists. When classes are in session, the gallery is open to the public, Monday through Thursday, 7:30 a.m. to 7:30 p.m.; Fridays, 7:30 a.m. to 4 p.m. For information on current or upcoming exhibits visit *www.npc.edu/TalonGallery*.

NPC's permanent art collection and other exhibits are displayed in the lobby of the Performing Arts Center on the Snowflake/Taylor – Silver Creek Campus, and other campus or center public areas.

Small Business Development Center

The Small Business Development Center (SBDC) is hosted by Northland Pioneer College and was established in 1989 by the Small Business Administration to help increase the number of successful small businesses in Northeastern Arizona. The SBDC joins 10 Service Centers in Arizona providing access to professional business counselors, analysts, and technology specialists all dedicated to helping you succeed.

The SBDC at NPC partners with the Small Business Administration (SBA) and the Arizona Commerce Authority to serve Navajo and Apache counties. Our SBDC business advisors work with determined clients who want to start, grow or sustain a successful business by providing quality educational programs, access to resources and one-on-one counseling throughout the region.

The SBDC offers confidential, no-cost advising services to small business owners. Counseling is offered in various locations throughout the region, usually in facilities operated by Northland Pioneer College or other participating agencies, or remotely via computer and internet. The no-cost counseling is offered in Winslow, Holbrook, Snowflake/Taylor, Show Low, Pinetop-Lakeside, St. Johns, Springerville/Eagar, Heber Overgaard and on the Navajo, Hopi, and Apache reservations.

The SBDC hosts and co-sponsors seminars and noncredit workshops for small businesses, covering topics such as starting a new business, writing a business plan, financing, accounting and bookkeeping, marketing, management, and doing business with the government workshops on topics like exporting, clean technology, HUBZone, women-owned businesses, SBA loan programs, and Veteran's services.

The Small Business Development Center's services are normally accessed first by registering at **www.npc.edu/sbdc** (click on "SIGN UP TODAY TO REQUEST ASSISTANCE") or call the SBDC main office in Show Low at (928) 532-6170.

The SBDC updates the media regularly with press releases and articles concerning small business topics and events. Referrals from banking institutions, cities, chambers of commerce, economic development organizations, SBA, and other clients are often seeking the best sources for new clients for the counseling program.

The Small Business Development Centers are partially funded by the Small Business Administration. The support given by the U.S. SBA through such funding does not constitute an express or implied endorsement of any of the co-sponsor(s) opinions, products, or services.

For more information or assistance, call the SBDC at (928) 532-6170 or email **sbdc@npc.edu**.

Public Access to NPC Computers & Internet Services

Non-students wishing to use Northland Pioneer College's computers or wireless internet access may purchase a $2 single day-pass or a $47 semester-long pass from the campus/center office. This fee is used to help offset the cost of media services for all community members and students. Please note that this fee is also charged to NPC students, in addition to tuition and specific course fees.

NPC students have priority over the use of any computers. Users must be 18 years or older and comply with all federal and state laws and with college policies governing conduct and the viewing of images in public areas.

Helpful Telephone Numbers

Dial toll-free (800) 266-7845, at the prompt, enter the last four digits as the extension number. You can also call direct, using the local number. NPC's Area Code is (928). Online, find maps and office hours for NPC locations at **www.npc.edu/locations**; and college closures and other important dates at **www.npc.edu/calendar**.

Extension

Holbrook– Painted Desert Campus
2251 E. Navajo Blvd, Holbrook, AZ 86025
Campus Office ....(local 524-7311) 7311
Jill Sartain, Campus Manager.. 7306
Andrew Farr, Academic Advisor 7342

Show Low– White Mountain Campus
1001 W. Deuce of Clubs, Show Low, AZ 85901
Campus Office .... (local 532-6111) 6111
Jessica Kitchens, Lead Campus Manager 6106
Donna Krieser, Academic Advisor/GED 6142
Muriel Metcalf, Academic Advisor 6143

Snowflake/Taylor–Silver Creek Campus
1611 S. Main St., Snowflake, AZ 85937
Campus Office..(local 536-6211)......6211
Campus Manager...6206
Karen Zimmerman, Academic Advisor.....................................6241

Winslow– Little Colorado Campus
1400 E. Third St., Winslow, AZ 86047
Campus Office ....(local 289-6511) 6511
Ina Sommers, Campus Manager 6511
Dawn Palen, Academic Advisor.. 6541

Hopi Center
Highway 264, Milepost 397, Keams Canyon, AZ 86034
Center Office..(local 738-2265)........7605
Janalda Nash, Interim Center Manager 7602
Janalda Nash, Center Technician/Advisor 7604

Kayenta Center
P.O. Box 248, Kayenta, AZ 86033
Center Office..(local 697-8333) 7649
Diane Joe, Center Manager 7648
Chantal Kescoli, Center Technician/Advisor........................... 7649

Springerville/Eagar Center
940 E. Maricopa St., Springerville, AZ 85938
Center Office..(local 333-2498) 7639
Tamara Osborne, Center Manager... 7638
Michael Colwell, Academic Advisor..7635

St. Johns Center
65 South, 3rd West, St. Johns, AZ 85936
Center Office..(local 337-4768).......7616
Cynthia Blevins, Center Manager 7621
Michael Colwell, Academic Advisor..7635

Whiteriver Center
720 S. Chief Ave., Whiteriver, AZ 85941
Center Office ....(local 338-5185) 7661
Ricardo Aguilar, Center Manager 7664
Monique Fowler-Pacheco, Center Technician/Advisor 7663

Extension

Painted Desert Campus - Industrial Technology (off-site)
4801 Front Road, Joseph City, AZ 86032

Silver Creek Campus - Jake Flake Emergency Services Training Facility (off-site)
1840 W. Papermill Rd, Taylor, AZ 85939

St. Johns Industrial Technology/Maintenance (off-site)
32060 US Highway 191, St. Johns, AZ 85936

St. Johns Cosmetology & Welding (off-site)
955 W13 West, Ste. B, St. Johns, AZ 85936

WayPoint - Vernon
36316 Highway US-60, Vernon, AZ 85940
Office .... (local 551-6099)....(883)-333-0424

WayPoint - White Mountain Lake
9125 Grant Road, White Mountain Lake, AZ 85912

Extension

Other Contacts
Apache County Programs Coordinator - Nicole Ulibarri..........7471
NPC Online Bookstore......................General Questions 7480
Business Office ....General Questions 7480
  Third-Party Billing .... Business Office 7480
  Student Billing .... Olivia Jaquez 7485
Career Services......................Benjamin Sandoval 289-6568
Community and Corporate Learning 6244

Office of Accessibility and Inclusion Coordinator 6249

Early College Department... 6237

Early College Advisors-
  Tammy Black... 524-7640
  Monty Begay 536-6274
  Heidi "Summer" Rudolph 536-6237
  Todd Wilcox 892-9674

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Records and Registration
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Recruiting
  Dawayne Bahe 7481
  Samuel Mcdowell 6268
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Student Government/Activities..6143
Support Center (NPC online course access/tech problems) 7447
Veteran Certifying Official...7469
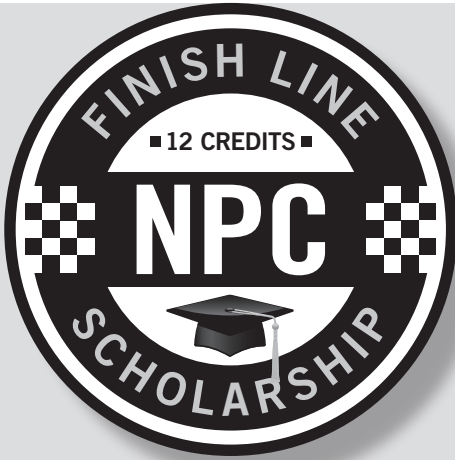
Earn your last 12 credits of a degree tuition FREE!

Funds are limited so apply today.

THIS IS A SCHOLARSHIP

- Finish Line Scholarship covers the last 12 credits required for a degree. Repeat courses are not covered.

- Credits covered by this scholarship must meet associate degree completion requirements. Scholarship does not cover certificates.

- This scholarship is a tuition waiver, not a cash award. Does not cover books or fees, only tuition.

- Scholarship covers one academic year. Students who need longer to complete their last 12 credits can file a petition for continuation of this scholarship with the NPC financial aid office.

- Student must be an Arizona resident.

HOW TO APPLY

- Student must FIRST meet with an NPC academic advisor to see if they qualify.

- Student must complete the NPC financial aid process including the FAFSA as well as the Finish Line Scholarship application. Application is available online at www.npc.edu/FinishLine.

- Student must have an up-to-date degree AUDIT attached to their Finish Line application. Degree audits are available through an NPC academic advisor.

- Recipients to be selected by the NPC award committee.

APPLICATION DEADLINE

Fall Semester: June 1st
Spring Semester: November 15th

Admission Information

Admission

Welcome to NPC!

Prospective students must complete an Admissions Application to take courses at Northland Pioneer College, but the student only needs to submit the form once. Admissions Applications are available at each NPC campus or center location, online at **www.npc.edu** or by contacting the Records and Registration Admissions Office. Northland Pioneer College welcomes all individuals to apply for admission. Admission inquiries should be directed to any campus/center office or the Records and Registration Admissions Office, Painted Desert Campus Tawa Center, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 7459.

Admission Classification

Any person meeting one of the following criteria may be granted admission to NPC:

Admission of Regular Students

1. Graduate of a high school 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 other appropriate state educational agency.

2. Recipient of a high school certificate of equivalency (GED).

3. 18 years of age or older and demonstrates evidence of potential success in the community college.

4. Transfer student in good standing from another college or university.

Admission of Students Under 18 Years of Age

1. Any applicant who is under age 18 and has achieved the following test score:
(a.) SAT (Scholastic Aptitude Test) composite (verbal and math) score of 930; or
(b.) ACT (American College Test) composite score of 22; or
(c.) Satisfactory college placement, per Placement Handbook guidelines.

2. No student under age 18 with a satisfactory SAT or ACT score shall be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school.

3. High school students who have not taken the ACT or SAT may enroll in NPC classes with the permission of college officials. High school students are subject to the course entry requirements in the *Northland Pioneer College Catalog*.

Admission of Students in Special Status

Applicants who are younger than high school age will only be admitted under the provisions set forth in the section Admission of Students Under 18 Years of Age, number 1, paragraph (a), (b), (c), or (d), or by special permission of the Vice President for Learning and Student Services.

No applicant is automatically guaranteed admission to a specific degree program or to all courses offered by NPC. NPC may limit the number of semester credit hours in which a student may enroll.

Federal and Arizona laws, and the policies of the Navajo County Community College District Governing Board govern admission.

Residency Requirements

United States Residency Verification

Pursuant to compliance with Arizona law, NPC must verify the U.S. residency status of all students. The verification process must be completed at time of registration and may involve student documentation of residency status. The most commonly used documents to verify U.S. residency are:

- Current valid Arizona Motor Vehicle Department Driver's License/Instruction Permit/ID card (issued October 1, 1996 or later).

- Driver's license issued in another state, territory or possession of the U.S., except per Arizona law for the following states that do not verify lawful presence in the U.S.: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah and Washington.

- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA) process.

- BIA or tribal ID card, certificate of birth or certificate of Indian blood.

- Birth certificate showing birth in the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.

If a student cannot or will not verify their U.S. residency status, they will be charged out-of-state tuition and denied access to all state funds.

Note: Although some documents may instruct the holder not to photocopy them, the USCIS has advised the Department of Education that these documents and others may be photocopied if done for lawful purposes, such as documenting citizenship for the purpose of determining eligibility.

Residency Requirements Continued

Students registering for noncredit classes will not be required to submit residency verification. Current high school students will not be required to submit residency verification because it is already a requirement of our high school partners.

For other acceptable documents or the latest information on the U.S. residency verification process at NPC, please visit the NPC Records and Registration Admissions Office webpage at *www.npc.edu/records-registration-admissions-office* and view the Residency tab.

In-State Residency Requirements

Classification of Students for Tuition Purposes

Students that have not established residency in Arizona by residing here for at least one year, will be charged out-of–state resident rates. Students that would like to be considered for in-state tuition, may choose to fill out the Domicile Affidavit. Please be aware that in order to approve or deny a domicile, the Records and Registration Admissions Office may require and request additional documentation to prove residency. A student must file a Domicile Affidavit every academic year if there is an in-state residency question.

Arizona Revised Statute: §15-1801

Definitions

In this article, unless the context otherwise requires:

1. "Armed forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.

2. "Continuous attendance" means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or any other intersession beyond the normal academic year in order to maintain continuous attendance.

3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.

4. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

5. "Parent" means a person's father or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

Arizona Revised Statute: §15-1802

In-state Student Status

A. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.

B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:

- The domicile of the person's parent is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.

- The person is an employee of an employer that trans-ferred the person to this state for employment purposes or the person is the spouse of such an employee.

- The person is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time non-certified classroom aide at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.

- The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

A.R.S. §15-1802 Continued

- The domicile of an unemancipated person is that of the person's parent.

- Any unemancipated person who remains in this state when the person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which the person is currently enrolled, as long as the person maintains continuous attendance.

- A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona Board of Regents. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

- A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve (12) consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

- A person holding an honorable discharge from the uniformed services of the United States from either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver's license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

- A person who, while using educational assistance under 38 United States Code chapter 30 or 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three (3) years after the veteran's discharge from active duty service of ninety (90) or more days or within three (3) years after the service member's death in the line of duty following a period of active duty service of ninety (90) or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver's license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

- A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

- A person who has participated in the AmeriCorps program or the Volunteers in Service to America program for at least one year in this state is entitled to classification as an in-state student.

Admission Requirements

New Students

All students must be admitted to Northland Pioneer College to enroll in courses at the college. Admission is made by fully completing all the required information on an NPC Admissions Application. All applicants will be issued an official email confirming their admission to NPC. The acceptance email will contain very important information about decisions and deadlines, and the student must comply with these deadlines.

All new students must submit their high school transcript with a graduation date or GED test scores for placement purposes. New students who have transferred from another college need to submit <u>official</u> transcripts from their prior college.

Dreamer/Daca Non-Citizen (Prop 308)

Proposition 308 recently became law, allowing qualifying non-citizen Arizona high school graduates to pay in-state tuition at Arizona's community colleges and be eligible for state and local financial aid. Visit ***www.npc.edu/prop-308*** for more information.

Former and Continuing Students

Students should only be admitted once to Northland Pioneer College. All former and continuing students, however, should fully complete the biographical information on the *Registration Form*. Fully completing this form will ensure that the college has a student's most recent personal and contact information.

Transfer Students

Degree-seeking transfer students should submit <u>official</u> copies of all previous college transcripts to the Records and Registration Admissions Office. Evaluated credits will aid advisement prior to enrolling in classes at NPC.

International Students

International students interested in attending Northland Pioneer College should request an International Student Admission Application packet from the Records and Registration Admissions Office.

International students must meet college admission standards and certify other requirements before registering. International students should apply for admission to NPC at least 90 days prior to the beginning of the term they wish to attend. For questions concerning student rights and obligations, contact the United States Department of Citizenship and Immigration Services. The Citizenship and Immigration Services website is ***uscis.gov.*** Northland Pioneer College does not serve as legal advisor or representative in lieu of the United States Department of Citizenship and Immigration Services, and cannot be responsible for addressing requests for advice concerning government policy or government policy interpretation. Questions governing visa application and Citizenship and Immigration Services requirements are to be directed to the appropriate governing entity.

Students with Disabilities

Students requiring accommodations may contact the Office of Accessibility and Inclusion Coordinator, Snowflake Campus, Northland Pioneer College, P.O. Box 610, Holbrook, AZ, 86025, or by calling (800) 266-7845, ext. 6246. (See page 29.)

Acceptance

Prior to the registration period, a Letter of Admission can be sent upon completion of an Enrollment and Admission Verification Request Form. Admission may be denied or revoked and registration canceled if it appears that a student's attendance would not be mutually beneficial to the student and NPC.

Incoming Credit Acceptance Policy

Regionally Accredited Institutions

College credits earned at regionally accredited institutions of higher learning are accepted. Credits are not awarded for sectarian courses. Transfer credits are posted to the Northland Pioneer College transcript after an official evaluation is made of each transcript received by the Records and Registration Admissions Office. The transfer credits will <u>NOT</u> be applied toward the NPC Grade- Point Average (GPA). Credits and degrees over eight years of age (except when program accreditation agencies limit the life of the course work to less than eight years) are subject to review prior to acceptance toward prerequisites and/or degree requirements in some program areas.

Students must earn credits in residency at NPC to complete any degree or certificate program. For more information, see Degree and Certification Graduation Requirements, page 57.

In most cases, transfer credit will be awarded for each course level 100 or above in which the student received a grade of 'C' or higher.

Other Credit Sources

Students may receive credit through a variety of other means than regionally accredited institution transferred coursework. The institution to which a student transfers may treat acceptance of such credits upon transfer differently. Details on the district policy for granting such credit is given in this catalog under the heading Alternative Education Services, subheading Alternative Learning, page 26.

NPC can also evaluate your prior learning certified through military, industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program.

For more information, contact your academic advisor.

Note: *Additional fees may apply for credit by evaluation.*

Registration Information

Registration Dates

Dates for registration are published in the Academic Calendar, both online (***www.npc.edu/academic-calendar***) and on page 23 of this catalog. Please note that early registration is encouraged for students and that courses lacking sufficient enrollment may be canceled.

In addition to campus and center registration, returning students may register online at ***https://mynpc.npc.edu/ics***. Students cannot register online if class prerequisites have not been met or the student's account has been placed on "hold." Students must also complete "Personal Info Update" form in order to complete registration through MyNPC. Academic advisors are available to assist students in planning their program of study.

All college tuition and fees must be paid by the dates listed at ***www.npc.edu/tuition-fees/payment-due-dates***. A student is not officially registered until all applicable tuition and fees are paid or payment arrangements have been made. A student who has a delinquent account with the college will not be allowed to register until all prior school obligations are met.

Placement

NPC is dedicated to student success. To ensure that students select courses appropriate for their skill level, many students are required to participate in the course placement process. The following conditions define who must take part in the placement process:

1. Students enrolling in courses with placement prerequisites who have not previously taken a placement test. Courses that require placement include all mathematics, English, and general education courses, as well as some program-specific courses, such as ATO courses, NAT 101 and EMT 131, or EMT 246.

2. Students pursuing an NPC associate degree of any type, a Certificate of Applied Science of any type, or the Arizona General Education Curriculum (AGEC).

There are three avenues for placement into NPC courses:

1. Avenue 1 – For high school or charter school students and recent graduates or students with some college.

   • High school transcript with GPA of 2.6 or above (within 5 years) AND for Math courses refer to an advisor for placement.

   • And/Or college transcript with a GPA of 2.0 or above inapplicable general education or developmental education courses (within 5 years).

   • And/Or ACT/SAT scores (within 5 years)

2. Avenue 2 – For students with a recent accredited High School Equivalency transcript.

   • Completed GED® transcript dated after 1/1/14

3. Avenue 3 – For students who do not meet the above criteria or who are applying to programs that require standardized reading and math competency scores.

   • Use ACCUPLACER computerized test (within 5 years)

Students may be exempt from the placement process if they meet one of the following criteria:

1. Students providing proof of an accredited associates degree or higher, unless the degree includes no college-level mathematics.

2. Students providing ACCUPLACER placement scores less than five years old from another institution.

3. Students providing official transcripts listing a grade of "C" or better for College Composition I (reading/writing requirement) and/or college-level mathematics (mathematics requirement).

4. Students providing ACT or SAT scores that meet NPC placement minimum standards.

5. Students taking courses for "Audit" grade only. The Audit grade exemption applies only to courses with a placement prerequisite. Course prerequisites may not be waived by this exemption.

General guidelines for the placement process are as follows:

1. Students should contact the campus or center academic advisor to begin the placement process. NPC uses the ACCUPLACER computer-based placement test as its primary placement tool. If technical difficulties prevent the use of the ACCUPLACER test, students will need to schedule a time to return and complete the ACCUPLACER test;

2. A complete battery of ACCUPLACER assessments typically takes three hours. Depending upon the ACCUPLACER results, some students may need additional placement testing in one or more areas;

3. After the ACCUPLACER test, the academic advisor will meet with the student to discuss the placement results;

4. Students needing placement testing pay a $20 annual fee. This fee allows up to three tests within the calendar year from the time payment was made.

Placement test scores, whether from NPC or another institution, are effective for a maximum of five years. If more than five years have elapsed since the testing date, the student must re-test before enrolling in a class.

Placement results will be used to make initial placement for students in mathematics and English courses. Depending upon their placement results, some students may need to enroll in

Registration Information

Placement Continued

College and Career Preparation (CCP) courses to develop the skills needed to succeed in college-level courses.

Placement results are also used to determine eligibility for general education courses. Depending upon their placement results, some students wishing to take general education courses may need to co-enroll in a pertinent CCP course.

Certain program-specific courses, such as NAT 101 and EMT 131 or 246, also have required placement minimums. Please contact your academic advisor for more information regarding required placement scores for NPC courses.

Placement testing is available at all campuses and centers during advising office hours. Consult with the campus or center academic advisor to schedule a placement session. Students are strongly encouraged to complete testing before the registration period. Early placement testing allows students to retest if needed and gives the academic advisor more time to discuss placement results with the student. Placement testing may be done during registration. Testing is typically available during registration hours, though students should plan to start testing no later than two hours before the end of the registration day.

Load Classification

Full-Time Student

A student enrolled for 12 or more credits per semester is considered full-time. Students planning to graduate with an associate degree in two years must enroll in, at least, 16 credits per semester.

Part-Time Student

A student enrolled for fewer than 12 credits per semester:

- ¾ time: 9 to 11.9 credit hour load
- ½ time: 6 to 8.9 credit hour load
- Less than ½ time: 5.9 or fewer credit hour load

Excess Course Load

Students may not carry course loads greater than 18.75 credits during the fall or spring semesters without special permission from an academic advisor. Students wishing to carry excess course loads must have attained at least a "B" average in the previous semester while completing a minimum of 12 credits in that semester. Students wishing to carry 24 or more credits during the fall or spring semesters or more than 12 credits during a summer session must send a written request to the Vice President for Learning and Student Services, who has the sole authority to approve or deny the request.

This restriction does not apply to special contract programs or other concentrated or extended training programs in which the course structure and load requirements are prescribed in advance and worked out for student and client benefit. Admission to these special programs will constitute prior approval.

Short-term Credit, and Noncredit Classes

Various classes are offered on a short-term schedule. Some are targeted to specific student populations.

The Community Learning Department is responsible for offering avocational classes and workshops and short-term workshops, seminars or classes as noncredit opportunities. Dates are published in special booklets, in news releases to the public and on their web page, *www.npc.edu/noncredit-classes*. Registration can take place online, during regular registration periods or any time prior to the start of the classes. You should register at least three (3) days prior to the start of the class to ensure it is not canceled due to insufficient enrollment.

Contact your local campus or center or Community and Corporate Learning, (800) 266-7845, ext. 6244 for more information about short-term or noncredit courses.

The Corporate Learning Department and the Small Business Development Center offer specialized training for the needs of the business and industry sector. (see page 7)

Open Entry Classes (POS 221 & POS 222)

These two classes – AZ Constitution (POS 221) and U.S. Constitution (POS 222) – are considered Open Entry. The student must complete the class by the end of one (1) year of first enrolling The student will receive an "I" grade (incomplete) at the end of the first semester enrolled. If not completed by then, the student will receive an "F" grade if they do not fully complete the class. The Arizona Department of Education utilizes these two classes for teacher certification.

Course Changes

If after completing your class registration you want to change to another section (you must officially drop the old section), add another course, or drop a class, you must complete a Course Change Form, available at all campus or center offices, academic advisors or the Records and Registration Admissions Office. NPC highly recommends you see an academic advisor to ensure your educational goals are met.

Adding a Course

Anytime a course you wish to add is full, you will need both the instructor's and dean's approval to add the class.

Fall and Spring Semesters: From the first day through the end of the first week of regular classes, students do not need permission to add open courses. Anytime during the second week of classes, the instructor's signature is needed to add an open course. To add an open course on or after the third week of classes, signatures are required from both the instructor and the dean.

Eight-Week and Summer Sessions: To add a course on the second day of the session, instructor's permission is required.

Registration Information

Beginning the second week of the session, both instructor and dean permission is required.

Short Term Classes (less than 8 weeks): To add a course on the second day, instructor's permission is required. Beginning the third day, both instructor and dean permission is required.

Dropping a Course

When dropping a course after the first week of Fall, Spring, Summer or other eight-week sessions, instructor permission and a Last Day of Attendance (LDA) are required. See "Last Day to withdraw without 'W' on Transcript" on the "Academic Calendar" on page 23. For refund information, refer to page 21.

Withdrawing from a Course

Before withdrawing from class, you should speak with your instructor. If you feel overwhelmed by class work, don't wait until you fall too far behind and there are fewer options available. NPC staff members want you to succeed and will work with you to arrange tutoring or other assistance.

To avoid having a "W" (withdrawal) on your transcript, you need to complete the withdrawal process BEFORE the Withdrawal Deadline, usually the second week of the semester, or the first week of an eight-week or summer session, or after the first day of a short-term class (less than eight weeks). It is the STUDENT'S RESPONSIBILITY TO OFFICIALLY WITHDRAW FROM CLASS IF THEY ARE NO LONGER ATTENDING CLASS.

Not doing so may result in getting a failing grade for the class. Your Last Date of Attendance (LDA) must be noted on your withdrawal form. An NPC academic advisor can help you.

Updating Contact Information

It is very important for students to maintain current contact information while enrolled at NPC. Your contact information is used by NPC to send important student information, such as registration information, refund checks, billing statements, financial aid information, transcripts, faculty communication, mid-term grading, college closures and emergency communication.

NPC requires students to update their address and telephone number at any local campus or center within ten (10) business days of moving. It is the student's responsibility to provide NPC with the most up-to-date contact information. If the student fails to keep their contact information current, the college has no responsibility for any issues resulting from lack of communication.

Students can also update their address and telephone number on **MyNPC.npc.edu.ics** from the Personal Info options. Use the Biographical Info feature to verify and update your postal address and telephone information. Updates submitted are not immediate. Changes will be reviewed through the Records and Registration Admissions Office and will appear online within a few days.

Tuition, Fees, and Payments

All fees are approved and subject to change by the Navajo County Community College District Governing Board.

A form of personal identification (ID), such as an Arizona Driver's License, Arizona ID card, check guarantee card or military ID card is required when paying by personal check.

Tuition

Textbooks are not included in tuition. Tuition rates are set annually by the Navajo County Community College District Governing Board.

	2024 – 25 Base Rate
In-District (Navajo & Apache Counties)	*$73/credit (*proof of residency required*).
In-State	$91/credit (*For all areas outside of Navajo & Apache counties.*)
Out of State	$410/credit
Upper Division Course (300 or 400 level)	150% of the In-State or Out of State rate. No discounts.
Summer Session	100% Discount for Tuition Only (*Does not apply to non-credit courses or Bachelor Courses.*)
CCP Classes	50% of the Base Tuition Rate
Senior Citizens	50% of the Base Tuition Rate
WICHE	150% of the Base Tuition Rate

In-State Resident Base Tuition

The base tuition rate charged to students meeting the qualifications of an Arizona resident (see Residency Requirements, page 13) and supplying verification of United States residency. To meet Arizona residency for in-state tuition, a student must have lived in Arizona for a minimum of one year as of the first day of the official semester start date.

Non-resident Base Tuition

Students who do not qualify as an Arizona or United States resident for tuition purposes are assessed the Non-Resident base tuition rate.

Apache County

Fees for Apache County are determined by intergovernmental agreement and may vary.

New Mexico Residents

Out-of-state tuition and fees are waived for New Mexico residents taking one or more credit hours via a reciprocal agreement with the New Mexico Commission of Higher Education. Application for tuition waivers must be submitted to the Records and Registration Office during registration for the student to qualify for in-state base tuition. Waivers are limited. Reapplication is required each semester.

Summer Session

Tuition for Summer classes will be discounted at 100 percent for tuition only; discount does not apply to non-credit courses or bachelor courses. Course and media fees are the student's responsibility.

College and Career Preparation (CCP) Classes

Adult Basic Education (ABE) classes offered through College and Career Preparation (CCP) will be charged 50 percent of the base tuition rate during Fall and Spring semesters. Only one discount can be applied.

Senior Citizens

Students 60 years of age and older, regardless of residency, may qualify for a reduced tuition rate at 50 percent of the base tuition rate. This reduced tuition rate may not be combined with any other tuition reductions available in a given semester. All other fees will be assessed at the full rate for seniors. The tuition reduction is NOT applicable for enrollment in noncredit seminars, classes or programs.

To qualify, a student must meet the appropriate age qualification by the dates listed prior to enrolling:

January 1 for Spring semester enrollment.

August 1 for Fall semester enrollment.

WICHE/WUE

Students enrolling under the Western Interstate Commission for Higher Education (WICHE) Western Undergraduate Exchange (WUE) are charged 150 percent of In-State Base Resident Tuition.

Estimated Student Costs

The Financial Aid Office develops estimated budgets for students attending NPC. Based on the projected figures, a student (enrolled in 12 or more credits per semester) living off-campus would need to budget the following amounts for the regular fall/spring academic year:

2024-2025 Off-Campus (Resident) In District Undergrad

Tuition and Fees...$2,232
Books & Supplies...$1,400
Living Expenses $13,442
Personal/miscellaneous....................................$3,770
Transportation... $2,170
Total...$23,014

Tuition, Fees and Payments

2024-2025 Off-Campus (Resident) Out-of-District Undergrad

Tuition and Fees..$2,2664
Books & Supplies...$1,400
Living Expenses $13,442
Personal/miscellaneous....................................$3,770
Transportation.. $2,170
Total..$23,446

2024-2025 Off-Campus (Non-Resident) Out-of-State Undergrad

Tuition and Fees..$10,320
Books & Supplies...$1,400
Living Expenses $13,442
Personal/miscellaneous....................................$3,770
Transportation.. $2,170
Total..$31,102

2024-2025 Off-Campus (Non-Resident) In-State Graduate/Bachelor's

Tuition and Fees.. $3,276
Books & Supplies...$1,400
Living Expenses $13,442
Personal/miscellaneous....................................$3,770
Transportation.. $2,170
Total..$24,058

2024-2025 Off-Campus (Non-Resident) Out of State Graduate/Bachelor's

Tuition and Fees..$15,240
Books & Supplies...$1,400
Living Expenses $13,442
Personal/miscellaneous....................................$3,770
Transportation.. $2,170
Total..$36,022

Students that are living with their parents, or are from out-of-state, or who need other estimated budget details may contact the Financial Aid Office at (800) 266-7845, ext. 7318.

Media Fee

All students enrolling in 3 or more credits are assessed a $47 per semester Media Fee.

This fee is used to help offset the cost of media services that are available to ALL NPC students such as computers, audio and video equipment, electronic library resources and Internet. Please note this is a general fee and additional fees may apply to specific courses offered at NPC.

*Summer will be charged as one semester even if more than one session is offered.

Instructional Course Fees

Some classes have an additional charge, shown in the course listings as FEES, to cover special supplies, materials or equipment used for instruction. Other courses require special insurance, national exams, materials, private instruction or travel expenses. A full list of all course fees is available online at **www.npc.edu/tuition-fees**. Students may still be responsible for providing other supplies or tools.

All fees are reviewed annually and set by the Navajo County Community College District Governing Board.

Special Fees

Replacement Diploma or Certificate................................$15
Transcript (Unofficial) ....available Free on MyNPC
Transcript (each) Online Order $12
Transcript Electronic & On Demand Fee (each) $17
Not Sufficient Funds (NSF) Check Collection** $35
Replacement "Money Card" .... (Active _or_ Inactive) $10
Nursing Program Admission Test (HESI)........................$65
ACCUPLACER Testing (with two Retests)......................$20
Credit by Exam..$0
Credit by Proctoring***...$25
Credit by Evaluation Fee (non-refundable) $45
Student ID Replacement Fee $5

* Plus current USPS Priority Shipping Rate

** NSF checks may be turned over to the Navajo County Attorney for prosecution. State law prescribes a punishment including: $2,500 fine and a six-month imprisonment.

*** Evaluation of Learning Certificates from business, industry, government and non-regionally accredited institutions without waiver agreement. No charge for evaluation of military training.

NOTE: NPC works closely with local agencies and industries in tailoring training projects to meet local needs. For these special and unique programs, there may be special instructional fees assessed.

Student Payments

Student payments, third-party payments and/or scholarships will be applied first to amounts owed the college.

Student Responsibilities for Debt

The tuition and fees charged for the course(s) for which a student registers represent a valid educational debt that the student owes to Navajo County Community College District, doing business as Northland Pioneer College (NPC).

The student agrees to pay any amounts remaining unpaid after the application of financial aid, third-party payments, and/or scholarships. Return of financial aid awards and/or scholarships resulting from the student's withdrawal from one or more courses also represent a valid educational debt the student owes to NPC and agrees to pay.

Tuition, Fees and Payments

Student Payments Continued

Non-Payment

A student who fails to pay his or her outstanding obligations to the college may be denied future enrollment until the account is settled in full. Transcripts and grades will not be released until all financial obligations to the college have been met.

Collection Fees

Should action be necessary to collect a delinquent account, the student agrees to pay the collection fees, attorney fees and court costs incurred for collection. The student also understands that information regarding a delinquency may be disclosed to the Arizona Department of Revenue and credit bureaus and may affect his or her credit rating.

> REGISTRATION FOR FUTURE CLASSES WILL NOT BE ALLOWED UNTIL ALL PRIOR FINANCIAL OBLIGATIONS ARE MET.

Northland Pioneer College may charge a collection fee to any student having a delinquent account. The collection fee will equal NPC's cost of collection, which is 23 percent of the balance owed and collected in the first year of collection and 28.5 percent of the balance owed and collected in the second year of collection. The fees were effective as of July 1, 2013 and apply to student accounts placed with a collection agent after the Fall 2013 semester.

Students who provide Northland Pioneer College with their cell phone number are agreeing that NPC or its agents may contact them at the current or any future number provided using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

The student's signature on the Registration Form represents understanding and agreement to all of NPC's payment and collection fee terms.

Payment Due Dates

All college tuition and fees must be paid by the dates listed online at **www.npc.edu/payment-due-dates.** Students may take advantage of the e-Cashier Payment Plan online via the NPC website. A fee or down payment is required.

Refunds

NPC processes student financial aid and other student refunds on a weekly basis during the semesters.

Financial Aid Refunds

A student's financial aid refund is paid through BankMobile, using the option selected in the Refund Selection Kit you received when you applied for financial aid at NPC.

Other Refunds

All other student refunds are paid by check through NPC. Refunds to students of amounts paid by check will not be processed until the student's check has cleared the bank.

Tuition and Fees

College refund policies vary based on the type of course for which a refund is requested. Course refund policies for courses are as follows and online at **www.npc.edu/tuition-refund-policy**.

Regular Semester Course (sixteen weeks)

Tuition and fees are 100 percent refundable through the second week of class for fall and spring semesters.

Eight-Week Course and Summer Sessions

Tuition and fees are 100 percent refundable through the first week of class.

Short Term Course (less than eight weeks)

Tuition and fees are 100 percent refundable prior to the first day of class.

One-Day and Two-Day Workshops

Tuition and fees are 100 percent refundable prior to the first day of class.

POS 221 and POS 222 Courses

To receive a 100 percent refund of tuition and fees, a student must cancel his or her class participation within one week of registration and not have initiated any online course work.

Media Fee Refund

Students enrolled in three or more credits, who have been charged the Media Fee and who subsequently drop credits and fall below a three credit total for a given semester will have the Media Fee refunded, provided they qualify for a tuition refund under the normal college refund process or receive an exception to the refund process from the Vice President for Learning and Student Services.

Course Change Refund

NPC strives to be fair in the processing of Course Change Forms to determine possible tuition and fees refunds. If a student registers in a course he or she no longer wishes to take, or the schedule changes after the student has enrolled in a course, Student Services must determine if a 100 percent refund is warranted for dropping during the add/drop period.

A 100 percent refund is given only under certain circumstances – such as when the college must change an initial course schedule. Therefore, students should be aware that the amount refunded varies. Refund cases will be reviewed on an individual basis. Students dropping a course from their class schedule after the first two weeks of the fall and spring semester, and one week during summer sessions will be held responsible for full payment of tuition and fees.

Refunds Continued

Cancellations

A student whose class(es) are canceled by the college will receive a full refund of all tuition and fees for the canceled class(es).

Exception Refunds

(See page 200 for grade appeal deadlines, which can affect a refund.) Students who wish to request an exception to the regular refund policy may do so in writing by completing an Exception Refund Request Form and meeting with an Advisor. Approval must be obtained from the Vice President for Learning and Student Services, or designee, for one of the following reasons:

1. Serious illness or injury of the student, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The student must submit documentation prior to the end of the semester for which they are requesting the refund.

2. Death of a student or an immediate family member, if the request is made prior to the end of the semester in which the death occurs. The student or the student's survivor must provide death certificate or newspaper obituary notice and proof of relationship (birth certificate, marriage license).

3. Military service of a student in the Armed Forces or Arizona National Guard who is called to active duty and assigned to a duty station, verified by a copy of the orders, will be allowed to withdraw and receive a 100 percent refund of tuition, provided courses have not been completed.

4. Requests for refund due to an institutional error will be evaluated on a case-by-case basis.

Any refund that may be due to a student will first be applied to any outstanding debts owed to the college. If a student received federal financial aid, grants or scholarships, funds will be returned to the applicable federal financial aid program/granter(s).

Examples of ineligible requests include: academic issues, financial issues, transportation issues, child care issues, course too easy, course too difficult, time conflict, faculty member conflict, never attending, and technology. All decisions made by the college are final.

BankMobile refund options

NPC processes student financial aid refunds through the BankMobile system. Students have the option of receiving these refunds through several options, including a BankMobile VIBE checking account, by direct deposit into their existing bank account or by check. Students who chose to receive their refund via BankMobile VIBE are establishing a bank account through BankMobile, a division of Customers Bank.

Questions? Call the Business Office, (800) 266-7845, ext. 7480. For more information about your refund options, visit *https://bankmobiledisbursements.com/refundchoices/*

Academic Calendar

For updates, **www.npc.edu/academic-calendar**. For Financial Aid dates, see the **Calendar** on page 30.

Fall Semester 2024

Fall Class Schedule available online ....April 1
Veterans Priority Registration Day ....April 8
Fall Registration Begins ....April 15
Most NAVIT classes begin .... July 30
    (Note: NAVIT will notify you if there are schedule changes.)
Convocation (College Closed).......................................August 12
Class cancellations for insufficient enrollment............August 15
Last day to register online
    for regular semester classes ....August 18
Fall Semester classes begin...August 19
Students must get instructor permission to register for
    or drop classes* (LDA required) ....August 26
Last day for students to withdraw from classes
    without a "W" on transcript....................................August 30
Last day to request 100% refund
    for regular semester classes ....August 30
Labor Day (College Closed/No Classes)..................September 2
Dean and instructor approval required
    for course adds..September 3
Application Deadline for Fall Graduation.................October 15
Veterans Day (College Closed/No Classes)............November 11
Thanksgiving Recess .... November 28 – 29
    (College Closed/No Classes)
Last day of Fall Semester..December 9
Students' Winter Break....................................Dec. 10 – Jan. 13
Winter Break (College Closed/No Classes).........Dec. 24 - Jan. 1

Spring Semester 2025

Spring Class Schedule available online ....November 18
Veterans Priority Registration Day ....November 25
Spring Registration Begins ....December 2
Convocation (College Closed).....................................January 6
Cosmetology and Most NAVIT classes begin...............January 7
    (Note: NAVIT will notify you if there are schedule changes.)
Class cancellations for insufficient enrollment.............January 9
Last day to register online
    for regular semester classes ....January 12
Spring Semester classes begin ....January 13
Martin Luther King, Jr. Civil Rights Day....................January 20
    (College Closed/No Classes)

Students must get instructor permission to register for
    or drop classes* (LDA required) ....January 20
Last day for students to withdraw from classes
    without a "W" on transcript....................................January 24
Last day to request 100% refund
    for regular semester classes ....January 24
Dean and instructor approval required
    for course adds...January 27
Application Deadline for Spring Graduation ....February 15
Presidents' Day (College OPEN) .... February 17
Spring Break... March 10 – 14
    (Most College Offices Closed/No Classes)
Last day of Spring Semester..May 10
Commencement Ceremony ....May 10

Summer Session 2025

Summer Class Schedule available online .... March 10
Veterans Priority Registration Day .... March 17
Summer registration begins... March 24
Memorial Day (College Closed/No Classes)....................May 26
Class cancellations for insufficient enrollment................May 29
Last day to register online for regular summer classes .... June 1
Summer Session begins ....June 2
Instructor approval required for course adds ....June 3
Last day for students to withdraw from classes
    without a "W" on transcript...June 3
Students must get instructor permission
    to drop classes* (LDA required) ....June 3
Dean and instructor approval required
    for course adds...June 4
Last day to request 100% refund for summer classes.........June 6
Application Deadline for Summer Graduation.................. July 1
Independence Day (College Closed/No Classes) .... July 4
Last day of Summer Session .... July 25

* Includes internet courses, but excludes "Open Entry/Exit" and noncredit courses. Drops require Last Date of Attendance (LDA).

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STUDENT GOVERNMENT ASSOCIATION
NORTHLAND PIONEER COLLEGE

Student Services

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

Advisor's schedules vary by location to accommodate meeting with students during day and evening hours. To schedule an appointment with an advisor by location, visit **www.npc.edu/advising**.

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

Advisors 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 advisor 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 advisor to check student academic progress. Only after the student has met with their academic advisor will the hold be removed to register for classes.

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

Advisors Contact Information/Phone Numbers

Advisors schedules vary by location to accommodate meeting with students during day and evening hours. For a list of advisors phone numbers, or to schedule an appointment 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 (Non-accredited 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 non-college 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 advisor. 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 a fee of $45 for credits accepted for approved assessed credit evaluation. Assessed credits need to be paid for/applied for within the academic year they are

Alternative Education Services Continued

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 60 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 advisor 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 advisors.

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.*

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 non-award) by examination will be sent to the student and the Records and Registration Office.

4. Non-accredited Transfer Credit

Transfer credit from non-accredited 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 advisor. 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 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.

Alternative Education Services Continued

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 advisor 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 advisor.

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*.

 You can also email *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 allow 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*.

NPC Job Club

Job Club (a.k.a. "NPC Community Career Club") is an online platform developed and managed by NPC Career Services. The platform includes a job board, events calendar, and resources to help with your job search. You can browse and search job postings, internships, and volunteer opportunities. You can also find out about upcoming events such as job fairs, employer visits, and workshops. A curated list of resources such as assessments, career guides, articles, book recommendations, and recorded presentations are available to help you as well. NPC Job Club is also a platform that allows you to ask questions of other job-seekers, career services, and some employers. For more information visit *www.npc.edu/career-services/students-alumni-community*

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. Career Fair events can found online on the NPC Events Calendar: *www.npc.edu/calendar*. There are also employer information presentations available at *www.npc.edu/career-fair.* All career fairs are also posted on the Job Club platform (see above).

University Transfer Fairs

Career Services hosts visits from universities for students to learn about how to transfer their NPC credits to a Bachelor's degree program. University visits and transfer fairs can be found on the NPC events calendar at *www.npc.edu/calendar.* Recorded presentations from the universities are available at *https://www.npc.edu/career-services/university-transfer-fairs.* University transfer fair events and transfer representative visits are posted on the NPC Job Club platform (see above).

Internships

"Internships allow students to gain valuable applied experience and make connections in a professional field they are considering for a career path, and allow employers 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, employer, and 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* or downloaded at *www.npc.edu/file/download/30996*.

College and Career Preparation

The College and Career Preparation Department matches students to the courses that best fit their learning needs and goals. Courses are offered at different instructional levels including English Language Acquisition for Adults (ELAA), basic literacy, high school equivalency (HSE) preparation, basic

Student Services

College and Career Preparation Continued

workforce development, and foundational skill building for college courses.

In each course, content such as reading, writing, and math are integrated into workforce skills and/or HSE preparation to provide students with meaningful application. College and Career Preparation offers students a variety of support services: placement testing, small class size, tutoring , college success coaching, and the use of the Student Writing Center . 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 or to begin a workforce credential pathway. 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.

Eligibility requirements include, but are not limited to, Arizona or New Mexico residency; state or federally-issued identification; and completion of the new-student orientation, CCP 055.

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

Accessibility and Inclusion

Northland Pioneer College is committed to ensure all of its students are provided equitable access to a quality education that complies with all federal regulations with regard to nondiscrimination of persons with disabilities. Eligible students self-reporting the need for support due to the impact of a disability(ies) will be provided reasonable and appropriate accommodations.

Students in need of accommodations must contact the Office of Accessibility and Inclusion to discuss their educational concerns as they relate to their disability(ies) preferably as early in the registration process as possible to ensure that support is there starting day one of class(es). Please note, a student can self-identify at any time while attending class(es) at NPC, but must understand that accommodations are not retroactive so timing is very important. Accommodations are determined on an individual basis; no two disabilities are alike and impact students differently.

How does a student get accommodations?

Students seeking accommodations must complete the following:

1. Step 1 – Complete the Make Contact form which can be found online at *www.npc.edu/oai*.
1. Step 2 – Engage: once the OAI office has received the student's completed Make Contact form they contacted to

schedule an Intake appointment, this can be done in-person, via ZOOM, or over the phone.
Note: When scheduling the Intake appointment students are asked about supporting documentation to support the disability(ies) they are reporting. The documentation helps OAI provide the support being requested by the student. Please note that if a student does not have supporting documentation on hand OAI would still like to meet and determine best practices in providing support.

2. Step 3 – Request Accommodations form which can be found online at *www.npc.edu/oai*.
Note: This step must be completed by the student each semester they attend class(es) and wish to have their accommodations in place.

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 the Office of Accessibility and Inclusion Coordinator at (800) 266-7845 ext. 6249 to try to resolve the concern.

2. Contact the Dean of Instructional Innovation at (800) 266-7845 ext. 6164 if concern persists.

3. Request a review by the Disability Access Board through the Office of Accessibility and Inclusion Coordinator.

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

OAI service application forms are available on *www.npc.edu/oai*.

The Office of Accessibility and Inclusion serves the entire college district from an office on the Silver Creek Campus in Snowflake. The telephone number is (800) 266-7845, ext. 6249.

Financial Aid Information

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

Student Services

Financial Aid Information Continued

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 the student's family.

Students are encouraged to apply EARLY for financial aid assistance as it may take 3 – 6 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 completed FAFSA application **and** provide required documents to the NPC Financial Aid Office through the student's financial aid student portal. This allows sufficient time to determine the student's financial aid eligibility. Priority deadlines are set for each academic semester. The submission of a FAFSA application does not guarantee the award of financial aid funding.

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

LAST DAY TO SUBMIT REQUIRED DOCUMENTS FOR FINANCIAL AID PURPOSES: JULY 15
All documents must be uploaded into the student financial aid portal to determine eligibility for the academic year.

Inquiries regarding financial aid should be directed to the main Financial Aid Office, Tawa Center, Painted Desert Campus, 2251 E. Navajo Blvd. in Holbrook, AZ 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*

Financial Aid Calendar

Also see, 2024-25 Academic Calendar on page 23. For updates to Financial Aid dates, click *www.npc.edu/academic-calendar*

Fall Semester 2024

Priority deadline .... April 15

You must have a completed financial aid file to expect to have disbursements released on August 2nd.

Registration deadline for initial financial aid disbursements .... July 12

Financial Aid refunds available to students .... August 2

Fall Semester classes begin .... August 19

Last day to request 100% refund
for regular semester classes .... August 30

Last day to make course schedule changes
for financial aid purposes – no award adjustment
after this date .... August 30

Last day of Fall Semester .... December 9

Spring Semester 2025

Priority deadline .... Oct. 15

You must have a completed financial aid file to expect to have disbursements released on January 10th.

Registration deadline for initial financial aid disbursements .... Dec. 20

Financial Aid refunds available to students .... January 10

Spring Semester classes begin .... January 13

Last day to request 100% refund
for regular semester classes .... January 24

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 10

Summer Session 2025

Priority deadline .... March 15

You must have a completed financial aid file to expect to have disbursements released on May 16th.

Registration deadline for initial financial aid disbursements .... April 25

Financial Aid refunds available to students .... May 16

Summer Session begins .... June 2

Last day to request 100% refund
for regular semester classes .... June 6

Last day to make course schedule changes
for financial aid purposes – no award adjustment
after this date .... June 6

Last day of Summer Session .... July 25

Student Services

Financial Aid Information Continued
Steps to Apply Online for Federal Student Aid at *studentaid.gov*

Step 1: Create your FSA ID:

Go to *https://studentaid.gov/h/apply-for-aid/fafsa.* Select the option 'Start New Form', you will be prompted to 'Log In' with 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 parent(s) of a dependent student, each parent is required to create their own FSA ID to electronically sign your dependent's FAFSA. Each parent is considered a contributor on the student's FAFSA application and must provide consent to disclose information to the Internal Revenue Service's (IRS) and approval to retrieve and use certain federal tax information. If you are a parent with more than one dependent attending college, you can use the same FSA ID to electronically sign all dependent applications. It is important to remember that each contributor must have their own mobile phone number or email address for each FSA ID created. So, the student and the parent must have separate personal email addresses and separate mobile phone numbers to create each FSA ID.

Step 2: Gather the following information:

Student and Parent(s) information required for the 2024-2025 FAFSA:

* Social Security Number (SSN)
* Date of Birth (DOB)
* Marital Status
* Date of Marital Status
* 2022 - Federal 1040 Tax Return (all pages)
* 2022 - W-2s (all W-2 forms from employer)
* 2022 - 1099s
* Alien Registration Number (if the student is not a U.S. citizen)
* Untaxed income, such as:
    ◊ untaxed portion of individual retirement account (IRA) distributions,
    ◊ untaxed portions of pensions, tax exempt interest income,
    ◊ child support received,
    ◊ housing and 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

The 2024-2025 FAFSA application availability was delayed to open on December 31, 2023 for the 2024-2025 academic year. The 2024-2025 FAFSA application availability was delayed due to the major overhaul of the FAFSA application and awarding processes.

NOTE: After December 31, 2023 the FAFSA application availability will return to being available on October 1st each year.

Why is this important?

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

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

Sallie Mae reports that most students receive some type of financial aid, so you should fill out a FAFSA application even if you don't think you qualify. Some families assume they won't qualify for financial aid and don't even bother completing the FAFSA. This could be a huge mistake. In 2022, students left an estimated $3.6 billion in Pell Grants on the table by not submitting the FAFSA. *https://www.salliemae.com/college-planning/financial-aid/fafsa/fafsa-guide/*.

> **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 a single 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. This also gives the student plenty of time to collect needed forms and documents to complete their financial aid file.

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 can be set in January and February (example: prior-prior year = two years ago; two years back from 2024 is 2022).

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 current changes have simplified the FAFSA a great deal

Financial Aid Information Continued

for the student and parent. Due to FAFSA Simplification the FAFSA application has been decreased from 100 plus questions to 47 questions and the enhanced ability to directly transfer federal tax data from the IRS which reduces the amount of manual entries for the student and parent, which can reduce the amount of time to complete the FAFSA application. Directly transferring federal tax data into the FAFSA application may decrease the student's chances of being selected for the verification process which can decrease processing time. Students who apply early each year can expect to have their financial aid released during the initial disbursements each semester.

The FAFSA has been through a major overhaul to streamline for ease of use for students and parents. In prior years, the FAFSA application had over 100 or more questions compared to today with only 47 questions. Today, less than one-half of one percent of applicants fill out the paper version as more applicants chose to use the online form for ease of use and the ability to submit immediately with notification of federal aid eligibility status. Now through an online form at ***https://studentaid.gov*** the FA-DDX process enables the FAFSA to retrieve income and tax data directly from the IRS. FA-DDX simplifies the steps to complete the Free Application for Federal Student Aid (FAFSA). The IRS Data Direct Exchange (DDX) tool allows you to consent for the exchange of Federal Tax information directly into the student's FAFSA application for student (spouse) and/ or parent(s)."

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

If you answer 'Yes' to any of the following questions:
- Were you born before Jan. 1, 2001?
- As of today, are you married? (Answer "No" if you are separated but not divorced.)
- At the beginning of the 2024–25 school year, will you be working on a master's or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D., graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. armed forces for purposes other than training? (If you are a National Guard or Reserves enlistee, are you on active duty for other than state or training purposes?)
- Are you a veteran of the U.S. armed forces?*
- Do you have children or other people (excluding your spouse) who live with you and who receive more than half of their support from you now and between July 1, 2024, and June 30, 2025?
- At any time since you turned age 13, were you an orphan (no living biological or adoptive parent)?
- At any time since you turned age 13, were you a ward of the court?
- At any time since you turned age 13, were you in foster care?

- Are you or were you a legally emancipated minor, as determined by a court in your state of residence?
- Are you or were you in a legal guardianship with someone other than your parent or stepparent, as determined by a court in your state of residence?
- At any time on or after July 1, 2023, were you unaccompanied and either (1) homeless or (2) self-supporting and at risk of being homeless?**
  ◊ Answer "Yes" (you are a veteran) if you (1) have engaged in active duty (including basic training) in the U.S. armed forces (military, naval, air, or space service) and were released under a condition other than dishonorable; (2) served full-time as a Reservist or member of the National Guard; or (3) were called to federal active duty.
  ◊ Also answer "Yes" if you are not a veteran now but will be one by June 30, 2025.
  ◊ *Answer "No" (you are not a veteran) if you (1) have never engaged in active duty in the U.S. armed forces, (2) are currently a Reserve Officers' Training Corps (ROTC) student or a cadet or midshipman at a service academy, (3) are a National Guard or Reserves enlistee activated only for state or training purposes, or (4) were engaged in active duty in the U.S. armed forces but released under dishonorable conditions. Also answer "No" if you are currently serving in the U.S. armed forces and will continue to serve through June 30, 2025.
  ◊ **You'll be considered provisionally independent and will be allowed to fill out the FAFSA form as an independent student if you indicate that you are unaccompanied and homeless or at risk of being homeless on the FAFSA form for the first time and you don't have a determination from an individual at an eligible agency. An individual at an eligible agency includes one of the following:
  ◊ your high school or district homeless liaison or designee
  ◊ the director or designee of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving those experiencing homelessness
  ◊ the director or designee of a project supported by a federal TRIO program or a Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant
  ◊ a financial aid administrator

Step 3: Begin filling out your FAFSA:

The Free Application for Federal Student Aid (FAFSA) must be completed each school year at ***https://studentaid.gov*** on October 1. NPC's school year is Fall, Spring and Summer semester. **NPC's Federal School Code is 011862.**

Student Services

Financial Aid Information Continued

When will I receive the FAFSA results?

Results are received via email in 3- 5 business day from the Department of Education (DOE) in the form of a Federal Submission Summary (FSS), previously known as the Student Aid Report (SAR). If you applied online, you should receive your FSS in approximately 3 - 5 business days. Keep the FSS for your records, and review the information carefully, and make corrections as needed. The financial aid office will receive the information electronically from the DOE in 5 - 7 business days which is about the same time you receive your FSS. Check the status of your FAFSA with your financial aid office as soon as you receive your FSS by calling the Financial Aid Office at 928-524-7318 or emailing the Financial Aid Office at *financialaid@npc.edu*.

Step 4: Check your FAFSA status online:

You may check the status of your submitted FAFSA, make corrections to your FAFSA (if needed), or print a signature page if you (spouse or parent(s)) did not use your FSA ID. All unsigned FAFSA applications are delayed by the Central Processing System (CPS) for 14 days; after 14 days the Financial Aid Office will receive your FAFSA. An unsigned FAFSA will delay the student's financial aid process. To avoid this type of delay, the student (spouse) and/or parent(s) should create an FSA ID to electronically transfer federal tax information and to sign the FAFSA application.

Assistance with Financial Aid Application

Assistance in completing the FAFSA form is available by contacting the Financial Aid Main Office at 928-524-7318. Recently the financial aid office has placed financial aid representative at the Snowflake, AZ NPC campus and the Winslow, AZ NPC campus for ease of access to assist all applicants interested in financial aid funding. Appointments can be made to meet in person at a campus/center closest to the student or a video meeting over the internet. If a Financial Aid Representative is not available an academic advisor at a campus/center can help a student to complete the FAFSA.

Required financial aid forms are available in the student's individual financial aid student portal (FASP) account, which the student must create once and log in to **each** academic year to auto-populate task(s). If selected for verification or requesting a review of income or dependency status for financial aid due to a circumstance out of the student's control the student will access all required tasks and appeal options in their FASP. Forms available online are limited to the FAFSA signature page and the 4506-T to request federal tax record information visit *www.npc.edu/financial-aid-scholarships/forms-worksheets* or *https://www.irs.gov/individuals/get-transcript*.

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:

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

Limit on Federal Pell Grant Eligibility. Students are 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 600 percent of Federal Pell Grant eligibility will no longer be eligible to receive a Federal Pell Grant. You may view your percentage of Federal Pell Grant used by logging into "My Aid" using your FSA ID at *https://studentaid.gov/understand-aid/types/grants/pell/calculate-eligibility*.

The Department of Education keeps track of your Federal Pell Grant Lifetime Eligibility Used (PELL LEU) 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" section of the student's "My Aid" page. Additional information is available online at *https://studentaid.gov/understand-aid/types/grants/pell/calculate-eligibility*.

- The Federal Supplemental Educational Opportunity Grant (FSEOG) is grant aid designed to assist exceptionally needy students with college education costs. FSEOG recipients are Pell-eligible students who demonstrate exceptional financial need and complete their financial aid files in a timely manner before the April 15 financial aid deadline each year.

- The Federal Work Study (FWS) program offers students with financial need an opportunity to earn money working on-the-job at the college or at certain off-campus agencies while attending college. Students who participate in the FWS program gain considerable benefits such as gaining work experience, the ability to work where they learn, the ability to schedule working hours around class hours, and building work relationships for future job references.

Please note that NPC does not participate in any Federal student loan programs, which include the William D. Ford Federal Direct Loan (Direct Loan) Program, the Federal Family Education Loan (FFEL) Program, and the Federal Perkins Loan Program. Also, NPC does not participate in any private or personal educational loans.. NPC does not participate in any private or personal educational loans.

- The Arizona Leveraging Educational Assistance Partnership (AzLEAP) establishes a state and institutional partnership to

Student Services

Financial Aid Information Continued

provide student financial assistance in the form of need-based grants to low-income Arizona resident students who are enrolled at half-time (6) or more credit hours [the state grant is contingent upon Arizona State funding].

Student Financial Aid Eligibility

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

- 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 advisors, the Financial Aid Office, or by viewing the eligible program list at: *www.npc.edu/financial-aid-status-degree-programs*.

- Federal methodology calculations and the FAFSA form determine need-based financial aid. Students must have documented financial need as prescribed for Federal Title IV aid programs;

- Preference will be given to applicants who complete their financial aid file in a timely manner by the priority deadline each semester;

- A student must have a high school completion document 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®). A student who earned a home-schooled high school education will be required to upload their official home school transcript into the student's financial aid student portal (FASP).

- A student who has not earned a high school diploma or a GED (General Education Diploma) may be able to eligible for the Ability to Benefit (ATB) provision. The ATB makes financial aid available to students without a high school diploma or the equivalency of a high school diploma. If you were enrolled in college or career school prior to July 1, 2012, or if you are currently enrolled in an eligible career pathway program*, you may show you're qualified to obtain a higher education by

  ◊ passing an approved ability-to-benefit test* (if you don't have a diploma or state-recognized equivalent, NPC can administer a test to determine whether you can benefit from the education offered at NPC) or

  ◊ completing six credit hours, 225 clock hours, or equivalent course work toward a degree or certificate.

  ◊ College and Career Preparation (CCP), including formerly BSK and TLC coursework, do not count toward this requirement.

- A student that is offered financial aid funding must meet Satisfactory Academic Progress (SAP) at the end of each semester of enrollment, please visit *https://www.npc.edu/satisfactory-academic-progress* for SAP requirements.

- An individual must meet the appropriate citizenship requirements as defined by federal regulations. An

individual may review citizenship eligibility per the DOE at *https://studentaid.gov/2425/help/citizen*.

Verification Process

A student can be selected for 'verification' by the Department of Education's central processing system. The student (spouse) and/or parent(s) will be required to verify specific information provided on the student's FAFSA application based on three categories of verification groups. The student (spouse) and/or parent(s) will be required to submit specific documentation to verify the accuracy of the data reported on the student's FAFSA application. Documentation that the financial aid office may request for verification:

- federal income tax return (includes amended federal tax return)
- other income and asset documents
- marital status document
- proof of high school completion
- valid, unexpired, government-issued photo identification
- family size information

The financial aid cannot complete the verification process without the required documentation requested. The student's financial aid eligibility cannot be determined without all documentation being submitted. A student can, also, be selected for the verification process more than once during their lifetime as a student in college.

Students are required to upload all requested documentation to the student's financial aid student portal to be considered for financial aid assistance. All requested documents for information must be uploaded three weeks **before** the financial aid priority deadline to ensure review of the student's request for financial aid assistance and receipt of a financial aid offer two-weeks prior to first day of class. Financial aid applicants who neglect to comply with requests for documentation or information will not be considered for financial aid until the information requested is submitted. Students should periodically check with the Financial Aid Office or their financial aid student portal (FASP) to verify completion of their file that all uploaded documents were accepted to ensure timely processing of financial aid funding. Students must log in to *npc.verifymyfafsa.com* (the financial aid student portal (FASP) each academic year to upload documents and track their verification status.

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 – and pay specific attention to deadlines and

Financial Aid Information Continued

scholarship requirements/criteria before applying. Incomplete scholarship applications will not be accepted.

Other Scholarship Award Criteria

Most NPC private and institutional 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 30) for finalizing your registration for financial aid disbursement, as well as disbursement date(s) for Fall, Spring and Summer semesters and the last date 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 'the last date to make changes' to your class schedule will not increase a student's financial aid award. Disbursements are made through BankMobile, a financial services company. Students may select to have the disbursement made to their BankMobile card, (see page 21), direct-deposited to their bank account, or paid to them by paper check. Students must create an account to chose select an option for their financial aid refund to be disbursed, please set up your account at *www.refundselection.com* once you have received your financial aid offer letter.

Satisfactory Academic Progress

All students who receive federal financial aid, are required to maintain certain standards of academic performance known as Satisfactory Academic Progress (SAP). A student must make satisfactory academic progress toward the completion of a degree or certificate program. Academic progress toward that degree/or certificate program will be reviewed at the end of each semester to determine the students continued eligibility for federal financial aid for the next semester of enrollment.

Satisfactory academic progress is the process a college uses to determine if a student is meeting all of educational requirements and is on target to graduate on time with a degree or certificate. This process may vary across schools.

NPC has a qualitative, quantitative, and maximum credit hour measure of academic progress:

1. Qualitative Requirement: Maintain a minimum cumulative grade-point average (GPA) of 2.0 or above;

2. Quantitative Requirements: Satisfactorily complete at least 67 percent (rounded up) of the cumulative credits in which the student is enrolled. Satisfactory completion means earning a passing grade of A, B, C, D, or P. Grades of W or F are not considered passing grades;

3. Maximum time frame (MTF) to complete a degree program (maximum number of credits to complete a degree). Students may receive financial aid funding for up to 150 percent of the published credit hours for a degree or certificate program.

The quantitative and maximum credit hour measures include all attempted NPC credits (with or without a passing grade), which includes all accepted transferable and assessed credits. In addition, this includes all semesters with or without financial aid assistance. For example, an associate degree that requires 60 credit hours to complete will have a maximum credit hour allowance of 90 credits.

Students that chose to transfer from another college to NPC can apply for financial aid and may be required to submit official transcripts of all previous college credits earned from other colleges/universities to the Records and Registration Office. Evaluated transfer credits will assist academic advisors prior to assisting a student with enrolling in classes at NPC that apply to the student's declared degree intent. Transferable credits that apply to the degree or certificate program at NPC can reduce the required amount of credits to complete a degree or certificate. Transferred credit hours will be counted as both attempted and completed hours for the quantitative measure.

- A student may repeat a previously passed course one time only (with a prior passing grade). A 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. For courses that are repeated, SAP calculations will only consider the GPA (Grade Point Average) of the class with the highest grade.

- Eligibility for federal financial aid is limited for students who are required to take 'pre-college' courses to improve basic high school education skills at NPC. Students are limited to the equivalent of one year or 30 credit hours of College and Career Preparation (CCP) courses. Ineligible CCP (formerly named 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 federal financial aid funding:

Prefix	#	Course Title
CCP	072	Reading & Writing Applications III Science
CCP	074	Reading & Writing Applications III Social Studies
CCP	078	Math Applications III
CCP	082	Reading & Writing Applications IV
CCP	088	Beginning Algebra with Applications
CCP	103	Workforce Readiness I
CCP	104	Workforce Readiness II
CCP	106	Workforce Skills I
CCP	107	Workforce Skills II

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

Financial Aid Information Continued

Incomplete Grades

Incomplete grades will not be factored into a student's SAP calculation until a final grade has been posted to the student's transcript. Changes to prior semester grades, including incomplete grades will be considered during the next SAP calculation following a completed semester. SAP calculations for incomplete grades may be made earlier upon request by the student.

Unsatisfactory Progress towards Degree Completion

If a student does not meet Satisfactory Academic Progress requirements the student can become ineligible for Title IV aid (Pell Grant, SEOG, and FWS program). If the student fails to meet SAP the following guidelines will be followed:

1. The first time the student does not to meet SAP, the student is placed on financial aid SAP Warning status. A student on SAP Warning status is still eligible to continue receiving Title IV funding for the next semester of enrollment.

2. The second consecutive time the student does not meet SAP consecutively, the student is placed on financial aid SAP Suspension status. A student on SAP Suspension status is not eligible to continue receiving Title IV funding for the next semester of enrollment. A student on SAP Suspension status may appeal their SAP Suspension status to the financial aid SAP Committee for reinstatement of federal financial aid funding.

• An appeal is required to request reinstatement of federal financial aid, if the student experienced a circumstance that was out of their control that prevented the student from meeting SAP requirements.

• The student may apply for a Satisfactory Academic Progress (SAP) Appeal within their financial aid student portal to request a reinstatement of their federal financial aid.

Financial Aid SAP Warning status

Recipients of student financial aid funding will receive a Warning notification either by postal mail or email after any semester in which their cumulative grade point average falls below 2.0 or they fail to satisfactorily complete 67 percent of the cumulative credit hours in which they are enrolled. The SAP Warning notice 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 once they meet the cumulative 2.0 GPA and 67 percent completion percentage (also known as PACE) requirements.

Financial Aid SAP Suspension status

Recipients of student financial aid funding 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 cumulative enrollment for two consecutive semesters of academic work. The SAP Suspension notice serves as a notification that the student is not eligible for Title IV aid until the student meets SAP requirements to be eligible to return to GOOD SAP status and eligible for Title IV aid again.

Maximum Time Frame (MTF) for Degree or Certificate Completion

Students that are not able to finish a degree of certificate program within the maximum credit hour allowance for completion are placed on SAP Suspension status from the time that the student exceeds the maximum time frame (credit limit) for their declared degree or certificate program. A student who has been suspended from financial aid assistance for exceeding the maximum time frame may continue to enroll in classes at NPC without receiving financial aid assistance and will be responsible for paying for their educational expenses out their own pocket. The student may choose to submit a SAP Appeal request to extend the MTF to complete their degree or certificate program at NPC.

Satisfactory Academic Progress Appeal

Students who are placed on financial aid Suspension status may choose to appeal their financial aid eligibility status to the Financial Aid Office and further to the Satisfactory Academic Progress Committee. A student may request to have their financial aid reinstated by logging into their financial aid student portal (FASP) to manage a request for an SAP Appeal. The student must have experienced a circumstance 'out of their control' that prevented the student from completing their course(s). The student must complete the SAP Appeal form in their financial aid student portal, must state 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 (signed by an academic advisor) and supporting documentation with their SAP Appeal request. SAP Appeal requests are available through the student's individual financial aid student portal at *npc.verifymyfafsa.com.* The outcome for a petition for reinstatement may include approval in a restricted status (approved academic plan) or denied.

There are no further appeals for students who have met their Federal Pell Grant Lifetime Eligibility Used (LEU) or students that have earned a Bachelor's degree.

A student placed on "restricted status" could be required to be placed on an academic plan toward the successful completion of the degree program. The student will be reviewed at the end of each semester for satisfactory academic progress towards their academic plan and completion of their 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.

Student Services

Satisfactory Academic Progress (SAP) Appeal Deadlines			
SAP DEADLINES	FALL	SPRING	SUMMER
Last day to submit appeal documents.	Nov. 15	April 15	July 10

Schedule Changes on Financial Aid

Students who choose to change their enrollment (drop/add courses) during the course of a semester are subject to having their eligibility for financial funding reviewed, which may require recalculation of Title IV aid and the student may be required to return a portion of Title IV aid awarded or all Title IV aid awarded. Other institutional and tribal or private scholarships can be impacted, as well, the next semester of enrollment.

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

The Financial Aid Office is required to perform enrollment verification before the disbursement of financial aid two weeks prior to the beginning of each semester. Financial aid may be reduced or canceled due to changes in a student's credit enrollment status or changes in course selection. Adding a course to increase credit enrollment status will not increase your financial aid offer after the Census Date (also known as Pell Recalculation Date or the Last Day to Withdraw without a 'W' on their transcript).

NOTE: A student must start attending classes to establish eligibility for federal financial assistance. Must show up in person or online for each class registered for.

When Dropping and Adding a Course

Students who plan to drop and then add a course as an even exchange are allowed to do so under the following conditions:

- During the two weeks of class students may only exchange a course for another eligible course, however, the exchange must be for the same credit amount (for example: 3 credits for 3 credits).

Students adding additional courses after the second week of the semester or during the semester are responsible for payment of tuition and fees.

Withdrawing Before the First Day of Classes

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

Non-Attendance or No Show

If a student chooses not to attend some or all of their courses, their eligibility for federal financial aid will be recalculated to exclude 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. The student must pay back all of the 'over awarded' financial aid to NPC Student Billing prior to enrolling for courses again.

Canceled Course

Students who register for course(s) canceled by NPC are required to return all 'over-awarded funds.' A student may register for another eligible 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 <u>or</u> before the last day to withdraw without a "W" on their transcript (see "Academic Calendar" page 23 in this catalog or online at ***www.npc.edu/academic-calendar***) may register for another eligible course with equal credits to avoid return of "over-awarded funds."

Noncredit and Audit Courses

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

Complete Withdrawal from All Classes

Students who completely unofficially withdraw and/or officially withdraw from all classes prior to the last day of classes 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 financial 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: Iraq and Afghanistan Service Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grant or Federal Student Loans.

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

Federal Return of Title IV calculation consists of the following:

- Amount of Title IV Aid Disbursed.
- Amount of Institutional Charges: tuition, fees, etc.
- 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.
- Amount of Title IV Aid Earned by Student: Multiply (a) by (c).

Financial Aid Information Continued

- Amount of Title IV Aid to be Disbursed or Returned: (a) minus (d).

- 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)

- Initial amount of Unearned Title IV Aid Due from Student: (e) minus (f).

- 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.

Determination of the student Last Date of Attendance (LDA)

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.

Important Note: 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 pay in full any 'over awarded federal financial aid' or to make payment arrangements and continue to make satisfactory payments on time. Please call NPC's Student Billing department at 928-524-7470 to set up a payment arrangement or to resolve issues with your payment arrangement. Contact Student Billing prior to setting up payment arrangements online at *https://www.npc.edu/ecashier*. You may also make a payment at your local NPC campus or center.

If a student neglects to pay or no satisfactory payment arrangements are made after 45 days for the Return to Title IV calculation, the financial aid office is required to report that student 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 he or she has paid in full the amount due for the Return to Title IV calculation. 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

- Students are required and expected to read materials, follow instructions, and call the Financial Aid Office regarding their financial aid status. Your financial aid status may also be viewed at **MyNPC** or view your financial aid document status in your Financial Aid Student Portal (FASP) at *npc.verifymyfafsa.com*.

- 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.

- The financial aid academic award year for NPC includes fall semester, spring semester and summer semester.

- A student must apply each academic year for the Free Application for Federal Student Aid (FAFSA). The FAFSA is available October 1 each year for the following upcoming academic year.

- A student may only receive Title IV Aid from one institution per semester.

- The Financial Aid Office must receive a FAFSA Submission Summary (FSS) or Institutional Student Information Record (ISIR) by the student's last date of attendance for the semester enrolled for financial aid consideration.

- If a student's cost of attendance exceeds NPC's standardized budget, he or she may request a budget review with supporting documentation.

- 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 financial aid eligibility. This includes information not reported on the original FAFSA form.

- If a student is selected for "verification," he or she must upload all requested documentation, including a Federal Tax Return Transcript or signed Return and all W-2's, report all untaxed income and complete a verification worksheet in the FASP at *npc.verifymyfafsa.com*.

Financial Aid Information Continued

- 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 advisors, Financial Aid Office or ***www.npc.edu/financial-aid-status-degree-programs***.

- Students who withdraw from courses are responsible for understanding NPC's Institutional Refund Policy. For additional information, students may contact the NPC Business Office. 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.

- 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 electronic deposit through direct deposit or Bank Mobile money paycard with the NPC Payroll Office. ***https://bankmobiledisbursements.com/refundchoices/***

- A student is required to register for and attend all classes for which he or she is awarded financial 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 advisor <u>before</u> making enrollment changes.

- 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.

- 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.

- 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.

- 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.

- A student must maintain SAP standards to be eligible for financial assistance. Students with academic problems are encouraged to seek tutoring assistance, available for free.

- 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.

- NPC does not participate in any Private Educational Loans or in any Federal Student Loan Programs – including Undirect and Direct federal student loans.

- 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.

- 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 ***https://studentaid.gov/manage-loans/repayment***.

- A student may submit a Federal Student Loan Deferment form to the Records and Registration Office for processing while enrolled at NPC.

- 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 in full 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

Requests for additional information regarding financial aid may be directed to the Main Financial Aid Office, (800) 266-7845, ext. 7318, during normal business hours:
8 a.m. to 5 p.m., Monday through Thursday;
8 a.m. to 4 p.m., Friday.

GED®/High School Equivalency Diploma

For individuals without a high school diploma, College and Career Preparation (CCP) offers an orientation designed to improve their chances of successfully earning a High School Equivalency (HSE) diploma or passing the General Education Diploma (GED®) exams. The "Opportunities Through Education (OTE)," CCP 055x, orientation discusses the advantages of continued education while providing information on Arizona's three HSE pathways, learning tips for success, time management skills, how to set and achieve goals, and an overview of different services available to support learning. During the orientation, students will complete the Test of Adult Basic Education (TABE) and prepare a writing sample to provide the program with information for accurate class placements..

Orientation sessions are generally offered twice a semester at NPC campuses and centers to meet local demand. For available session dates and locations, contact College and Career Preparation (CCP) at any NPC location, or check the online Class Schedule for CCP 055x at ***www.npc.edu/class-schedule***.

Scholarships may be available for HSE/GED® preparation

GED®/High School Equivalency Continued

courses. The OTE is mandatory to receive continued financial assistance and is required for Adult Basic Education students (or those students without a high school diploma or equivalency). The orientation program is supported by a grant from the Arizona Department of Education, Adult Education Services. The program's purpose is to inform individuals of the state's three pathways for earning a high school equivalency diploma and complete each pathway's initial requirements.

Upon completion of the HSE/GED® orientation, students will work with the College and Career Preparation (CCP) Success Coach to determine the best pathway for them to attain their HSE Diploma. Pathways include the GED® Pathway, the 25 College Credit Pathway and the HSE PLUS Career Readiness Pathway. The GED® Pathway requires taking and passing all of the GED® exams including the Arizona Civics test. The 25 College Credit Pathway requires students to be enrolled in College and complete 25 specific college credits including the Arizona Civics test. Upon completion students submit an application and college transcripts to the ADE Representatives within the CCP department and to Arizona Department of Education for review. Once approved, the state will issue the student a HSE diploma. The HSE PLUS Career Readiness Pathway requires students to be enrolled in a WIOA Title II Adult Education program; pass the Arizona Civics test; and earn a minimum number of credits/points from specified sources that demonstrate Academic and Career Readiness. Such sources for both components include completed High School credits, College Credits, Adult Education Credits, GED® Exams, IET/BEST programs, CTE credits, Employment/Internship or Industry Recognized Credentials. Upon completion, students will submit an application with their official transcripts and any accompanying evidence of meeting the requirements to Representatives in the CCP department and then to Arizona Department of Education for review and issue of their HSE Diploma.

Students can find more information about these three diploma pathways in the Arizona Adult Education Services website *https://www.azed.gov/adultedservices/get-your-diploma*.

Disability-related accommodations for taking the "Opportunities Through Education" orientation class can be initiated by completing the Office of Accessibility and Inclusion's Contact For Services Form online at *www.npc.edu/oai*.

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, payment, 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 HSE/GED® orientation and preparation courses contact CCP staff at your campus or center or contact Tabitha Stickel, 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*. Direct questions to NPC's Computer-Based Test Administrator at (800) 266-7845, ext. 6142.

Requirements for Testing

- 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.

- Students must meet the minimum age requirement of 16. (16- and 17-year–olds must create an account at www.ged.com before submitting the following original documentation to any NPC campus/center front office. The AZ Board of Education requires a NOTARIZED parental consent form AND an official withdrawal form from the last school attended. Must be provided to NPC's Computer-Based Test Administrator).

- 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 (ID and name on registration must match), address, date of birth, and signature. For a list of acceptable forms of ID visit *npc.edu/ged-high-school-equivalency-diploma*. 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

The NPC Library provides services and resources for students, faculty, staff and the community* at the four campuses and five centers. To search the Library catalog, visit our subject guides, and access our databases, visit the Library website at *www.npc.edu/library.*

Some Library services and resources available are:

- Library catalog with books, ebooks, audiobooks, videos, and other material

- Databases for scholarly journal articles, eBooks, eAudiobooks, and online videos
- Subject Guides with links to all research resources
- Reference services available in person, Text-a-Librarian, or Ask-a-Librarian
- Research assistance including citation help and plagiarism avoidance
- Information literacy instruction for classes and individuals
- Computers and wireless access including laptops available for student checkout
- Free printing and copies for students
- Interlibrary loan for materials not owned by NPC
- Comfortable spaces to study or relax

Submit your application for a Library account on our website. Find the password for off-campus access to databases at **MyNPC > MyCourses > Library Information.**

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 NPC social media pages, local newspapers, 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.

Art Club

The Art Club is a student organization that provides an opportunity to express and advance student's knowledge and love of the Arts through fellowship and education. The group's mission is to give back to communities, schools, and others by using their talents and gifts in creative ways.

Students interested in learning more should contact Art Club advisor Magda Gluszek at (928) 532-6176, email *npcartclub@gmail.com*.

Eagle Club

The Eagle Club is a student organization that promotes awareness of multiculturalism at NPC by promoting academic field trips, student socials, fundraisers and other activities that celebrate cultural awareness. Learn more at *npc.edu/activities-clubs/eagle-club*

Students interested in learning more should contact Eagle Club advisor Shandiin Deputee at (800) 266-7845, , ext. 7343, email *shandiin.deputee@npc.edu*.

Mental Wellness Club

NPC's Mental Wellness Club is a student group that fosters an understanding of behavioral health and mental health with community, professional, and social awareness.

Students interested in learning more should contact Club Sponsor

Karli Morgan at karli.morgan@npc.edu or (928) 414-3956.

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.

Phi Theta Kappa

Phi Theta Kappa is the international honor society of two-year colleges. PTK inducts students who are committed to scholarship, leadership, fellowship, and service. Eligible students are invited each semester by meeting the following criteria: have at least a 3.5 GPA, have completed at least 12 NPC credits towards a set degree intent, and are currently enrolled in at least 6.0 credits. Learn more at *npc.edu/activities-clubs/phi-theta-kappa-ptk*

Students interested in joining Phi Theta Kappa should reach out to the PTK Advisors at *ptkadvisors@npc.edu*.

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.

Learn more at *npc.edu/presidents-scholars-program*

Students may obtain an application packet for the President's Scholars program from the website or by calling faculty advisor Ryan Orr, (928) 532-6168, or email *ryan.orr@npc.edu.*

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.

Learn more at *npc.edu/student-government-association*.

Records and Registration Admissions Office

The Records and Registration Admissions Office staff members are responsible for final grade rosters. Students may view their grades on MyNPC, utilizing their student log-in (excluding those on financial hold).

Any changes to existing grades (see Appeal of Grade, page 200) 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 Admissions 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 Admissions 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 advisor. The declared degree plan is then posted to the student's file. When the student is ready to graduate, he or she will submit a graduation application. After graduation requirements have been met, please allow three to six weeks after the semester ends for diplomas to be mailed. Note: Diplomas are only ordered three times a year.

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

- Admission and Enrollment Verification Letters
- New Mexico Waivers
- Domicile Verification
- Veterans Certification
- Student Records, including transcripts and grades
- Graduation Certification
- Western Undergraduate Exchange (WUE)
- International Students

Transcripts

The Records and Registration Admissions Office accepts orders for Official NPC transcripts through *npc.edu/transcripts.* 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 mailed transcript is to be sent or an email address where the electronic transcript will be sent, contact phone number, signature, date, payment, and recipient information. $12 per transcript. Electronic processing is $17 per transcript.

Payment by major credit card (Discover, MasterCard or Visa) or debit card is required when ordering through the National Student Clearinghouse.

Unofficial transcripts are available at one of our campus or center locations via an Academic Advisor or at MyNPC *https://mynpc.edu/ics*.

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

Recruiting Office

All new students must submit an NPC Admissions Application which is available on the homepage of ***www.npc.edu***. Click the "apply now" button on the right hand side. 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 NPC's Early College Program office for more information. The college also works closely with local businesses to inform adult students and the community about educational opportunities. Interested adult students and businesses should contact the Community Recruitment Office. Both of these offices have district-wide duties. Contact the corresponding office (high school/adult) for:

* Requests for program and admissions information
* College events/open houses
* Coordination of on-site visits/NPC campus tours
* Community/group presentations

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.

Student Health Insurance

Many programs at Northland Pioneer College require students to carry health insurance. As a college student, you may be eligible to stay on your parent or guardian's healthcare plan if you are under the age of 26. If this does not apply to you, NPC has a referral to a major insurance company that has designed plans specifically for community colleges. For an application or more information, contact the company directly through our website ***www.npc.edu/student-insurance***, stop by an academic advising office for a brochure or the office of the Vice President for Learning and Student Services.

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 advisor can explain Housing Assistance Scholarships eligibility or visit ***www.npc.edu/scholarships/housing-assistance-scholarship***. Apply early through the Financial Aid Office.

NPC STUDENT EMAIL
— the college's official method of communication

You've got Gmail! ✉

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.

Student Writing Centers

Help with college writing assignments is always available free to NPC students at the Student Writing Centers (SWC). 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 or tasks related to financial and/or academic pursuits. SWC resources may also be used to apply for Free Application for Federal Student Aid (FAFSA) or Supplemental Nutrition Assistance Program (SNAP, formerly food stamps) benefits. Basic resume and cover letter writing assistance is also available. Student Writing Centers are located at all NPC campuses and centers.

Note: You must complete a user agreement to use the resources of the Student Writing Center.

Textbook Information

Students can obtain information about what textbooks are required or optional for a specific course by going to

www.npc.ecampus.com.

Make a note of the ISBNs 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. Ordering through NPC Online Bookstore is optional; students can purchase course items with other vendors.

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 an internet connection
2. Downloadable Version – can be loaded onto your computer or electronic device, but only accessed on that device.

Rental Textbooks

Students can rent selected textbooks for a semester or set period. 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.

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

After registering for classes, students can go to the NPC website, ***www.npc.edu/textbooks*** for a step-by-step instruction sheet.

Other ways to place an NPC Online Bookstore order:
1. Use an NPC computer at any NPC location during normal business hours.
2. Submit your order via email to ***bookstore@ecampus.com***.
3. Call the NPC Online Bookstore (859) 209-6958.

Payment Options

There are several payment options to choose from:
1. Credit/Debit Cards: Visa, Master Card, Discover or American Express;
2. Prepaid credit cards CAN be used as payment for orders;
3. PayPal or PayPal Credit: May be subject to credit approval and a minimum purchase may be required;
4. e-Cashier Payment Plan: Students can use an installment payment option. Go to the NPC website at ***www.npc.edu/textbooks*** for a step-by-step instruction sheet.

NOTE: Rental orders CAN NOT be paid for using Prepaid Credit/Debit Cards, PayPal, PayPal Credit, Check, or Money Order. If you wish to rent your books, you may use an e-Cashier or a credit/debit card. If you use an 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. NPC students receive free shipping on all orders over $35, excluding Market Place orders.

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

For questions contact the NPC Bookstore at (800) 266-7845, ext. 7480.

Selling Back Textbooks (Buy-Back)

Through the NPC Online Bookstore, students can sell back their textbooks on the website during the buyback time frame (2 weeks before and after the semester ends) or anytime through the Marketplace. Click the "Sell Textbooks" button, enter the ISBN (13-digit numerical code below the bar code), from the back of the textbook and an instant quote for the textbook will appear.
1. Buyback shipping is FREE! Print a prepaid shipping label, drop the package off at a UPS drop box, and receive a check in the mail or have money directly deposited to your

Textbooks Continued

account. NPC Online Bookstore credit for a future purchase with eCampus is another option for selling your books.

2. Students who sell back books will receive premium buy-back prices for any textbook being reused by NPC the following semester.

3. Students can also return rentals online! For more information, visit **www.npc.ecampus.com**.

Transfer Assistance

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

1. See how previous courses will transfer to public universities in Arizona

2. Learn what community college courses transfer as specific university equivalents

3. View transfer guides that outline university academic programs for community college students

4. Research lists of community college courses that apply to university general education equivalents

NPC partners with other regionally-accredited colleges and universities through articulation agreements to assist students in making a smooth transition from NPC to a participating four-year institution. See University Transfer Agreements, page 63 or **https://www.npc.edu/university-transfer-degrees** if you have any questions or need more information, contact an academic advisor. To find an advisor near you, go to **https://www.npc.edu/advising**.

Tutoring

NPC Tutoring is available in most NPC academic areas and is provided FREE of charge to current students. NPC offers FREE online tutoring, on-demand, through Tutor.com, F2F tutoring at many locations, and tutoring via the distance system.

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/request-tutoring)**, or contact the Coordinator

of Tutoring Services, (800) 266-7845, ext. 7367. You 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 Veteran Affairs (VA). Veterans, survivors and dependents may utilize educational benefits under Title 38 of the U.S. Code and selected reservist 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 will receive an email with instructions for completing the VA Orientation after they have registered for classes.

For questions about NPC Veterans Services, visit our website, **www.npc.edu/veteran-services**, or contact the Veterans Certifying Official, (800) 266-7845, ext. 7469, or ext. 7365, or email **veterans@npc.edu**.

Educational Benefit Eligibility

NPC's VA Certifying Official doesn't determine student eligibility for VA Educational Benefits. Only the VA is authorized to determine a student's eligibility and will ultimately make the final decision.

VA Eligibility is based on a student's application with the VA and what the VA approves them for. Students that have not applied for VA Educational Benefits will need to apply with the VA at **www.benefits.va.gov/gibill/apply.asp**.

The VA will determine a student's payment rate based on the type of benefit for which they are eligible and the number of hours in which they are enrolled. For more information on benefit comparisons and to find out the basic payment rates go to: **https://www.va.gov/education/gi-bill-comparison-tool/**.

Arizona Revised Statute

§15-1808 Tuition and Fee Waivers

A member of the Arizona National Guard who received a Purple Heart citation on or after September 11, 2001 or a former member of the Arizona National Guard who was medically discharged from the Arizona National Guard due to an injury or disability suffered under conditions listed in **A.R.S. §15-1808** may have tuition and media fee waived for courses taken at Northland Pioneer College.

A member or former member of the United States armed forces who received a purple heart citation, who was a resident of the state of Arizona or was stationed in Arizona at the time of the

Student Services

Veterans Services Continued

injury and whose disability rating is fifty per cent or more as described in **A.R.S. §15-1808** may have tuition and the media fee waived for courses taken at Northland Pioneer College.

A surviving spouse or child of a peace officer, correctional officer, fire fighter, emergency paramedic, National Guard member, or member of the United States Armed Forces who was a resident of the state of Arizona or stationed in Arizona and who was killed in the line of duty or who died from injuries suffered in the line of duty while traveling to or from duty may have tuition and the media fee waived for courses taken at Northland Pioneer College.

For more information on Arizona Revised Statute §15-1808 Tuition and Fee Waivers go to **https://dvs.az.gov/services/ education/tuition-waiver-and-verification-form**.

VA Educational Programs

Chapter 30: Montgomery GI Bill® – Active Duty (MGIB-AD)

The MGIB-AD program provides up to 36 months of educational 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.

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 for Chapter 30, students must have:

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

IMPORTANT: Chapter 30 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.

Chapter 31: VA Vocational Rehabilitation

To be eligible for Chapter 31, students must have a service connected disability and applied for vocational rehabilitation services through the Department of Veterans Affairs at **https://www.va.gov/careers-employment/vocational-rehabilitation/eligibility/**.

Chapter 33: 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. Students 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.

Tuition and Fees: Under the Post 9/11 GI Bill®, students may receive: tuition & fees (paid directly to the school) not to exceed the tuition & fees at the most expensive state Institution of Higher Learning (IHL). For a listing of the maximum tuition & fees for each state visit: **https://www.va.gov/education/ benefit-rates/post-9-11-gi-bill-rates/#how-much-of-the-full-benefit-r**.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at **www.benefits.va.gov/gibill**.

If you qualify for the maximum benefit, the VA will cover the full cost of public, in-state tuition and fees. Rates are updated annually. To view current rates, visit **https://www.benefits. va.gov/gibill/resources/benefits_resources/rate_tables. asp**.

Money for Housing: A monthly housing allowance based on the Basic Allowance for Housing (BAH) for an E-5 with dependents. This amount is based on the ZIP code of the location of the campus/center the student is attending. To determine the BAH for your ZIP code visit: **https://www.travel.dod.mil/ Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/**.

Money for Books and Supplies: An annual book stipend of $1,000 is paid proportionately based on enrollment.

How VA Calculates Your Benefits: The specific amount will depend on how much active service you've had since September 10, 2001. VA calculates this amount based on a percentage of the maximum benefit.

If you had 90 days of active service, you would qualify for 50% of the maximum amount. If you served for 3 years, you would receive 100% of the maximum benefit. Note: this will change August 1, 2020 to 90 days of service will receive 50% of the maximum benefit.

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.

To be eligible for Chapter 35, students must be the dependent 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 service member missing in action or captured in the line of duty by a hostile force.

Student Services

Veterans Services Continued

◇ 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 for Chapter 1606, 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.

IMPORTANT: Chapter 1606 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.

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 advisor 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*.

Air Force transcripts, can be ordered from the Air University website: *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 Advisor 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 be reimbursed for tuition and fees only. Summer sessions are calculated on an accelerated basis and training time will depend on the number of credit hours taken and the number of weeks of the class.

The processing of benefits for first-time VA students can take 8 to 10 weeks in some cases. VA students may utilize a VA Promissory Note during registration to defer tuition and fees until benefits come in. The student will clear those charges when they receive their first monthly benefit check.

Veterans Services Continued

- Chapter 31 and 33 VA Educational Benefits are paid directly to the school.
- Chapter 30, 35 and 1606 VA Educational Benefits are paid directly to the student and the student is responsible for paying any outstanding balances to the school. It is the student's responsibility to contact NPC's Business Office to make payment arrangements and to continue to make satisfactory payments.

Important Payment Information

- If the VA recipient withdraws from their class(es) after the official drop period, the student will receive a "W" on their transcript and may have to repay any monies they have received.
- 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.
- If the VA recipient makes changes to their class(es) after the official drop period, the student may receive an overpayment and may to repay any monies they have received.

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. A student must make Satisfactory Academic Progress toward the completion of his or her degree or certificate program. VA students are required to:

- Maintain a semester and cumulative grade-point average (GPA) of 2.0 or higher. "
- Complete at least 67 percent of the courses for which they are enrolled. D" grades are not considered passing for VA students when calculating the quantitative requirement. (See Satisfactory Academic Progress, page 34, 62).

VA Academic Warning, Suspension & Restricted Status

The Department of Veterans Affairs requires all persons using VA Educational Benefits follow Title IV policies, including making Satisfactory Academic Progress. A student who does not meet the required minimum standards will receive written notification and will be placed on Academic Warning the first semester and Academic Suspension the second continuous semester. At the end of the second unsuccessful semester, if Satisfactory Academic Progress has not been demonstrated, VA Educational Benefits will be terminated. Benefits may be reinstated once the student begins meeting the required minimum standards.

VA students that fail to meet Satisfactory Academic Progress requirements will be asked to meet with an academic advisor to develop an academic success plan, which may include seeking tutoring assistance, enrolling in HDE 105 Success Strategies for College, or adjusting their course load.

VA Academic Warning: VA students are eligible to continue to receive VA Educational Benefits while on warning status if all other eligibility requirements are met.

VA Academic Suspension: VA Educational Benefits will be discontinued for students that fail to meet the required minimum standards for two continuous semesters. A VA student who has been suspended from VA Educational Benefits may continue to enroll in classes at NPC without receiving benefits.

VA Restricted Status: Recipients of VA Educational Benefits will be placed on restricted status if all required documentation has not been submitted to the VA Certifying Official and/or if the VA Orientation module has not been complete through Moodle. VA students placed on VA Restricted Status will be asked to follow an academic success plan toward successful completion of a degree program. The VA student making progress and meeting Satisfactory Academic Progress will be considered an eligible student.

VA Appeal Process and Reinstatement: VA students who are placed on Suspension may appeal their eligibility status to the Satisfactory Academic Progress Appeal Committee by filing a Petition for Reinstatement with the VA Certifying Official. Appeals should be based on extenuating circumstances as documented by the VA student. Petition for Reinstatement forms are available online, by contacting an academic advisor or the VA Certifying Official. The outcome for a petition for reinstatement may include approval, warning status, restricted status or denial.

- A VA student may continue to receive VA Educational Benefits only at the result of a successful appeal.
- A VA student who attends NPC for one semester, successfully completes six (6) credit hours at their own expense and meets all Satisfactory Academic Progress requirements, could be considered an eligible student.

Title 38 United States Code Section 3679(e) - Veterans Benefits and Transition Act of 2018

NPC complies with Title 38 of the United States Code, section 3679 as amended

NPC permits any covered individual to attend or participate in a course beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Veterans Services Continued

NPC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: A <u>Covered Individual</u> is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

1. NPC VA Students must submit a <u>certificate of eligibility</u> for entitlement to educational assistance <u>no later than 30 days after the start date</u> of a course of education.

2. A written request to use such entitlement via NPC's VA Master <u>Promissory Note</u> no later than the 1st day of a course of education to prevent from being dropped for non-payment.

3. Provide additional information necessary to the proper certification of enrollment by the educational institution.

4. NPC may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement

Voter Registration

For more information on voter registration please contact the Navajo County Recorder's office at (928) 524-4192. You can also register to vote online at ***https://servicearizona.com/VoterRegistration***.

Veterans Priority Registration Day

Check the Academic Calendar on page 23 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:

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

To register 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 a Promissory Note when they register.

To register, bring copies of your or your spouse's/parents military documents and registration form to the campus/center office to register early!

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 Emergency Contact," or when logged in go directly to ***https:// mynpc.npc.edu/ICS/Welcome_Students.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 ***https://mynpc.npc.edu/ICS.***

Crisis Manager App

Download the <u>FREE</u> 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.***

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/311info.net
- https://twitter.com/Az311info
- Ready Navajo County Alert System – https://member.everbridge.net/453003085612436/login
- Ready Apache County Alert System – https://member.everbridge.net/index/453003085613269#/login
- 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 due to weather related issues will be made by the Vice President for Learning and Student Services (VPLSS). If there is a facility-related emergency the Vice President for Administration Services 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

Call 9-1-1 or 9-9-1-1 from any college phone.

Get the appropriate first responders coming to handle the emergency situation. Give the dispatcher as many details as possible, and be specific about which NPC location, building, room or parking area. Your call from a college phone also alerts the campus office of an emergency. College personnel will be responding to help as well.

Once the "emergency" nature of the situation is resolved, or for "non-emergency incidents," the reporting person should contact the designated campus/center managers (listed at each location) who handle emergencies, and collect and distribute the following information:

1. Who made the call: name, classification (student, towns person, 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 were 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, should be noted. The reporting party needs to 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/crime-statistics*.

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.

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 providing their cell phone number on NPC's course registration form (and not checking the opt-out box) or by sending a text from their phone to an official NPC texting phone number and completing the sign-up process.

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 student texts again is to re-sign-up by sending a new text message to an official NPC texting phone number. 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. See *www.npc.edu/student-texts* for more information.

Communication is Key at NPC

FORWARD NPC student email messages to your preferred email account.

Instructions:

1. Login to your NPC student email account.

2. Click on email.

3. Click on the sprocket icon (⚙) in the top right and select "Settings."

4. Click on the link that says, "Forwarding and POP/IMAP." Under "forwarding," click on the button that says "Add a forwarding address" and then type in the email address to which you want to forward your NPC student email.

5. Be sure to click **SAVE CHANGES** at the bottom of the page.

Note: We recommend that you select "keep Northland Pioneer College Mail's copy in the Inbox" so you will have duplicate copies of your student mail in your student account.

Update your contact information on MyNPC.

Instructions:

1. Go to *www.npc.edu,* click on the hamburger menu (≡) at the top right. Click on the MyNPC link.

2. Login to your MyNPC account by entering your username and password in the boxes on the top right.

3. Click on the person icon or photo in the top right corner.

4. Click on My profile & settings.

5. Click on Contact information on the left hand side of the screen.

6. Update your addresses (including email address)
Note:
It is imperative that NPC has your most recent contact information so that we are able to contact you when needed.

YOUR USER NAME & PASSWORD: Your user name will be in the format of 1st initial, last name and a possible number (Example: JDoe2). Your initial password was emailed to you and our staff have no access to review it. If you do not know/forgot your username and password you can reset by going to https://pwreset.npc.edu/

Programs and Degrees

WHAT AREAS INTEREST YOU?

Open doors and propel your career. Select an area of interest
for program descriptions, requirements and career opportunities.

Education   Welding   Nursing/Allied Health   Science   Pharmacy Tech

Check out these and other options at:

www.npc.edu/areas-of-interest

Instructional Divisions and Programs

Dr. Michael Solomonson, Vice President for Learning and Student Services

Arts and Sciences

Melody Niesen, Dean

Anthropology (ANT)
Art (ART)
Biology (BIO)
Chemistry (CHM)
English (ENL)
Film & Digital Video (FDV)
Geography (GEO)
Geology (GLG)
History (HIS)
Honors Colloquia (HON)
Humanities (HUM)
Languages (LAN)
Mathematics (MAT)
Music (MUS)
Philosophy (PHL)
Physics (PHY)
Political Science (POS)
Psychology (PSY)
Sociology (SOC)
Speech/Theatre (SPT)

Career and Technical Education

Jeremy Raisor, Dean

Allied Health –
Health Sciences (HES)
    Phlebotomy (HES)
Administration of
    Justice Studies (AJS)
Automotive Technology (ATO)
Behavioral Health
    Studies (BHS)
Business (BUS)
    Economics (ECN)
Community and Corporate
    Learning
Computer Information
    Systems (CIS)
Construction Technology (CON)
    Drafting (DRF)
    Masonry
Cosmetology (COS)
    Cosmetology Instructor
    Hairstyling
    Nail Technician
Energy & Industrial
    Technician (EIT)

Fire Science (FRS)
Health and Physical
    Education (HPE)
Industrial Technology
    Trades (ITT)
Industrial Arts
    Technology (INA)
Law Enforcement Academy
Medical Assistant (MDA)
Paramedicine (EMT)
Pharmacy Technology (PHT)
Surgical Technology (SGT)
Therapeutic Massage (TMP)
WayPoint Facilities
Welding (WLD)

College and Career Preparation

Dr. Tabitha Stickel, Associate Dean

College and Career Preparation (CCP)
Human Development (HDE)

Educator Preparation Programs

Dr. Allison Landy, Associate Dean

Child & Family Studies (CFS)
Early Childhood Studies (ECD)
Educator Preparation (EDP)
Education (EDU)
Mathematics for Educators (MTE)

Instructional Innovation

Dr. Wei Ma, Dean

Early College
FIPSE Grant/ECOADA Project
Instructional Technology and Curriculum Support
    Instructional and Professional Development (IPD)
Library Services
Office of Accessibility and Inclusion
Perkins Grant

Nursing and Nursing Assistant

Ruth Zimmerman, Dean

Nursing Assistant Training (NAT)
Nursing Program (NUR)
    CNA
    LNA to RN
    LPN to RN
    Paramedic to RN

Apache County Programs

Nicole Ulibarri, Coordinator

Center Programming (Apache County)
Springerville/Eagar
St. Johns

General Education Values

Northland Pioneer College places general education at the center of its mission. More than a perfunctory set of courses, general education serves as an important foundation for lifelong learners. The institutional learning outcomes of critical thinking and effective communication are the backbone to general education, and these skills serve as an important bridge to a plethora of different fields of study. The purpose of general education is to give each student the fundamental skills associated with higher education and the cultivation for a lifetime of learning, problem solving, and responsibly informed decision making. Through its general education program, Northland Pioneer College aims to:

- offer a comprehensive set of foundational skills so students can fully engage their educational intent;

- offer an integrated curriculum that will set the stage for lifelong learning;

- represent a wide cross-section of the arts, humanities and sciences;

- require students to engage in thoughtful and precise writing and critical thinking; quantitative, qualitative, and informational literacies;

- introduce students to the diversity of the natural and social worlds;

- promote academic curiosity;

- offer university transferable courses documented through AZTransfer.

Assessment at NPC:

Northland Pioneer College seeks to ensure all students meet institutional learning outcomes in the areas of Effective Communication and Critical Thinking. To measure student success towards these outcomes, the college implements an annual process of student assessment known as Assessment of Student Knowledge (ASK). The ASK assessment process is intended "...to improve student learning and institutional effectiveness in fostering student success" (Higher Learning Commission, 2016). The diagram at right outlines the current assessment process in place.

In addition to the alignment to institutional learning outcomes, additional areas in which departments may evaluate student outcomes include:

- NPC 3: Quantitative Reasoning
- NPC 4: Scientific Inquiry
- NPC 5: Information Literacy
- NPC 6: Diversity

Departments begin by examining their assessment procedures, consider tools, and review data collected from previous cycles. After making any needed adjustments to their assessment plan, the department implements the process. Data is collected throughout the assessment period, and then departments and programs analyze data. Following this analysis, the department or program modifies curriculum as needed and submits a report detailing their process to the Assessment of Student Knowledge Committee (ASK). The college also engages faculty in gathering to participate in Dialogue Day, when departmental/program results are shared with the college as a means of promoting a college-wide discussion on best practices and insights gained through the current year's process.

After analysis and consideration of data and its meaning, departments and programs may respond by adjusting curriculum, instruction, or program design.

1. Departments Develop Assessment Plan
2. Department Implement Assessment Plan
3. Department Analyzes Data Collected
4. Department Determines Results and Makes Modifications
5. Departmental Faculty Share Results Across All College Divisions
6. Department Implements Results/Curricular Changes
7. Department Evaluates and Revises Assessment Processes
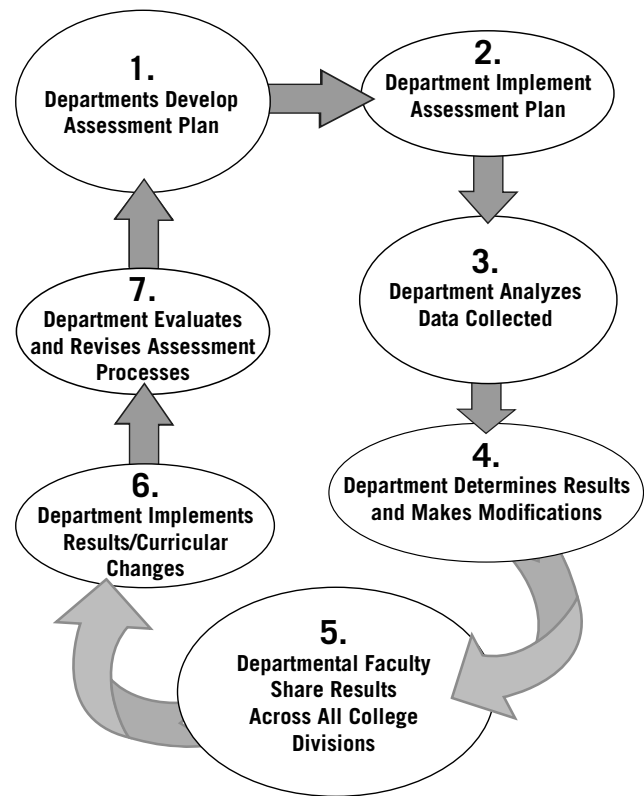
Degrees & Certificates Offered

DEGREES: AA – Associate of Arts • AAEC – Associate of Arts in Early Childhood (AAEC) • AAEE – Associate of Arts Elementary Education • ABus – Associate of Business • AS – Associate of Science • AAS – Associate of Applied Science • AGS – Associate of General Studies • BAEE – Bachelor of Arts, Elementary Education (***Pending HLC Approval**) • BAS-ECE – Bachelor of Applied Science, Early Childhood Education • BAM – Bachelor of Applied Management (***Pending HLC Approval**)

<u>**CERTIFICATES:**</u> CAS – Certificate of Applied Science • CP – Certificate of Proficiency
AGEC – Arizona General Education Curriculum

‡ indicates degrees guaranteed to transfer to the state's three public universities

Program	Awards
Associate of Arts Transfer Degree‡	**AA**
Associate of General Studies	**AGS**
Associate of Science Transfer Degree‡	**AS**
Administration of Justice Studies (AJS)	
Administration of Justice Studies	AAS/CAS
Criminal Justice	CP
Peace Officer	CP
Automotive Technology (ATO)	
Automotive Technology	AAS/CAS
Automotive Service Operations	CP
Electrical Systems and Engines	CP
Behavioral Health Studies (BHS)	
Behavioral Health Studies	AAS
Behavioral Health Technician	CAS
Behavioral Health	CP
Business (BUS)	
Associate of Business Transfer Degree‡	ABus
Bachelor of Applied Management (***Pending HLC Approval**)	BAM
Entrepreneurship	AAS/CAS
Entrepreneurship Fundamentals	CP
Management and Leadership	AAS/CAS
Management and Leadership Fundamentals	CP
Medical Office Administration Specialization	AAS/CAS
Medical Office Administration Fundamentals	CP
Computer Information Systems (CIS)	
Computer Information Systems	AAS/CAS/CP
Cybersecurity	AAS/CAS/CP
Software and Web Development	AAS/CAS/CP
Construction Technology (CON)	
Construction Technology	AAS/CAS/CP
Drafting (DRF)	CP
Masonry	CP
Cosmetology (COS)	
Cosmetology	AAS/CAS/CP
Cosmetology Instructor	CP
Hairstyling	CP
Nail Technician	CP
Early Childhood Studies (ECD)	
Bachelor of Applied Science, Early Childhood Education	BAS-ECE
Early Childhood	AAEC‡/AAS/CAS/CP
Education (EDU)	
Associate of Arts in Elementary Education‡	AAEE
Bachelor of Arts, Elementary Education (***Pending HLC Approval**)	BAEE
Education Professions	CP
Energy and Industrial Technician (EIT)	
Electrical	AAS/CAS/CP
Electrical and Instrumentation	AAS/CAS/CP

Program	Awards
Industrial Electrical, Motors and PLC's	AAS/CAS/CP
Industrial Mechanics and Fluid Power	AAS/CAS/CP
Industrial Plant Operations	AAS/CAS/CP
Instrumentation	AAS/CAS/CP
Mechanical Maintenance	AAS/CAS/CP
Operations/Maintenance	AAS/CAS/CP
Film and Digital Video (FDV)	
Film and Digital Video	AAS/CAS/CP
Visual Communications Fundamentals	CP
Fire Science (FRS)	
Fire Science	AAS/CAS
Driver/Operator	CP
Firefighter	CP
Leadership	CP
Health & Physical Education (HPE)	
Physical Health & Performance	AAS/CAS
Personal Training & Rehabilitation	CP
Sports Medicine	CP
Industrial Technology Trades (ITT)	
Electrical and Instrumentation	AAS/CAS/CP
HVAC	AAS/CAS/CP
Industrial Technology Trades	AAS/CAS/CP
Mechanical Maintenance	AAS/CAS/CP
Power and Alternative Energy	AAS/CAS/CP
Medical Assistant (MDA)	
Clinical Assistant	CP
Phlebotomy Technician	CP
Medical Assistant	AAS/CAS
Nursing (NUR)	
LNA to RN	AAS
LPN to RN	AAS
Paramedic to RN	AAS
Practical Nursing	CAS
Nursing Assistant (NAT)	
Nursing Assistant	CP
Paramedicine (EMT	
Paramedicine	AAS/CAS/CP
Pharmacy Technician (PHT)	
Pharmacy Technician	CP
Surgical Technology (SGT)	
Surgical Technology	AAS/CAS/CP
Therapeutic Massage Program (TMP)	
Therapeutic Massage	AAS/CAS/CP
Welding (WLD)	**AAS/CAS**
Welding Level I – Entry Level Welder	CP
Welding Level II – Intermediate Welder	CP
Welding Level III – Advanced Welder	CP

Programs and Degrees

What Degree Programs are Available?

Northland Pioneer College offers the Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus), and Associate of Science (AS) degrees designed for students transferring into four-year college or university programs. The general education requirements (see AGEC, page 65) for these degrees are specifically designed to transfer as a block to fulfill lower division general education requirements at Arizona's public universities.

All courses within the AGEC component included in these degrees must transfer to the three Arizona public universities as direct equivalents, departmental elective credits or general elective credits. Students should work with their NPC academic advisor to facilitate a smooth and efficient transfer to a Bachelor's degree program at NPC, another college, or a university.

NPC offers three Bachelor's degree programs that focus on professional career pathways in education and business. The Bachelor of Applied Science, Early Childhood Education (BAS-ECE) was approved by the Higher Learning Commission, for enrollment beginning with the Spring 2024 semester. The BAS-ECE is designed for students wanting to either teach or work with children and families. The Bachelor of Arts, Elementary Education (BAEE) is pending approval by the Higher Learning Commission, for enrollment beginning with the 2024-2025 academic year. The BAEE is for students interested in teaching

in elementary education. The Bachelor of Applied Management (BAM) is pending approval by the Higher Learning Commission, for enrollment beginning with the 2024-2025 academic year. The BAM is for those interested in pursuing management or administrative goals within their chosen industry.

The Associate of Applied Science (AAS) Degree and the Certificate of Applied Science (CAS) are awarded at the completion of programs designed to prepare graduates for immediate employment. Public universities in Arizona also offer many AAS to BAS pathways. Visit **www.AZTransfer.com** for more information or speak to your academic advisor.

A Certificate of Proficiency (CP) is also awarded in certain occupation-specific programs. Not all degree programs are offered at every NPC location. Consult with an academic advisor for offerings at your campus or center, or information about a housing assistance scholarship if you need to re-locate to attend specific classes. The Associate of General Studies (AGS) Degree is intended for non-majors seeking greater flexibility in planning their education. In a AGS degree, many courses may transfer to a four-year college or university, students should not assume that all courses will transfer.

Information about degrees and pathways, common courses, Course Equivalency Guides, transfer guides and Arizona college and university catalogs are available through an NPC academic advisor or at **www.AZTransfer.com**.

Graduation Requirements

A student pursuing a certificate or degree needs to declare a degree intent with an academic advisor. The declared degree intent is then posted to the student's file. Completed degrees and certificates will be posted to transcripts three to six weeks after each semester.

A student who files an Application for Graduation by the appropriate deadline and is approved for graduation will be invited to participate in the Commencement Ceremony in May.

> Students must complete an application for graduation with their academic advisor and have their application submitted to the Records and Registration Office during the semester in which the student expects to complete the requirements for their degree or certificate.
> - October 15 for Fall graduation
> - February 15 for Spring graduation
> - July 1 for Summer graduation
>
> Exception: if a student taking classes in the spring semester

> plans to complete their degree or certificate requirements during the upcoming summer semester, they may participate in the Commencement Ceremony the following spring by submitting their graduation application by the spring deadline.
>
> A student who is late in filing an Application for Graduation may participate in the Commencement Ceremony the following year by sending a notification to the Records and Registration Office by the following spring deadline (email: **evaluations@npc.edu**). See the academic calendar for graduation application due dates **www.npc.edu/academic-calendar**.
>
> A student must remove any indebtedness to the college and resolve any outstanding holds on their account prior to the Application for Graduation deadline. Upon verification of completed degree or certificate requirements, NPC may automatically award degrees or certificates for students without a graduation application. NOTE: Automatic awards are not guaranteed and are dependent on verification.

Graduation and Transfer Degree Requirements

To obtain the Associate of Arts, Associate of Arts in Early Childhood, Associate of Arts in Elementary Education, Associate of Business, Associate of Science, Associate of General Studies, Associate of Applied Science, or the Bachelor of Arts, Elementary Education (BAEE) (***Pending HLC Approval),** Bachelor of Applied Science, Early Childhood Education, or Bachelor of Applied Management (BAM) (***Pending HLC Approval**) degrees from NPC, the candidate must:

1. Satisfy the degree requirements as published in the applicable NPC catalog prior to the date of graduation on which the degree is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the Application for Graduation deadline.

2. File an Application for Graduation with the Records and Registration Office by the deadline date.

3. Be credited with not fewer than 60 applicable semester credits for Associate Degrees, and 120 applicable credits for Bachelor's Degrees (except for the AAS LPN to RN degree where 57 credits are required). No course numbered below the 100 level can be used to satisfy the requirements for any degree.

4. Have a cumulative grade-point average of 2.0 or better in courses taken at NPC. No 'D' credit will be allowed in the AA, AAEC, AAEE, ABus, AS, or BAEE (***Pending HLC Approval**), BAS-ECE, or BAM (***Pending HLC Approval**) degrees. For AGS or AAS degrees, (except for degrees with explicit requirements – refer to specific degree and certificate requirements for more details) no more than nine units of 'D' credit will be allowed and only in unrestricted electives.

5. Have no more than 12 credits of 'P' grade applied toward graduation credit for the AAS and AGS degree requirements. No 'P' credit will be allowed in the AA, AAEC, AAEE, ABus, AS, or BAEE (***Pending HLC Approval**), BAS-ECE, or BAM (***Pending HLC Approval**) degrees. (Except for degrees with explicit requirements - refer to specific degree and certificate requirements for more details). Additional 'P' grades may only be applied toward a degree as allowed by the college for extenuating circumstances.

6. Have a minimum of 16 semester credits in residence at NPC for Associate Degrees, and 30 credits in residence for Bachelor's Degrees that apply toward the degree being pursued and meet the requirements for the applicable NPC catalog (see "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Applied Science (CAS)

A Certificate of Applied Science will be awarded to students who have completed an approved vocational program with all courses successfully completed with a grade of 'C' or better to indicate the achievement of technical skills and competence in a specific area of endeavor.

The candidate for the Certificate of Applied Science must:

1. Satisfy the certificate requirements as published in the

applicable NPC catalog prior to the date of graduation at which the certificate is to be awarded. All petitions for degree requirement waivers must be submitted and approved prior to the Application for Graduation deadline listed on page 57.

2. File an Application for Graduation with the Records and Registration Office by the deadline listed on page 57;

3. Have a minimum of 12 semester credits in residence at NPC that apply toward the certificate being pursued and meet the requirements for the applicable NPC Catalog (see "Applicable Catalog" for additional details). Credits obtained by assessment may not be used toward the residency requirement.

Certificate of Proficiency (CP)

Certificates of Proficiency are approved programs that indicate specific vocational competencies. Any number of certificates may be awarded to a student who completes the requirements. A formal certificate will be sent to the applicant once the completion of requirements is certified. Normally these students do not attend commencement ceremonies. An exception is made for those students who complete a Certificate of Proficiency of 32 credits or more in two semesters.

Certificates of Proficiency will be awarded when the student:

1. Satisfies the requirements for the certificate as published in the applicable NPC catalog;

2. Files an Application for Graduation with the Records and Registration Office by the deadline listed on page 57;

3. Completes successfully, with a grade of 'C' or better, all courses to indicate the achievement of technical skills and competence in a specific area of endeavor;

4. Has a minimum of 75 percent of the credits required for the certificate in residence at NPC. Credits obtained by assessment cannot be used toward the residency requirement.

Applicable Catalog

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. A student may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing his or her degrees.

Students working towards degrees no longer in the current catalog must complete all required coursework by the Sunset Date of the Teach-out Plan. Teach-out Plans are only available to students who have maintained continuous enrollment, and who had the specific degree intent on file prior to elimination or modification of the program of study from the catalog.

Students transferring among Arizona public higher education institutions must meet the admission, residency and all curricular

Graduation Requirements

Applicable Catalog Continued

and academic requirements of the degree granting institution.

1. A semester in which a student earns course credit is counted toward continuous enrollment. Noncredit courses, audited courses, failed courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

2. Students who do not meet the minimum enrollment standard stipulated in number 1 during three consecutive semesters (fall/spring/fall or spring/fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled. These students must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

   *Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the degree or certificate requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

4. In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Course work that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such course work, reject it or request that the student re-validate its substance. The eight-year limit on course work applies except when program accreditation agencies limit the life of course work to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

5. Enrollment by Arizona community college students in nontransferable courses still constitutes enrollment for purposes of determining whether the student has been continuously enrolled. For example, if a student takes two semesters of cooperative education classes, which are not transferable to the university but constitute continuous enrollment at the community college, the university should consider it continuous enrollment.

6. Exceptions made by an institution apply only to the institution that made the exception. For example, if the community college departments accepted credit which was more than eight years old, the university department to which the student transfers has the right and the obligation to reevaluate any credit which is more than eight years old.

7. Inquiries about these guidelines should be directed to the student's academic advisor.

Degree Exclusions and Exceptions

Students who have completed an Associate of Arts, Associate of Arts in Early Childhood, Associate of Arts in Elementary Education, Associate of Business or an Associate of Science degree or higher degree (BS, BA, etc.), will not be awarded an Associate of General Studies. Students completing a transfer degree may complete a different transfer degree as long as they complete 12 additional credits transferable to all three Arizona state universities; these courses must meet the requirements of the major they will be pursuing at the state university and all applicable language requirements.

Students who complete an AAS degree offered by NPC may complete an AA, AAEC, AAEE, AS, ABus, or AGS degree. For each degree students must complete 12 additional credits transferable to all three Arizona state universities. Students must meet all requirements specific to the degree they wish to earn.

A student may earn any number of CAS or AAS degrees; however, students must earn a minimum of nine additional credits that apply to each new area of specialization.

Due to Arizona State Board of Nursing requirements, nursing students must complete all general education requirements for the Certificate of Applied Science Practical Nursing and the Associate of Applied Science Registered Nursing.

Credits and degrees over eight years in age are subject to review prior to acceptance toward the prerequisites and/or degree requirements in some NPC programs, except when program accreditation agencies limit the life of course work to less than eight years.

Petitions for Exceptions

Students seeking exceptions to degree requirements should meet with an academic advisor for assistance in completing the petition forms. These forms, accompanied by supporting information such as copies of transcripts, course descriptions, and articulation rules, are forwarded to the Dean responsible for the degree program being petitioned. The Dean makes a recommendation and forwards the paperwork to the Director of Enrollment Services for review, then to the Vice President for Learning and Student Services for a final decision and distribution of the copies of the petition form. For acceptance of courses over eight years old, students should work with an academic advisor to follow the petition process. Courses petitioned based solely on the age of the course, require only advisor and Dean approval before being sent to the Director of Enrollment Services for processing.

Grades

Grade System

Grade	Points	Explanation
A	4.0	Excellent
B	3.0	Good
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing
I	0.0	Incomplete, not computed in GPA
P	0.0	Pass, not computed in GPA
W	0.0	Withdrawal, not computed in GPA
AU	0.0	Audit, not computed in GPA
AS	0.0	Assessed Credit, not computed in GPA
IP	0.0	In Progress, not computed in GPA

National Exams (carry 0 points, not computed in GPA)

AP	Advanced Placement Exam
CI	Cambridge International Exam
CL	CLEP – College Level Exam Program
DS	DSST – DANTES Subject Standardized Tests
IB	International Baccalaureate

A student with a grade of less than 'C' in any subject should not expect to continue advanced work in that field unless there is other evidence indicating possible success.

Audit ('AU') Grades

A student may choose to enroll in a course for an Audit grade which allows a student to fully participate in all aspects of the course, without graded assignments, without affecting the student's grade-point average.

The Audit grade does not count for credit and does not count as successful completion of the course for prerequisite purposes nor for any degree or certificate program requirements. Students may not switch from a letter grade (including 'P') to an Audit grade for a course once they have registered for a letter grade. Students registering for an Audit grade may not file for a change of grade to a letter grade at the end of the course.

When a student registers for an Audit, Records and Registration assigns the final grade as 'AU.' Courses taken for an Audit grade do not appear on official transcripts. Students are cautioned that courses taken for an Audit grade will not be accepted for transfer at other postsecondary institutions. Students taking courses for

Audit grades pay regular tuition and fees for audited courses.

The Audit grade option is not available for one-day workshops, dual or concurrent enrollment or College and Career Preparation (CCP) courses and all courses offered through Community Services (typically courses with a 099x designation).

To register for an Audit grade for a course, a student must take the following steps:

1. Beginning with the first day of the semester or summer session, a student must obtain a course Registration Form and an Audit Request Form from an academic advisor who can determine whether there is available space in the course. The student signs the Audit Request Form indicating that the student understands the limitations of auditing a course.

2. The student then checks with the instructor to see if the instructor will allow the student into the course as an auditing student. If so, the instructor signs the Registration Form and the Audit Request Form.

3. The student then takes the forms to the campus/center office to complete the registration process. The student receives a copy of the completed Audit Request Form. A copy of the Audit Request Form is attached to the Registration Form and sent to the Records and Registration Office.

Pass ('P') Grades

In certain classes it is possible to obtain a 'P' or Passing grade. The following information should help the student decide when considering the 'P' option:

- A 'P' grade is NOT available in any course designated as general education courses.
- All 'P' grades taken in the core requirement area of a degree must be approved by the appropriate dean.
- A 'P' grade MAY not be accepted for transfer credit to a postsecondary institution, and NPC only accepts 'P' grades in special circumstances as approved by the college.
- No 'P' credits are allowed for the following degrees: AA, AAEC, AAEE, ABUS, AS, or, BAEE (***Pending HLC Approval**), BAS-ECE, or BAM (***Pending HLC Approval**).
- For AGS or AAS degrees, the maximum number of 'P' credits allowed by NPC is 12.
- Because 'P' grades will satisfy course prerequisites as a "'C' or better," the minimum requirements for a 'P' grade are those regularly required for a 'C' grade in any class in which the 'P' grade option is allowed.
- A 'P' grade cannot be later changed to a letter grade, nor can a letter grade be later changed to a 'P' grade.

Process: If a student wishes the 'P' grade option in a class where the option is available, the student must make a written request to the instructor to take the course on the "pass/fail" basis prior to the second class meeting of the semester. If the instructor agrees to the request, s/he shall sign and date the request and forward to the Records and Registration Office. All 'P' grades taken in core requirement area of a degree must be approved by the appropriate dean. The request may not later be rescinded.

Grades of 'P' earned in Spring 2020 only will be allowed to

count toward a degree or certificate requirement as an exception to the general rules and will be accepted in transfer by Arizona universities. However, a grade of 'P' will not satisfy a course or program prerequisite where the requirement is a grade of 'B' or higher. The college reserves the right to change the terms and program applicability of courses with 'P' grades.

Incomplete ('I') Grades

An incomplete grade may be given to support student success when an extenuating circumstance exists (but not to delay a final grade when a student is performing poorly). To be awarded an incomplete grade of "I," the student must be passing the course with at least a "C," or otherwise be demonstrating satisfactory performance (as determined by the instructor), at the time of the grade request. Students with incomplete grades are **NOT required to re-enroll**. A student receiving an incomplete grade has the responsibility of completing all work as outlined in an Incomplete Grade Agreement for removal of the incomplete grade.

Once all work is completed and graded, the instructor will submit a Change of Grade form with a copy of the Incomplete Grade Agreement. The division's dean and the Records and Registration-Admissions office keep a copy of the completed form. If an incomplete is not removed within one semester (Fall or Spring) from the end of the semester in which it was awarded, it is automatically converted to a grade of 'F.'

Withdrawal ('W') Grades

A student or an instructor can initiate a grade of 'W.' Withdrawal from classes during the first two weeks of the semester (for semester length classes) will not be reflected on the student's transcript. The grade of 'W' will appear on the student's transcript for each class withdrawn from after the end of the second week of the semester. Students withdrawing from 8-week sessions have one week to withdraw without receiving a 'W' on their transcripts. All other non-semester-length classes (usually identified as short-term classes) will show a 'W' regardless of when the withdrawal occurs after the class begins.

The course instructor may initiate an administrative withdrawal for a student after the 45th day of the semester and up to the final day of the semester by submitting a course change form or assigning a 'W,' which will be reflected on the student's transcript at the end of the semester, with the exception of veteran benefits recipients. Once an instructor assigns a 'W' grade, the student will be withdrawn from the course by the Records and Registration office within one week of the assigned grade.

Whether initiated by the student or instructor, the last date of attendance (LDA) must be included with the withdrawal request.

Withdrawal from Class(es)

Any student wishing to withdraw from class(es) on or after the first day of class must contact their instructor and then an academic advisor in order to complete the process. Students will need a Last Date of Attendance (LDA) from their instructor

SPECIAL NOTE: Students who completely withdraw from NPC will have their federal financial aid recalculated by using the Federal Return of Title IV calculation. See page 37.

Grading Procedure

The instructor is responsible for assigning grades. Grades are based on academic performance, class participation and attendance. Academic dishonesty will not be tolerated. An instructor may lower a grade based on academic dishonesty or other forms of student misconduct. Academic dishonesty or other forms of student misconduct may also be referred to the Vice President for Learning and Student Services for further action. (See Student Academic Code of Conduct, Procedure 2601, on page 201) Grade changes can be made by the instructor with approval of the Dean and/or the Vice President for Learning and Student Services. Changes must be submitted within one semester from the end of the semester in which the grade was awarded. After that time, the student, including those who disagree with the grade assignment, must follow the Appeal of Grade process.

Raising Grades

A student may repeat a course to raise a grade. The higher grade will be credited and counted in computing the student's grade-point average. The lower grade will not be used, but will still appear on any transcript.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 35. Transfer credits cannot be used to raise a grade. See page 15 under Regionally Accredited Institutions.

Repeating Courses

You can repeat a course as many times as you wish.* Each instance will show up on your transcript along with the grade you received, but only the highest grade will be counted toward your grade-point average and toward fulfilling credit requirements for a degree or certificate.

SPECIAL NOTE: Students receiving financial aid are limited to the number of times a class may be repeated for benefit purposes. See page 35.

*EXCEPTION: Some music performance, art studio or Health and Physical Education courses can only be repeated up to four times for degree or certificate credit. See an academic advisor for specific courses.

Reporting of Grades

Instructors post final grades after each semester. Students can view their grades and obtain unofficial transcripts by logging in to **MyNPC**. If a student's account balance is not paid in full, a hold will be placed on the student's account. If an account is placed on hold, students must contact the business office at (928) 524-7480 to gain access to transcripts and/or to register for any additional classes.

Scholastic Honors – Graduation

The notation "Graduate with Distinction" or "Graduate with High Distinction" will be placed on the transcript of students who have completed in residence at NPC at least 30 units which are used toward the degree (AA, AAEC, AAEE, ABus, AS, AGS, or AAS) and meet the cumulative grade-point average (GPA) criteria of 3.5 – 3.89 for Distinction and 3.9 – 4.0 for High Distinction. Students who receive additional degrees or emphasis areas will be required to complete, in residence, a minimum of 16 additional credits toward the subsequent degree or emphasis area in order to have this honor noted on the transcript. (GPA standards remain the same.)

Students who are receiving a Certificate of Applied Science must complete in residence at NPC at least 16 credits which apply to the certificate in order to have "Certificate with Distinction" or "Certificate with High Distinction" noted on the transcript. The cumulative GPA standards outlined above will be used for the Certificate of Applied Science.

Outstanding Graduates

Each year, NPC selects five (5) students, one (1) from each of the following degree areas (AA, ABus, AS, AGS, AAS) as Outstanding Graduates. The Outstanding Graduates are chosen based on the highest cumulative GPA from students who attended classes that are open to the general student population eligible to receive a given degree. In the case of a tie in GPAs, the student with the most credits earned at NPC is awarded the recognition. Students who utilize any transfer credits from other colleges to meet the degree requirements at NPC are not eligible for this recognition. Students must have all degree requirements either completed or in progress to be eligible for Outstanding Graduate consideration. Students must not have any documented current or prior disciplinary infractions.

Scholastic Honors – President's & Dean's Lists

The President's List recognizes students who achieved a perfect 4.0 grade-point average during a specific semester. The Dean's List honors those with a 3.5 to 3.99 grade-point average during a specific semester. To be eligible for these distinctions, students must have completed 12 or more credits in 100-level or above courses. Students will receive letters of recognition, and the honor will be noted on their transcripts.

Scholastic Honors – All-USA & All-Arizona Academic Team

Each year, Northland Pioneer College can nominate up to two outstanding students from each campus and center location for the All-USA / All-Arizona Academic Team. Phi Theta Kappa, the American Association of Community Colleges, Arizona Board of Regents, Follet Higher Education Group and USA Today help these exceptional students reach their educational goals by awards of scholarships and tuition waivers (starting in the fall semester) to any of Arizona's three public universities: Arizona State University, University of Arizona or Northern Arizona University. Students also receive an NPC scholarship.

Criteria for selection:

- Cumulative GPA of 3.50 or higher (4.0 scale);
- Good academic standing and working toward an associate degree by the end of the current academic year; and
- Involvement in campus and community volunteerism.

Membership in Phi Theta Kappa is not required. Fliers announcing the application process are posted at all campus and center locations and on *www.npc.edu/all-az* in early October.

Satisfactory Academic Progress

All students 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.

The measure of satisfactory academic progress is the maintenance of a minimum cumulative grade point average of 2.0 or above.

Failure to Meet Satisfactory Academic Progress Requirements

1. After the first semester in which the student earns a cumulative grade point average that falls below 2.0, the student is placed on Academic Warning.
2. After the second semester in which the student earns a cumulative grade point average that falls below 2.0, the student is placed on Academic Probation.

Academic Warning

Any student who fails to meet a minimum cumulative grade point average of 2.0 or above will receive an Academic Warning. The Academic Warning serves as a caution to the student that he or she did not maintain satisfactory academic progress during their last semester of attendance at NPC.

Students will be removed from Academic Warning status after completing the next semester in which they are enrolled in good academic standing: the cumulative GPA must be 2.0 or above.

Academic Probation

Any student on Academic Warning who fails to meet a minimum cumulative grade point average of 2.0 or above in any subsequent semester will be placed on Academic Probation. Academic Probation status is a point at which the student, working with an academic advisor, should reconsider academic

strategies that are not working.

Students will be removed from Academic Probation status only after completing a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

Removal from Probation – The Academic Plan

An academic plan is a formal process by which a student, in consultation with an academic advisor, maps out a strategy for success in subsequent college classes. The student, working with an academic advisor, must decide on a strategy to bring the cumulative grade point average above 2.0 in future semesters. That strategy must be documented on the Academic Plan Agreement form. The student will remain on Academic Probation status until they have completed a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

Students on Academic Probation will not be allowed to enroll in classes without an approved Academic Plan in place. The Academic Plan must be reviewed, re-written, and signed for each semester in which a student remains on Academic Probation.

Students will be removed from Academic Probation status after completing a subsequent semester in good academic standing: the cumulative GPA must be 2.0 or above.

University Transfer Agreements

NPC partners with other regionally-accredited colleges and universities, both within and outside of Arizona, through articulation agreements that assist students make a smooth transition from NPC to a participating four-year institution without having to duplicate coursework. NPC students participating in transfer agreements are able to fulfill the four-year college's requirements by completing articulated courses at NPC.

Students interested in learning more about transfer opportunities should contact an NPC academic advisor for more information regarding the partnerships available to NPC students.

Please note that articulation agreements are subject to change without notice. Students are encouraged to meet as early as possible and periodically with an academic advisor both at NPC and at the transfer institution to confirm choice of classes and to develop an education plan for transfer.

It is the final responsibility of the student to successfully meet all transfer requirements.

Elective Courses

Based on transfer and career goals, students should review their program of study for specific requirements and work closely with an academic advisor to choose transferable courses that align with degree requirements. Transferable electives within degrees that include the AGEC must consist of credits that transfer to all three public Arizona universities as defined in the Course Equivalency Guide for the year in which the course is completed. Access to information about degrees and pathways, common courses, Course Equivalency Guides and Arizona college and university catalogs is available through an academic advisor or directly on the internet at **www.AZTransfer.com.**

SUN SUN#

NPC courses that transfer directly to other Arizona public community colleges and three state universities now have an additional notation in the NPC College Catalog: the Shared Unique Number (SUN).

The SUN number consists of the SUN# symbol followed by a unique three-letter prefix and four-digit course number. For example, NPC offers its transfer course General Biology I with the designation BIO 181. Now the listing also includes its SUN number, SUN# BIO 1181.

Watch for SUN numbers. When a student enrolls in an NPC course with this unique identifier, those class credits will be accepted by the three Arizona state universities and community colleges.

For additional information about the SUN System, visit **www.AZTransfer.com** or speak to an academic advisor.

SUN course numbers are included on your college transcript for courses completed after January 2012.

Section IV
Programs

Course Delivery Methods

Northland Pioneer College uses multiple methods for delivering classes at its campus and center locations, educational sites and area high schools through dual enrollment programs. Some courses are also offered online via the internet.

Stand Alone Learning Environment (SA)

Stand-alone courses with the instructor present in the classroom for traditional lecture, discussion, and/or hands-on laboratory or studio.

Connected Course Learning Environment (CC)

NPC expands course offerings by using interactive instructional video and multimedia technologies linking all of our locations. In CC courses, the instructor may or may not be in your actual classroom. Many instructors do travel during the semester to be present with students at distance locations.

Multi-Course Learning Environment (MC)

This type of nontraditional instruction allows a single teacher to instruct 16 to 18 students in several classes at once. In these classes, students work at their own pace with individualized instruction materials. The teacher becomes a facilitator working with each student, one-on-one, as the need arises.

MC classes allow the teaching of subjects where there are often only one or two students at any given time. At NPC, "MCs" are used in studio art, business, computer science, film and digital video and several other subjects.

Online Courses (OL)

A variety of internet courses are available through NPC. In these classes, students learn course material presented via the internet. These courses are great for those who have busy schedules or difficulty commuting to an NPC campus or center.

NPC has implemented a program to improve student learning in internet-based classes. Students enrolled in NPC internet classes for the first time are strongly recommended to demonstrate or develop basic skills necessary for online learning. Please complete the online readiness module (*https://sites.google.com/mail.npc.edu/itcs/eresources/readiness*) by the end of the first week of class.

For information on online classes, including prerequisites and registration instructions, visit *www.npc.edu/online-classes*.

Hybrid Courses (HY)

NPC also offers some blended courses that take advantage of the best aspects of stand-alone and online learning. A hybrid course is designed to integrate face-to-face and online activities, reinforce, complement and develop upon one another.

Alternative Learning (AL) (See also, page 26)

NPC offers alternative learning methods that allow students to earn course credit. A dean-approved individual learning contract negotiated with faculty can meet your specific degree completion requirements.

NPC can also evaluate your prior learning certified through military, industry, business or trade school training programs to assess if this education is applicable toward an NPC degree program. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits. For more information, contact your academic advisor. If you do not have an academic advisor, call the campus or center where you plan to attend and ask to speak with the advisor.

Note: Additional fees may apply for credit by evaluation. Ask your academic advisor for details. Students seeking evaluation of prior military training do not pay tuition charges for their assessed credits.

NPCFlex (NF)

Students have the option of attending any class session through one of the three options: 1. Live on campus; 2 Live online; 3 Watch the recorded lecture

Students must select the campus/center of their choice when registering to ensure a seat is available for the live on campus option.

NPCSync (NS)

Students have the option of attending any class session through one of the two options: 1. Live on campus; 2 Live online

Students must select the campus/center of their choice when registering to ensure a seat is available for the live on campus option.

Course Offering Limitations

NPC offers courses at a number of locations throughout the district utilizing college-owned or leased facilities. Through its regular offerings and alternative study programs, NPC attempts to provide as many courses as possible for completion of degrees and certificates at each learning site. However, many vocational programs require specific tools and equipment that may not be available at all locations. Prospective students should check with the academic advisor at the NPC location they plan to attend to determine which programs are available. Housing assistance scholarships may be available for students needing to relocate for a specific vocational degree program.

What is AGEC?

Guaranteed Transferability

AGEC stands for Arizona General Education Curriculum, a state-wide 35- to 37-credit block of lower division courses that fulfill general education requirements at Arizona's public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (UA).

If transferred as a block, in most cases, all courses used to satisfy the AGEC will apply toward graduation requirements of the university major for which the AGEC was designed. AGEC is the best way to make your credits count for most transfer degrees.

- AGEC-A satisfies ALL lower-division requirements in many liberal arts majors, as well as other majors that articulate with the Associate of Arts, (e.g., social sciences, fine arts, humanities) at all Arizona public universities.
- AGEC-B satisfies ALL lower division business studies requirements at all Arizona public universities.
- AGEC-S satisfies ALL lower division general education requirements in mathematics and math-intensive science programs at all Arizona public universities.

Why complete an AGEC?

- When you complete an AGEC, all admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGEC. Arizona residents need to have a minimum AGEC GPA of 2.5. This does not mean that the college or university will accept ALL transferable courses. Please see an advisor to discuss which courses will be counted toward the university's graduation requirements.
- Save money by completing your lower-division requirements at NPC. On average, Northland Pioneer College tuition rates are about one-third of the Arizona public universities' tuition.
- NPC classes are generally smaller than university freshman and sophomore liberal studies classes.
- If you have high school concurrent enrollment credits, transfer credits from another accredited college or university, and/or CLEP credits that satisfy our General Education requirements, these credits may be counted toward an AGEC. An academic advisor can assist in determining whether those credits can be applied toward AGEC requirements.
- Students transferring from other institutions must complete a minimum of 15 credits of AGEC courses at NPC.

AGEC Completion

Students who satisfactorily complete ALL AGEC courses will have the AGEC designation noted on their transcripts. Students may also apply for an AGEC Award of Completion. Your academic advisor can help you apply for an AGEC.

What happens if you don't complete an AGEC block?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university requirements, which may or may not be the same as Northland Pioneer College's General Education requirements.
- Your General Education courses will be evaluated on a course-by-course basis using the Course Equivalency Guide (CEG) and may not meet the specific general education requirements at the university.

AGEC Requirements

To fulfill AGEC General Education requirements, you must complete 35-36 credits from the list on page 66:

AGEC-A • 35 credits See AA Degree, page 68

Communications .... *6 credits*
Mathematics .... *3 credits*
Arts and Humanities .... *9 credits*
Physical and Biological Sciences .... *8 credits*
Social and Behavioral Sciences .... *9 credits*

AGEC-B • 36 credits See ABus Degree, page 78

Communications .... *6 credits*
Mathematics .... *4 credits*
Arts and Humanities .... *6 credits*
Physical and Biological Sciences .... *8 credits*
Social and Behavioral Sciences .... *6 credits*
Computer Science .... *3 credits*
General Electives .... *3 credits*
An unduplicated course from either the Arts and Humanities or Social and Behavioral Sciences lists.

AGEC-S • 36 credits See AS Degree, page 70

Communications .... *6 credits*
Mathematics .... *4 credits*
Arts and Humanities .... *6 credits*
Physical and Biological Sciences .... *8 credits*
Two courses from the SAME discipline.
Social and Behavioral Sciences .... *6 credits*
Science/Mathematics Option .... *6 credits*
Select two courses not taken to satisfy Physical and Biological Sciences requirements.

General Education Course Options

Completion of the required general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC) for the Associate of Arts (AA), Associate of Arts in Early Childhood (AAEC), Associate of Arts in Elementary Education (AAEE), Associate of Business (ABus) and Associate of Science (AS) degrees. (see What is AGEC? – page 65)

Communications ....6 credits

ENL 101 College Composition I.. 3 credits

UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Communications** requirement for the **second** communications course for the Associate of Applied Science (AAS) degree.

ENL 102 College Composition II **(required for AGEC)**.......................... 3 credits
ENL 109 Technical Writing.. 3 credits
SPT 110 Fundamentals of Oral Communications .... 3 credits
SPT 120 Public Speaking... 3 credits

Mathematics..3-4 credits

UNLESS OTHERWISE NOTED IN A SPECIFIC CERTIFICATE OR DEGREE PROGRAM, completion of any one of the following courses fulfills the **Mathematics** requirement for any Certificate of Applied Science (CAS) or Associate of Applied Science (AAS) degree:

BUS 133 Business Mathematics .... 3 credits
‡ HES 101 Basic Technical Mathematics .... 3 credits
‡ MAT 101 Basic Technical Mathematics .... 3 credits
MAT 103 Business Mathematics... 3 credits
‡ MAT 109 Algebra I: Introductory .... 3 credits
‡ MAT 112 Algebra II: Intermediate .... 3 credits
MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
MAT 152 Advanced Algebra .... 3 credits
MAT 160 Introduction to Statistics .... 4 credits
MAT 161 Algebra-based Mathematics
    for Elementary School Teachers I .... 3 credits
MAT 162 Algebra-based Mathematics
    for Elementary School Teachers II .... 3 credits
MAT 189 Pre-Calculus Algebra/Trigonometry.................................. 3 credits
MAT 211 Technical Calculus.. 4 credits
MAT 221 Calculus I.. 4 credits
MAT 231 Calculus II... 4 credits
MAT 241 Calculus III.. 4 credits

‡ These courses are **NOT** accepted for transfer credit by all three Arizona state public universities.

Discipline Studies

Arts and Humanities...6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree.

ART 101 Understanding Art.. 3 credits
ART 115 Art History I... 3 credits
ART 116 Art History II.. 3 credits
ART 215 Native American Art .... 3 credits
ENL 220 World Literature I... 3 credits
ENL 221 World Literature II.. 3 credits
ENL 224 English Literature I.. 3 credits
ENL 225 English Literature II... 3 credits
ENL 230 American Literature I... 3 credits
ENL 231 American Literature II.. 3 credits
ENL 234 Native-American Literature .... 3 credits
ENL 238 Women's Literature... 3 credits
FDV 220 Film Aesthetics... 3 credits
HUM 150 Humanities in the Western World I .... 3 credits

HUM 151 Humanities in the Western World II .... 3 credits
MUS 150 Music Appreciation... 3 credits
MUS 250 World Music.. 3 credits
PHL 101 Introduction to Philosophy.. 3 credits
PHL 103 Introduction to Logic and Critical Thinking .... 3 credits
PHL 105 Introduction to Ethics... 3 credits
PHL 150 Comparative World Religions .... 3 credits
SPT 130 Introduction to Theatre... 3 credits
SPT 140 Principles of Drama.. 3 credits
SPT 150 Introduction to Film .... 3 credits
SPT 156 History of Television I.. 3 credits
SPT 157 History of Television II... 3 credits

Computer Science

CIS 105 Computer Applications and Information Technology .... 3 credits

Physical and Biological Science

Select courses, as listed under a specific degree. Students may transfer either CHM 130 or CHM 151, **BUT NOT BOTH;** therefore, taking CHM 130 and CHM 151 will not satisfy the 8-credit requirement.

ANT 104 Biological Anthropology and Human Origins .... 4 credits
BIO 100 Biology Concepts .... 4 credits
BIO 105 Environmental Biology .... 4 credits
BIO 160 Introduction to Human Anatomy and Physiology............... 4 credits
BIO 181 General Biology I.. 4 credits
BIO 182 General Biology II... 4 credits
CHM 130 Fundamental Chemistry... 4 credits
CHM 151 General Chemistry I.. 4 credits
CHM 152 General Chemistry II... 4 credits
GEO 111 Physical Geography.. 4 credits
GLG 101 Introduction to Geology I - Physical Geology.................... 4 credits
GLG 102 Introduction to Geology II - Historical Geology.................. 4 credits
GLG 110 Natural Disasters.. 4 credits
PHY 111 General Physics I... 4 credits
PHY 112 General Physics II.. 4 credits

Social and Behavioral Sciences ....6-9 credits

Select courses from at least two different disciplines, as listed under a specific degree. (This applies to all transfer degrees, select at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

*ANT 102 Cultural Anthropology.. 3 credits
 ANT 120 Buried Cities and Lost Tribes .... 3 credits
 ECN 211 Principles of Macroeconomics... 3 credits
 ECN 212 Principles of Microeconomics.. 3 credits
*GEO 110 World Regional Geography .... 3 credits
 GEO 120 Human Geography .... 3 credits
 HIS 101 World History: Prehistory to 1450 CE.............................. 3 credits
 HIS 102 World History: 1450 CE to Present................................... 3 credits
*HIS 105 U.S. History to 1877 .... 3 credits
*HIS 106 U.S. History Since 1877.. 3 credits
*HIS 114 Introduction to Mexican-American History .... 3 credits
*HIS 155 European History to 1750... 3 credits
*HIS 156 European History since 1700.. 3 credits
 HIS 201 History of Women in America .... 3 credits
 POS 110 United States Government .... 3 credits
 PSY 101 Introduction to Psychology .... 3 credits
 PSY 240 Developmental Psychology .... 3 credits
 PSY 250 Social Psychology... 3 credits
 SOC 101 Introduction to Sociology .... 3 credits
 SOC 121 Social Problems... 3 credits
 SOC 212 Sex and Gender in Society.. 3 credits
 SOC 215 Ethnicity and Race .... 3 credits
 SOC 225 Sociology of the Family .... 3 credits

Definitions

The terms below are used in the degree and certificate program and course descriptions throughout this catalog:

<u>Additional Requirements:</u> Non-disciplinary courses specifically selected to enlarge and enhance student's essential knowledge.

<u>Associate of Applied Science (AAS) degrees</u> are awarded at the completion of programs designed to prepare the graduate for <u>employment</u>. Public universities in Arizona now offer many AAS to BAS pathways. Visit **www.aztransfer.com** for more information or speak to your academic advisor.

<u>Certificates of Applied Science (CAS)</u> are awarded upon completion of specific <u>program</u> <u>courses</u> designed for employment skills.

<u>Certificates of Proficiency (CP)</u> are awarded for some shorter programs with a <u>narrow</u> <u>focus</u> to prepare students for specific employment-related skills.

<u>Certificates of Completion</u> are awarded to students from a specific division in <u>some</u> courses for successfully satisfying class requirements. For further information contact your instructor.

<u>Clinical:</u> An on-site work experience supervised by faculty allowing students to practice and demonstrate their developing client care skills and competencies. Students also participate in preceptorships when faculty assign them to a professional who instructs, supervises, and evaluates the students.

<u>Co-curricular Activities</u> at NPC are structured learning activities that support or complement the formal curricular programs offered by the college in its service areas. These activities are designed to enrich students' learning experiences beyond the classroom and foster their academic excellence and success.

<u>Co-requisite:</u> Indicates a course that can be taken prior to or at the same time as the listed course.

<u>Concurrent Requisite:</u> Concurrent courses must be taken during the same semester.

<u>Core Requirements:</u> Courses specifically selected to educate the student in the essential knowledge of the individual program.

<u>Discipline Studies Requirements:</u> A subcategory of general education requirements that indicates acceptable subject areas in addition to Mathematics and Communications.

<u>General Education Requirements:</u> Courses from a predetermined list of disciplines (see page 66) that provide students with a broad knowledge base. If specific courses are required, those are listed in the degree or program description.

<u>Internship:</u> Work opportunities in which students fulfill limited-term positions within a company or organization in order to gain experience and develop career-specific skills.

<u>Lab:</u> A hands-on learning environment including synchronous access to the instructor (either face-to-face or virtually) applying scientific methods, practical skills and/or creativity in the acquisition of knowledge. Some examples: painting, pipetting, tying knots, curling hair, sawing lumber, and computer programming.

<u>Lecture:</u> A formal sharing of knowledge in a learning environment, either in person or via technology in connected classrooms, engaging the audience through exposition and active-learning methods (demonstrations and questions) while encouraging critical thinking and personal introspection.

<u>Practicum:</u> Field experiences in which students apply their learning in real-life situations and events. The purpose of practicum is to assist in the development of the essential skills, knowledge and dispositions of a profession through exposure to practical experiences in the field. Practicum includes both engagement in professional practice and reflective supervision with a college instructor to meet specified outcomes. The required number of hours and levels of supervision on site vary by program of study.

<u>Prerequisite:</u> Course that must be completed or satisfactory placement score achieved prior to enrolling in the course.

<u>Required Electives:</u> Courses specifically selected to supplement and expand the student's knowledge base in the individual program.

<u>Sunset Date:</u> The date by which a degree and/or certificate must be completed after elimination or change of the program of study from the college catalog as established in a Teach-out Plan.

<u>Teach-out Plan:</u> A written plan created when a program of study is eliminated from the college catalog or substantively changed. Teach-out Plans identify courses and substitutions to allow students the opportunity to complete a specific certificate or degree after program deletion or change. To be eligible to follow a Teach-out Plan, students must maintain continuous enrollment and have identified the program of study prior to its deletion or change.

<u>Transferable Electives:</u> Courses that transfer to all three public Arizona universities as defined in the Course Equivalency Guide for the year in which the course is completed.
You can access the Course Equivalency Guide here:
http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG.

<u>Unrestricted Electives or Electives:</u> Any unduplicated course(s) at the 100-level or higher that the student may wish to select.

Transfer Degree

Associate of Arts (AA) Degree

The Associate of Arts (AA) transfer degree offers foundational education that enhances good communications skills and provides wide general knowledge. This degree is the basis for a wide range of Bachelor's degree programs and careers in liberal arts fields such as languages, literature, political science and more.

The AA degree is designed for students planning to continue their education by transferring to one of the three Arizona public universities. The general education component of our AA degree fulfills the requirements of the Arizona General Education Curriculum (AGEC-A), which when completed, will transfer to any of the three public Arizona state universities as a block meeting all lower division general education requirements. (see What is AGEC? – page 65)

NPC Requirements

- The Associate of Arts (AA) degree requires a minimum of 64 hours of course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.

- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic advisor.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Arts (AA) • 64 credits

Completion of the 35 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-A) for the Associate of Arts degree.

General Education Courses

Communications .... **6 credits**
    ENL 101 College Composition I .... 3 credits
    ENL 102 College Composition II .... 3 credits

Mathematics .... **3 credits**
    Select one of the following:
    MAT 142 College Mathematics with Contemporary Applications .... 3 credits
    MAT 152 Advanced Algebra .... 3 credits
    Or any mathematics course for which MAT 142 or MAT 152 is a prerequisite.

Discipline Studies

Arts and Humanities .... **9 credits**
    (Select three courses from at least two disciplines from the list on page 66)

Physical and Biological Science .... **8 credits**
    (Select two courses from the list on page 66)

Social and Behavioral Sciences .... **9 credits**
    (Select three courses from at least two disciplines from page 66. At least one of these must be an asterisked (*) course to meet requirements for Contemporary Global, International, or Historical Awareness.)

Transferable Electives .... **29 credits**
    Successful completion of 29 credits of unduplicated university-transferable electives, as described on page 67.

General Degree

Associate of General Studies (AGS) Degree

The Associate of General Studies (AGS) Degree is the most flexible of the degrees offered at NPC. With this degree you learn the basics of mathematics, English, science, history and a wide variety of other subjects, allowing you the chance to explore many different disciplines while enhancing your personal development with the equivalent of two years of post-high school education.

While an AGS degree does not totally fulfill all AGEC transfer requirements (see page 65), many courses transfer directly to the three Arizona public universities. Work with your NPC academic advisor to ensure courses meet your specific goals.

NPC Requirements

- The Associate of General Studies (AGS) degree requires a minimum of 64 hours of course credits with a minimum cumulative grade-point average of 2.0 on a 4.0 scale.

- Students must complete 31 general education credits, listed at right (labeled both General Education Courses and Discipline Studies).

- Some courses have placement requirements or prerequisites that may result in coursework beyond the minimum credits. For information about prerequisites, see your academic advisor.

- Incoming students with 12 or more credits must meet with an NPC academic advisor to select a program of study to best meet the student's goals.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of General Studies (AGS) • 64 credits

Incoming students with an associate or higher degree will not be considered for this degree. The AGS degree requires completion of these 31 general education and discipline studies course credits:

General Education Courses

Communications .... **6 credits**
    ENL 101 College Composition I .... 3 credits
**PLUS ONE** of the following:
    ENL 102 College Composition II .... 3 credits
    ENL 109 Technical Writing.. 3 credits
Mathematics... **3 credits**
    MAT 112 Algebra II: Intermediate .... 3 credits
    Or any mathematics course for which MAT 112 is a prerequisite.

Discipline Studies

Arts and Humanities... **6 credits**
    (Select two courses from at least two disciplines from the list on page 66)
Physical and Biological Science.. **4 credits**
    (Select one course from the list on page 66)
Social and Behavioral Sciences .... **6 credits**
    (Select two courses from at least two disciplines from the list on page 66)
Additional Discipline Studies... **6 credits**
    Select a minimum of six additional credits from the **Discipline Studies** list on page 66, _**or**_ from these courses:

    Foreign Language
    FRE 101 Elementary French I .... 4 credits
    FRE 102 Elementary French II .... 4 credits
    GER 101 Elementary German I.. 4 credits
    GER 102 Elementary German II.. 4 credits
    SPA 101 Elementary Spanish I .... 4 credits
    SPA 102 Elementary Spanish II .... 4 credits

    Computer Science
    CIS 105 Computer Applications and Information Technology .... 3 credits

    Verbal Communications
    SPT 120 Public Speaking .... 3 credits

Required Electives.. **33 credits**
    From any unduplicated courses at 100 or higher level.

Transfer Degree

Associate of Science (AS) Degree

The Associate of Science (AS) degree helps develop comprehensive knowledge and good communications skills while providing a firm grounding in mathematics and the natural sciences. An Associate of Science degree is foundational for students looking toward biological, health and medical undergraduate degrees. Students who plan on going into business, engineering or agriculture may also want to consider this degree.

The Associate of Science degree is a transfer degree designed for students planning to continue their education by transferring to one of the three Arizona public universities. The electives component must consist of credits that will transfer to all three Arizona public universities. Check with your academic advisor on transferability.

NPC Requirements

- The Associate of Science (AS) degree requires a minimum of 64 hours of course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.

- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see an academic advisor.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements. Race and ethnic issue awareness is embedded throughout the general education requirements. Specific courses, as noted, meet the requirement for Contemporary Global/International or Historical Awareness.

Associate of Science (AS) • 64 credits

Completion of the 36 general education and discipline studies course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-S) for the Associate of Science degree.

General Education Courses

Communications .... **6 credits**
ENL 101 College Composition I .... 3 credits
ENL 102 College Composition II .... 3 credits

Mathematics .... **4 credits**
MAT 221 Calculus I.. 4 credits
Or any mathematics course for which MAT 221 is a prerequisite.

Discipline Studies

Arts and Humanities .... **6 credits**
(Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science .... **8 credits**
(Select two courses from the **SAME** discipline)
BIO 181 General Biology I.. 4 credits
BIO 182 General Biology II .... 4 credits
CHM 151 General Chemistry I .... 4 credits
CHM 152 General Chemistry II .... 4 credits
GLG 101 Introduction to Geology I - Physical.................... 4 credits
GLG 102 Introduction to Geology II - Historical .... 4 credits
PHY 111 General Physics I .... 4 credits
PHY 112 General Physics II .... 4 credits

Social and Behavioral Sciences .... **6 credits**
(Select two courses from two different disciplines, with at least one asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness from the list on page 66)

Science/Mathematics Option .... **6-9 credits**
(Select two courses not taken to satisfy **Physical and Biological Sciences** requirements listed above.)
ANT 104 Biological Anthropology and Human Origins........... 4 credits
BIO 105 Environmental Biology .... 4 credits
BIO 160 Introduction to Human Anatomy and Physiology...... 4 credits
BIO 181 General Biology I.. 4 credits
BIO 182 General Biology II .... 4 credits
BIO 201 Human Anatomy and Physiology I........................ 4 credits
BIO 202 Human Anatomy and Physiology II....................... 4 credits
BIO 205 Microbiology .... 4 credits
BIO 241 Human Genetics .... 3 credits
CHM 151 General Chemistry I .... 4 credits
CHM 152 General Chemistry II .... 4 credits
GEO 111 Physical Geography .... 4 credits
GLG 101 Introduction to Geology I - Physical.................... 4 credits
GLG 102 Introduction to Geology II - Historical .... 4 credits
GLG 110 Natural Disasters.. 4 credits
MAT 231 Calculus II... 4 credits
MAT 241 Calculus III.. 4 credits
PHY 111 General Physics I .... 4 credits
PHY 112 General Physics II .... 4 credits

Transferable Electives .... **25-28 credits**

Successful completion of 25-28 credits of unduplicated-transferable electives, as described on page 67.

Administration of Justice Studies (AJS)

Certificate of Proficiency (CP) & Certificate of Applied Science (CAS)

Northland Pioneer College's Administration of Justice Studies program is designed to:

1. Prepare students for a career in judicial studies, law enforcement, corrections, and 911 dispatching.

2. Provide students with a better understanding of criminal justice and public safety services.

3. Meet the minimum standards of training for those that wish to be law enforcement officers in Arizona.

4. Provide a basic understanding of the role administration of justice plays in society.

The Associate of Applied Science in Administration of Justice Studies provides students with opportunities for continuing education and professional growth in support of career promotions. Students wishing to transfer to four-year institutions will have the academic foundation applicable to various career fields such as corrections, patrol officers, deputies, park rangers, fish and game wardens, and court officers.

Degree Requirements

The Peace Officer (CP) program prepares students for service as a sworn police officer by completing the Arizona Peace Officers Standards and Training (AZPOST) curriculum. AZPOST establishes the minimum requirements for recruits in police academies in Arizona.

Peace Officer (CP) • 36 credits

AJS 102 Intensive Police Academy........................ 36 credits

Students who graduated from an AZPOST police academy or Land Management Police Training program from the Federal Law Enforcement Training Center (FLETC) will have fulfilled the above CP requirement toward an Administration of Justice degree. Graduates from other police academies will be evaluated on a case-by-case basis.

Criminal Justice (CP) • 36 credits

Core Requirements..18 credits

AJS 101 Introduction to Administration of Justice .... 3 credits
AJS 109 Substantive Criminal Law... 3 credits
AJS 230 The Police Function .... 3 credits
AJS 240 The Correctional Function .... 3 credits
AJS 260 Criminal Procedure .... 3 credits
AJS 275 Criminal Investigation .... 3 credits

Additional Requirements...18 credits

Choose from the following or any unduplicated Administration of Justice course at the 100-level or above:

Law
AJS 106 Public Safety Telecommunication-Dispatch...................... 3 credits
AJS 110 Forensic Law Enforcement Phlebotomy .... 3 credits
AJS 111 Internship...1-6 credits
AJS 212 Juvenile Justice Procedures.. 3 credits
AJS 225 Criminology... 3 credits
AJS 270 Community Policing .... 3 credits

Computer Security
CIS 105 Computer Applications and Information Technology.......... 3 credits
CIS 130 Information Security Fundamentals.................................. 3 credits
CIS 146 Security+ Certification Preparation.................................. 3 credits
CIS 231 Digital Forensics and Investigations................................ 3 credits

Behavioral Health
BHS 155 Professional Resiliency and Well Being........................... 3 credits
BHS 175 Trauma and Crisis Management...................................... 3 credits
BHS 180 Child, Family & Adult Advocacy .... 3 credits
BHS 185 Multicultural Competency.. 3 credits
BHS 210 De-escalation and Conflict Resolution............................ 1 credit

Fire
EMT 104 Healthcare Provider CPR and First Aid .... 0.5 credit
FRS 110 Hazardous Materials for First Responder .... 2 credits
FRS 150 Wildland Firefighter.. 2 credits
FRS 203 Fire Prevention .... 3 credits

Administration of Justice Studies (CAS) • 45 credits

Complete the Peace Officer CP or Criminal Justice CP..............................36 credits
PLUS
Communications .... 3 credits
ENL 101 College Composition I.. 3 credits
Mathematics...3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 A transferable mathematics course is recommended.

Core Requirements..3 credits

AJS 124 Ethics and the Administration of Justice .... 3 credits

Associate of Applied Science (AAS) Degree

First Responders

Not only is the field of administration of justice dangerous and complex, as a law enforcement officer you are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions. Through cooperation with local police departments, you'll train to deal with these and other critical situations, as well as the use of firearms and specialized emergency equipment.

Career Opportunities

Would you rather have an office job or an officer job? Local governments employ about 80% of law enforcement workers, and 20% are employed by the federal government. Police jobs are expected to grow by 10% over the next decade, with an edge going to applicants with a college education.

Administration of Justice Studies (AAS) • 64 credits

Complete the Administration of Justice Studies CAS... *45 credits*
PLUS

General Education Courses .... 3 credits
Communications .... *3 credits*
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 13 credits
Arts and Humanities.. *3 credits*
Select any course under the **Arts and Humanities General** Education Course Options on page 66.
Physical and Biological Sciences.. *4 credits*
Select any course under the **Physical and Biological Science** General Education Course Options on page 66.
Social and Behavioral Sciences .... *6 credits*
Select any courses under the **Social and Behavioral Science** General Education Course Options on page 66.
PLUS
Electives .... *3 credits*
(Choose from any unduplicated courses at the 100-level or above)

Automotive Technology (ATO)

Degree and Certificate Options

This program is for students who are seeking a career in the automotive repair industry. It offers a combination of self-guided, computer-aided instruction, guided instruction and hands-on laboratory learning. Students will perform numerous repairs on a combination of training modules, practice and live vehicles. All repairs and tasks will follow ASE guidelines to prepare students to become ASE certified in eight areas of repair. These areas are: electronics and electrical systems; engine performance; suspension and steering; brakes; heating and air-conditioning; engine repair; manual transmissions and axles; and automatic transmissions. Students will then be encouraged to participate in the ASE testing process to obtain certifications in their area of interest. Additionally, students are required to complete 4 hours of additional documented E-learning per credit hour of enrollment outside of classroom (in addition to homework, studying, and other regularly-assigned reading materials).

Upon completion of the program, the student will receive an Associate of Applied Science (AAS) degree in Automotive Technology. This degree, coupled with the ASE certifications, will enhance career opportunities in the automotive industry.

Preceding the AAS degree, students are afforded the opportunity to obtain a Certificate of Applied Science in Automotive Technology or Certificates of Proficiency.

Career Opportunities

There will be steady employment in the auto services industry due to the need for maintenance and repairs as car owners keep vehicles longer than in the past. Added to this is the need to replace retiring mechanics, rapidly changing hybrid-fuel technologies, as well as mandates for improved vehicle performance standards.

Why Study Automotive Technology?

Cars are getting more sophisticated and today's auto dealerships and repair facilities want trained workers who can adapt to new technologies and repair techniques. Individuals without formal training and national certification will face stiff competition for entry-level employment opportunities.

ASE | Education Foundation

Certificates of Proficiency (CP)

Automotive Service Operations (CP) • 24 credits

ATO 216 Suspension and Steering	4 credits
ATO 218 Automatic Transmissions	4 credits
ATO 220 Manual Transmissions and Drive Trains	4 credits
ATO 222 Brake Systems	4 credits
ATO 224 HVAC Systems	4 credits
ATO 226 Automotive Diesel	4 credits

Electrical Systems and Engines (CP) • 23 credits

ATO 116 Introduction to Automotive and Safety	2 credits
ATO 118 Electrical I	3 credits
ATO 120 Electrical II	3 credits
ATO 122 Electrical III	3 credits
ATO 124 Engine Repair I	3 credits
ATO 126 Engine Repair II	3 credits
ATO 128 Engine Performance I	3 credits
ATO 130 Engine Performance II	3 credits

Automotive Technology Certificate of Applied Science (CAS) • 29 credits

Complete the Electrical Systems and Engines CP........... 23 credits
Communications .... 3 credits
    ENL 101 College Composition I .... 3 credits
Mathematics .... 3 credits
    Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

Automotive Technology (AAS) • 64 credits

Complete the Automotive Service Operations CP .... 24 credits
Complete the Electrical Systems and Engines CAS .... 29 credits

General Education Courses .... 3 credits

Communications .... 3 credits
    Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits

    (Select one course from the **Physical and Biological Sciences** list and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)
Electives .... 1 credit
    (Choose from any unduplicated courses at the 100-level or above)

Behavioral Health Studies (BHS)

Certificate of Proficiency (CP) & Certificate of Applied Science CAS

NPC's behavioral health program prepares students to work directly in areas of mental health treatment, social work, early childhood mental health, developmental disabilities, behavioral training programs, substance abuse treatment, and community education. Students learn how to work in a care-team facilitating behavioral health treatment, among other skills related to assessment, treatment planning, psycho-education, case management, and cultural competence. Students will also be required to take courses related to self-care, stress resiliency, and crisis management to increase their ability to successfully navigate the specific challenges of this field.

Certification opportunities from state and third-party organizations will be available. The AAS level also prepares students for certain occupational standards that require a minimum of an AAS (or 60 college level credits) and is designed to provide students with further experiential learning.

Program Requirements

Students are required to have active First Aid and CPR Certification. NPC offers a half-credit course, EMT 104, for certification or students can demonstrate their certification through other training.

Certifications & Training

Students will have the opportunity to achieve training and certifications in Mental Health First Aid, Psychological First Aid, and Article 9. Other certifications will be available depending on course from third-party organizations such as Living Works, the National Institute of Behavioral Medicine, and Arizona Trauma Institute and the Behavior Analyst Certification Board. All programs require a CPR and First Aid Certification.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Behavioral Health (CP) • 22 credits

BHS 150 Behavioral Health Professions .... 3 credits
BHS 155 Professional Resiliency and Well Being........................... 3 credits
BHS 160 Ethical Awareness .... 3 credits
BHS 165 Therapeutic Communication Skills .... 3 credits
BHS 166 Treatment Planning & Assessment .... 3 credits
BHS 170 Case Management and Clinical Documentation.............. 3 credits
BHS 195 Internship I .... 1 credit
PSY 101 Introduction to Psychology.. 3 credits

Behavioral Health Technician (CAS) • 44 credits

Complete the Behavioral Health CP listed above............22 credits
PLUS
Communications .... 3 credits
ENL 101 College Composition I... 3 credits
Mathematics..3 credits
Select one of the following
MAT 142 College Mathematics with Contemporary Applications ..... 3 credits
MAT 152 Advanced Algebra .... 3 credits
Or any **Mathematics** General Education course for which MAT 152 is a prerequisite (see page 66).

Core Requirements...................................16 credits

BHS 175 Trauma & Crisis Management .... 3 credits
BHS 185 Multicultural Competence.. 3 credits
BHS 205 Theories in Individual Therapy .... 3 credits
BHS 210 De-escalation and Conflict Resolution.............................. 1 credit
BHS 215 Theories in Group Therapy... 3 credits
ECD 135 Survey of Child Development .... 3 credits

Associate of Applied Science (AAS) Degree

Job Opportunities

The need for behavioral health workers has been increasing and is projected to grow more as mental health disorders are becoming more common. Job opportunities that can stem from this training program range from mental health organizations and children's behavioral programs to state and county positions. They can include:

• Behavioral Technician (Specialist/ Paraprofessional, Certified Mental Health Technician, Psychiatric Technician, Counselor Aide, Direct Care Provider)

• Residential Technician

• Support Coordinator

• Registered Behavioral Technician

• Substance Abuse Technician

• Direct Care Worker

• Family Advocate

• Rehabilitation Services Technician

• Parent/Community/Public Health Educator

• Victim Services

• Department of Child Services Case Aide

• Life Skills Aide/Paraprofessional

• Behavior Coach

• Crisis Advocate

• Case Manager

Further Training and Education

This program is also designed to introduce students to fields such as substance abuse counseling, school counseling, psychological assessment, therapy and counseling, clinical psychology, special education and occupational therapy with the ability to pursue further education in these training areas with transferability to Arizona universities.

Behavioral Health Studies (AAS) • 65 credits

Complete the Behavioral Health Technician CAS .... 44 credits
PLUS

General Education Courses .... 7 credits

Communications .... *3 credits*
   ENL 109 Technical Writing... 3 credits
   Any **Communications** General Education course **besides** ENL 101 will satisfy this requirement (see page 66).

Discipline Studies .... *4 credits*
   Physical and Biological Science .... **4 credits**
      BIO 160 Introduction to Human Anatomy and Physiology .... 4 credits
      Or any General Education **Physical and Biological Science** course listed on page 66.

Core Requirements .... 5 credits

   BHS 295 Internship II .... 2 credits
   PSY 240 Developmental Psychology
      OR PSY 270 Abnormal Psychology .... 3 credits

Electives .... 9 credits

Choose 9 credits of electives from unduplicated courses.
Psychology
BHS 230 Crisis and Trauma Stabilization .... 3 credits
PSY 240 Developmental Psychology (if not previously taken) .... 3 credits
PSY 250 Social Psychology .... 3 credits
PSY 270 Abnormal Psychology (if not previously taken) .... 3 credits
Social Work
BHS 168 Introduction to Social Work .... 3 credits
BHS 180 Child, Family, & Adult Advocacy .... 3 credits
SOC 101 Introduction to Sociology .... 3 credits
SOC 121 Social Problems .... 3 credits
SOC 212 Sex and Gender in Society .... 3 credits
SOC 215 Ethnicity and Race .... 3 credits
SOC 225 Sociology of the Family .... 3 credits
Addiction and Substance Abuse
BHS 178 Peer and Recovery Support Certification .... 3 credits
BHS 206 Foundations of Chemical Dependency .... 3 credits
BHS 207 Family Dynamics and Chemical Dependency .... 3 credits
BHS 208 Biosystems/Pharmacology of Chemical Dependency .... 3 credits
BHS 209 Drug Abuse in Our Society .... 3 credits
Family Support Specialization
BHS 220 Applied Behavior Analysis .... 3 credits
CFS 108 Observing Children Within The Family System .... 1 credit
ECD 112 Enhancing Family and Community Engagement .... 1 credit
ECD 223 Positive Behaviors Supports .... 2 credits
ECD 252 Risk and Resiliency in Early Childhood .... 3 credits
Workshops in Skills and Certifications
BHS 190 Mental Health Technician Certification .... 1 credit
BHS 191 Division of Developmental Disability Trainings .... 1 credit

Bachelor's Degree

* To be offered pending Higher Learning Commission approval.

Bachelor of Applied Management

Northland Pioneer College's Bachelor of Applied Management (BAM) degree is designed to teach students how to apply management techniques in various business environments. Throughout the program, students learn financial management, general and operational management, marketing and communication management, information systems management, and human resources management consistent with industry standards. NPC's Bachelor of Applied Management is perfect for students who have completed an associate degree, including those with technical degrees, and are looking for a pathway toward management. Students can choose from two specialized degrees of emphasis:

• Bachelor of Applied Management with a specialization in Entrepreneurship and Leadership.

• Bachelor of Applied Management with a specialization in Medical Administration Management.

Career Opportunities

Managers are an integral part of every industry. They function as decision-makers, role models, innovators, analysts, communicators, and employee motivators. With a Bachelor of Applied Management from Northland Pioneer College, graduates will have knowledge and skills that can be applied to various management careers in both the public and private sectors.

All earned associate degrees are welcome in NPC's Bachelor of Applied Management degree program. If you are interested in pursuing a career in management or perhaps in owning your own business, contact an NPC advisor to determine the best pathway to help you achieve your goals.
(visit ***www.npc.edu/advising***)

Admission Requirements

Admission requirements ensure that all students pursuing the Bachelor of Applied Management degree are prepared with the foundational knowledge necessary to succeed in the program. Entry requirements are:

1. Possess an earned associate degree with a minimum of 60 credits from an accredited college or university with a cumulative GPA of 2.0 or higher. Students with associate degrees that are less than 60 credits, please contact an academic advisor at ***www.npc.edu/advising***.
2. Completion of at least 15 credits of general education to include:
   • Completion of ENL 101 – College Composition I with a C or higher.
   • Completion of 3 credits in mathematics 100-level or higher with a C or higher.
   • Completion of 4 credits in Physical and Biological Sciences with a C or higher.
3. Completion of BUS 127, BUS 203, BUS 206, BUS 217, BUS 218, ECN 211, ECN 212.

Admission to the college does not guarantee admission to the BAM program. Enrollment in upper division courses (300 and 400 level) requires program admission.

Graduation Requirements:

To obtain the Bachelor of Applied Management from NPC, the candidate must:

• Complete the program with a cumulative GPA of 2.0 or better by satisfying the degree requirements as published in the applicable NPC Catalog prior to the date of graduation.

• Have a cumulative GPA of 2.0 or better in courses taken at NPC. Only grades of C or better will be accepted. Courses may be repeated by students if needed.

• Have a minimum of 30 credits in residence at NPC that apply towards the degree being pursued and meet the requirements for the applicable NPC catalog. Credits obtained by assessment may not be used toward the residency requirement.

Bachelor of Applied Management (BAM)

Program Costs

- NPC program rates are for the 2024-2025 academic year.
- These are estimated costs based on attending NPC for both an associate degree and continuing into the BAM degree. *Costs do not include all course fees or other fees required by the college.

Tuition Per Credit	
Lower Division	$91 (*In state tuition is shown here)
Upper Division	$136.50
Credits per Program	
Lower Division	90
Upper Division	30
Total Program Costs	
Lower Division	$8,190
Upper Division	$4,095
Total Cost	$12,285

Bachelor of Applied Management (BAM) • Total Credits 120

Earned Associate Degree .... 60 credits minimum

Lower Division Requirements .... 30 credits

Students who have already met the 15 credit General Education requirement or completed any of the Business Lower Division Core courses below, must select another course from the **list of Business electives** below.

General Education .... 15 credits

Mathematics ....3 credit minimum
MAT 112 Algebra II: Intermediate (or higher) .... 3 credits
Communications ....3 credit minimum
ENL 102 College Composition II
    OR ENL 109 Technical Writing .... credits
General Education Courses ....9 credit minimum
    TO INCLUDE
ECN 211 Principles of Macroeconomics .... 3 credits
ECN 212 Principles of Microeconomics .... 3 credits

Business Lower Division Core .... 15 credits

BUS 127 Microsoft Office Level I
    OR CIS 105 Computer Applications and Information Technology ...... 3 credits
BUS 203 Introduction to Business Communication .... 3 credits
BUS 206 Legal, Ethical, Global & Regulatory Environment of Business
    OR HES 120 Law and Ethics of the Health Care Professional .... 3 credits
BUS 217 Principles of Financial Accounting .... 3 credits
BUS 218 Principles of Managerial Accounting .... 3 credits

Business Electives ....3-45 credits

Classes with an Asterisk (*) are recommended courses if not already completed.

BUS 100 Introduction to Business* .... 3 credits
BUS 105 Techniques of Supervision* .... 3 credits
BUS 106 Techniques of Personal Finance .... 3 credits
BUS 110 Small Business Management* .... 3 credits
BUS 114 Survey of Accounting .... 3 credits
BUS 122 Computerized Accounting with QuickBooks* .... 3 credits
BUS 124 Basic Keyboarding and Document Processing .... 3 credits
BUS 128 Microsoft Excel Applications for Business .... 3 credits
BUS 185 Ethics in Management* .... 3 credits
BUS 201 Quantitative Methods .... 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 220 Principles of Marketing .... 3 credits
BUS 225 Human Resources Management* .... 3 credits
BUS 230 Organizational Leadership* .... 3 credits
Any 100-or 200-level course .... 3 credits

Business Upper Division Core .... 30 credits

(All students must take the courses listed below.)
BUS 320 Marketing and Communications Management .... 3 credits
BUS 325 Managing Organizational Change .... 3 credits
BUS 360 Diversity in Organizations .... 3 credits
BUS 380 Understanding the Supply Chain .... 3 credits
BUS 400 Introduction to Project Management .... 3 credits
BUS 490 Applied Management Capstone .... 3 credits
CIS 405 Information System Management .... 3 credits

Choose an area of emphasis below:

Entrepreneurship and Leadership ....9 credits

BUS 310 Introduction to Strategic Management .... 3 credits
BUS 418 Financial Management .... 3 credits
BUS 440 Principles of International Business .... 3 credits

Medical Administration ....9 credits

BUS 330 Organizational Management in Healthcare .... 3 credits
BUS 419 Healthcare Finance and Revenue Cycles .... 3 credits
BUS 445 Healthcare Economics and Data Management .... 3 credits

Transfer Degree

Associate of Business (ABus) Degree

No matter what field you may decide to pursue, it is helpful to begin with an understanding of business. The Associate of Business (ABus) degree is the foundation for many careers and a way to gain an edge and the critical knowledge needed to be successful in the business environment.

The NPC Associate of Business degree is a transfer degree. The general education component of the ABus degree fulfills the Arizona General Education Curriculum (AGEC-B). When completed, the AGEC-B will transfer to the three Arizona public universities as a block that meets all lower division general education requirements. (see What is AGEC? – page 65)

NPC Requirements

- The Associate of Business (ABus) degree requires a minimum of 64 course credits with a grade of "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.

- Graduates must complete CIS 105 and at least 33 general education credits.

- An 18-credit-hour business core provides foundational business knowledge, as recommended by the Arizona Transfer Committee. This will ensure that when students transfer to state universities they have the core courses that they need to be successful in their upper level businesses courses. Additionally, this business core will ensure that students who graduate with an ABus, and do not further their business education, can be successful in a business environment.

- Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits. These courses, too, require a grade of "C" or better.

Associate of Business (ABus) • 64 credits

Completion of the 36 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC-B) for the Associate of Business degree.

General Education Courses

Communications .... ***6 credits***
    ENL 101 College Composition I .... 3 credits
    ENL 102 College Composition II .... 3 credits

Mathematics .... ***4 credits***
    MAT 211 Technical Calculus or MAT 221 Calculus I .... 4 credits
    Or any mathematics course for which MAT 221 is a prerequisite

Discipline Studies

Arts and Humanities .... ***6 credits***
    (Select two courses from at least two disciplines from the list on page 66)

Physical and Biological Science .... ***8 credits***
    (Select two courses from the list on page 66)

Social and Behavioral Sciences .... ***6 credits***
    (Select two courses from at least two disciplines from the list on page 66. Make at least one selection an asterisk (*) course to meet requirements for Contemporary Global, International or Historical Awareness.)

Computer Science .... ***3 credits***
    CIS 105 Computer Applications and Information Technology .... 3 credits

General Electives Options .... ***3 credits***
    (Select one additional unduplicated course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66 to satisfy the requirements of 36 general education credits.)

Core Requirements .... 18 credits
    BUS 201 Quantitative Methods .... 3 credits
    BUS 206 Legal, Ethical, Global and Regulatory Environment
      of Business .... 3 credits
    BUS 217 Principles of Financial Accounting....................................... 3 credits
    BUS 218 Principles of Managerial Accounting .... 3 credits
    ECN 211 Principles of Macroeconomics .... 3 credits
    ECN 212 Principles of Microeconomics... 3 credits

Transferable Electives .... 10 credits
    Successful completion of 10 credits of unduplicated university transferable electives, as described on page 67.

Business Studies (BUS)
Entrepreneurship Specialization

Entrepreneurship plays a vital role in the growth of the U.S. economy. The number of new business establishments (establishments that are less than 1-year-old in any given year) tends to rise and fall with the business cycle of the overall economy. Entrepreneurs start new businesses and take on the risks and rewards of being an owner. Those who plan ahead and educate themselves on the range of issues that will impact their business before they start are the most successful. Annual salaries vary by industry and level of success.

If you are considering starting your own business, consider contacting NPC's Small Business Development Center for a free consultation and assistance in contracting with governmental agencies or preparing Small Business Administration loan applications.

The Entrepreneurship certificates and degree require a grade of "C" or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at **studentaid.gov.**

Apply early, as the process can take 4-6 weeks. You should have all of your paperwork submitted to the Financial Aid Office by the Priority Deadlines.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Entrepreneurship Fundamentals (CP) • 21 credits

BUS 100 Introduction to Business .... 3 credits
BUS 105 Techniques of Supervision .... 3 credits
BUS 106 Techniques of Personal Finance .... 3 credits
BUS 110 Small Business Management .... 3 credits
BUS 127 MS Office Level 1 .... 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 220 Principles of Marketing... 3 credits

Entrepreneurship (CAS) • 33 credits

Complete the Entrepreneurship Fundamentals CP ....**21 credits**
PLUS
BUS 203 Business Communication.. 3 credits
BUS 225 Human Resource Management... 3 credits
Communications ....**3 credits**
ENL 101 College Composition I .... 3 credits
Mathematics...**3 credits**
MAT 152 or higher.

Entrepreneurship (AAS) • 64 credits

Complete the Entrepreneurship CAS.. **33 credits**
PLUS

General Education Courses .... 10 credits
Communications ....**3 credits**
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 **EXCEPT** for SPT 110 and SPT 120.
Discipline Studies...**7 credits**
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements .... 15 credits
BUS 114 Survey of Accounting... 3 credits
BUS 122 Computerized Accounting with QuickBooks .... 3 credits
BUS 206 Legal, Ethical, Global and Regulatory Environment
   of Business .... 3 credits
ECN 211 Principles of Macroeconomics .... 3 credits
ECN 212 Principles of Microeconomics .... 3 credits

Electives .... 6 credits
(Choose from any unduplicated courses at the 100-level or above. Recommend any course from the General Education Course Options on page 66)

Management and Leadership Specialization

The Management and Leadership area of specialization prepares graduates for a variety of career options, from administrative services managers, human relations managers, sales managers, marketing specialists, natural science managers, hospitality and food service managers or even school or college administrators.

The Management and Leadership Specialization certificates and degree require a grade of "C" or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

Career Opportunities

Employment opportunities in the management area are projected to grow 12 percent per year through 2022. Tasks such as managing operations, facilities and people will remain important in a wide range of industries.

The following, according to the U.S. Bureau of Labor and Management, are the annual mean wages in Arizona for some management and leadership fields: Food Service Manager, $54,780; First-line supervisor for retail sales workers, $34,740; First-line supervisors for office and administrative support workers, $46,840.

(Figures from US BLS May 2021, SOC 11-2022).

Need help paying for classes?

Many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid (FAFSA), available online at *studentaid.gov*.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Management and Leadership Fundamentals (CP) • 19 credits

BUS 105 Techniques of Supervision .... 3 credits
BUS 114 Survey of Accounting.. 3 credits
BUS 127 MS Office Level I .... 3 credits
BUS 185 Ethics in Management.. 3 credits
BUS 202 Professional Customer Service..1 credit
BUS 203 Introduction to Business Communication .... 3 credits
BUS 220 Principles of Marketing.. 3 credits

Management and Leadership (CAS) • 34 credits

Complete the Management and Leadership Fundamentals CP............................ **19 credits**
AND
BUS 122 Computerized Accounting with QuickBooks .... 3 credits
BUS 206 Legal, Ethical, Global & Regulatory Environment of Business ... 3 credits
BUS 210 Principles of Management .... 3 credits
Communications .... **3 credits**
ENL 101 College Composition I .... 3 credits
Mathematics... **3 credits**
MAT 152 or higher.

Management and Leadership (AAS) • 64 credits

Complete the Management and Leadership CAS .... **34 credits**
PLUS

General Education Courses .... 10 credits

Communications .... **3 credits**
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 *EXCEPT* for SPT 110 and SPT 120.
Discipline Studies.. **7 credits**
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Requirements .... 12 credits

BUS 225 Human Resource Management... 3 credits
BUS 230 Organizational Leadership... 3 credits
ECN 211 Principles of Macroeconomics .... 3 credits
ECN 212 Principles of Microeconomics .... 3 credits

Electives .... 8 credits

(Choose from any unduplicated courses at the 100-level or above. Recommend any course from the General Education Course Options on page 66.)

Medical Office Administration Specialization

Medical office administrative assistants are multi-skilled individuals essential in providing clerical support for the running of an efficient and profitable medical practice. They ensure quality, accuracy, accessibility and security in both paper and electronic systems. Because they work in the health care field, medical office administrative assistants also need specialized knowledge about the types of various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries and to maintain patients' medical histories.

The Medical Office Administration Specialization certificates and degree require a grade of "C" or better in all courses and a minimum cumulative grade point average of 2.0 on a 4.0 scale.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Medical Office Administration Fundamentals (CP) • 22 credits

BUS 105 Techniques of Supervision .... 3 credits
BUS 119 Medical Office Administrative Procedures............................. 3 credits
BUS 127 MS Office Level I .... 3 credits
BUS 183 Electronic Medical Records .... 3 credits
HES 120 Law and Ethics of the Healthcare Professions .... 3 credits
HES 170 Medical Terminology for Clinical Health Professionals.............. 3 credits
HES 190 Human Body in Health and Disease .... 4 credits

Medical Office Administration Specialization (CAS) • 35 credits

Complete the Medical Office Administration Fundamentals CP.......................... **22 credits**
BUS 114 Survey of Accounting.. 3 credits
BUS 179 Medical Coding.. 4 credits
Communications .... ***3 credits***
ENL 101 College Composition I .... 3 credits
Mathematics... ***3 credits***
MAT 152 or higher.

Medical Office Administration Specialization (AAS) • 64 credits

Complete the Medical Office Administration Specialization CAS..........................**35 credits**

PLUS

General Education Courses .... 10 credits

Communications .... ***3 credits***
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies.. ***7 credits***
Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities or Social and Behavioral Sciences** lists on page 66.

Core Requirements .... 12 credits

BUS 188 Medical Transcription Fundamentals..................................... 3 credits
BUS 189 Computerized Medical Billing.. 3 credits
BUS 210 Principles of Management .... 3 credits
BUS 250 Medical Administration Capstone .... 3 credits
AND

Electives .... 7 credits

(Choose from any unduplicated courses at the 100-level or above. Recommend any course from the General Education Course Options on page 66.)

Computer Information Systems (CIS)

Computer Information Systems Specialization

Nearly every kind of business organization relies on computing and computer technology to operate efficiently, and those organizations continue to adopt increasingly sophisticated technologies. Employers may train you in their business, but they expect you to know your "business" ~ computer systems and how to develop them and keep them running smoothly. Northland's Computer Information Systems program provides knowledge and skills in the areas of computer programming languages, digital media, hardware, networks, operating systems, productivity applications, database management and information systems.

Career Opportunities

Future job possibilities in Computer Information Systems will be found in every area that touches human lives: the sciences, engineering, business, entertainment, education and more. And once established in the computing field, your training and experience can open doors to evermore challenging positions with increasing pay.

Computer Information Systems (CP) • 18 credits

CIS 107 IT Fundamentals & ITF+ Certification Preparation .... .3 credits
CIS 111 Introduction to Programming I .... 3 credits
CIS 130 Information Security Fundamentals...................................... 3 credits
CIS 141 A+ Certification Preparation I.. 3 credits
CIS 142 A+ Certification Preparation II .... 3 credits
CIS 145 Network+ Certification Preparation .... 3 credits

Computer Information Systems (CAS) • 45 credits

Complete the Computer Information Systems CP .... **18 credits**
CIS 121 Critical Thinking in Information Technology............................ 3 credits
CIS 123 Electronics in Computing .... 3 credits
CIS 161 Microsoft Operating Systems .... 3 credits
CIS 171 Linux Operating System .... 3 credits
CIS 227 C# Programming .... 3 credits
CIS 245 Database Management Concepts... 3 credits
CIS 280 Systems Analysis and Design... 3 credits
PLUS
Communications .... **3 credits**
ENL 101 College Composition I .... 3 credits
Mathematics .... **3 credits**
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 ***EXCEPT*** for MAT 101, MAT 103, MAT 109 or BUS 133.

Computer Information Systems (AAS) • 64 credits

Complete the Computer Information Systems CAS .... **45 credits**
PLUS

General Education Courses .... 3 credits
Communications .... **3 credits**
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives.. 9 credits
(Choose from any unduplicated courses at the 100-level or above)

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

CIS Cybersecurity Specialization

This program prepares individuals to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Includes instruction in computer architecture, programming, and systems analysis; networking; telecommunications; cryptography; security system design; applicable law and regulations; risk assessment and policy analysis; contingency planning; user access issues; investigation techniques; and troubleshooting.

Career Opportunities

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyberattacks increases.

Information security analysts must continually adapt to stay a step ahead of cyberattackers. They must stay up-to-date on the latest methods attackers are using to infiltrate computer systems and on IT security. Analysts need to research new security technology to decide what will most effectively protect their organization.

Demand for certified Information Security Analysts is extremely high, with growth estimates as high as 58 percent, far exceeding other general computer and all occupations.

Cybersecurity (CP) • 18 credits

CIS 107 IT Fundamentals & ITF+ Certification Preparation .... 3 credits
CIS 130 Information Security Fundamentals .... 3 credits
CIS 135 IT Assessment, Audit, and Controls .... 3 credits
CIS 141 A+ Certification Preparation I .... 3 credits
CIS 145 Network+ Certification Preparation .... 3 credits
CIS 146 Security+ Certification Preparation .... 3 credits

Cybersecurity (CAS) • 45 credits

Complete the Cybersecurity CP .... 18 credits
PLUS
CIS 111 Introduction to Programming I .... 3 credits
CIS 121 Critical Thinking in Information Technology .... 3 credits
CIS 161 Microsoft Operating Systems .... 3 credits
CIS 171 Linux Operating System .... 3 credits
CIS 230 Operating System Security .... 3 credits
CIS 231 Digital Forensics and Investigations
  OR CIS 233 Ethical Hacking .... 3 credits
CIS 232 Network Security .... 3 credits
Communications .... 3 credits
ENL 101 College Composition I .... 3 credits
Mathematics .... 3 credits
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 *EXCEPT* for MAT 101, MAT 103, MAT 109 or BUS 133.

Cybersecurity (AAS) • 64 credits

Complete the Cybersecurity CAS .... 45 credits
PLUS

General Education Courses .... 3 credits
Communications .... 3 credits
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives .... 9 credits
(Choose from any unduplicated courses at the 100-level or above)

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

CIS Software and Web Development Specialization

When a user clicks to open a computer program, thousands of lines of programming code are being executed to display the user interface (UI).

In NPC's Software and Web Development degree and certificate programs you'll learn to meet with clients or management to identify the core functionality needed, determine user requirements, write the code for those applications, and test for security and performance measures. You'll also learn the technical structure of websites, including e-commerce applications, and establish processes for allowing others to add or modify existing content.

You could be designing data management systems for corporations, a better word processor or games for consumers.

Career Opportunities

Employment in the fields of software and web development are expected to grow 15 – 24 percent through at least 2026, much faster than the average for all occupations. If you are a creative person with technical aptitude, a career in the more technically specialized fields of software and web development can pay handsomely.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Software and Web Development (CP) • 18 credits

CIS 107 IT Fundamentals & ITF+ Certification Preparation .... 3 credits
CIS 111 Introduction to Programming I .... 3 credits
CIS 187 Introduction to Web Development .... 3 credits
CIS 190 JavaScript Programming... 3 credits
CIS 227 C# Programming .... 3 credits
CIS 243 Database-Driven Websites .... 3 credits

Software and Web Development (CAS) • 45 credits

Complete the Software and Web Development CP .... **18 credits**
PLUS
CIS 112 Introduction to Programming II .... 3 credits
CIS 121 Critical Thinking in Information Technology............................ 3 credits
CIS 130 Information Security Fundamentals....................................... 3 credits
CIS 217 JAVA Programming
   OR CIS 225 C Programming
   OR CIS 226 C++ Programming .... 3 credits
CIS 245 Database Management Concepts... 3 credits
CIS 265 Web Programming .... 3 credits
CIS 280 Systems Analysis and Design.. 3 credits
Communications .... **3 credits**
ENL 101 College Composition I .... 3 credits
Mathematics.. **3 credits**
Select any course under the Mathematics General Education Course Options (for CAS and AAS Degrees) on page 66. EXCEPT for MAT 101, MAT 103, MAT 109 or BUS 133.

Software and Web Development (AAS) • 64 credits

Complete the Software and Web Development CAS .... **45 credits**
PLUS

General Education Courses .... 3 credits
Communications .... **3 credits**
Select any course under the **Communications** General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives.. 9 credits
(Choose from any unduplicated courses at the 100-level or above)

Section IV Programs

Construction Technology (CON)

Certificate Options – CP & CAS

The Construction Technology program emphasizes general residential and commercial construction by teaching basic hands-on skills applicable across a wide range of industrial and manufacturing processes.

If you are thinking about a building trades career, consider these benefits of NPC's Construction Technology program:

- Highly qualified and experienced construction professionals provide instruction in small, personalized classroom and workshop settings.

- Hands-on classes take place in the Painted Desert Campus (Holbrook) NPC Skills Center. This state-of-the-art facility is an ideal setting for learning construction skills basics. Classes are also offered at the Whiteriver Center.

- NPC tuition and fees are among the lowest in the entire state. And you may even qualify for federal grants to help defray your education-related expenses!

- OSHA-10 construction certification to prepare you for entry into the workforce is standard.

- Coursework is geared to fulfill the requirements of NCCER, the national agency for standardized construction training and credentialing. Successful completion provides a portable certification of skills that heightens employability in any location.

For more information regarding this program, contact the program chair at (800) 266-7845, ext. 6236.

Drafting (CP) • 21 credits

The Drafting CP is currently only available as a dual enrollment option at participating area high schools.

CON 102 Introduction to Construction Methods*................................. 3 credits
CON 111 Plan Reading and Employment*... 3 credits
DRF 120 Technical Drafting I .... 3 credits
DRF 130 Architectural Drafting I .... 3 credits
DRF 150 AutoCAD I .... 3 credits
DRF 230 Architectural Drafting II .... 3 credits
DRF 250 AutoCAD II .... 3 credits

Construction Technology (CP) • 25 credits

CON 102 Introduction to Construction Methods*................................. 3 credits
CON 111 Plan Reading and Employment*... 3 credits
CON 120 Concrete and Masonry Systems*... 3 credits
*CON 121 Cabinetmaking.. 3 credits
CON 126 Framing Systems*... 4 credits
CON 145 Roofing, Thermal and Moisture Protection Systems*............... 3 credits
CON 228 Electrical Systems*... 3 credits
CON 229 Plumbing and Mechanical Systems* .... 3 credits
NCCER Certified Course

Masonry (CP) • 26 credits

CON 101 Jobsite Layout*.. 3 credits
CON 102 Introduction to Construction Methods*................................. 3 credits
CON 111 Plan Reading and Employment*... 3 credits
CON 120 Concrete and Masonry Systems*... 3 credits
CON 205 Masonry Fundamentals* .... 3 credits
CON 206 Masonry Installation* .... 3 credits
CON 207 Residential Masonry* .... 4 credits
CON 208 Structural Masonry* .... 4 credits
NCCER Certified Course

Construction Technology (CAS) • 31 credits

Complete the Construction Technology CP.. **25 credits**
PLUS
Communications .... **3 credits**
ENL 101 College Composition I .... 3 credits
Mathematics.. **3 credits**
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) Degree

Why Study Construction Technology?

The economic downturn that has slowed the construction industry in Arizona the past few years is easing. Prospects for the building trades are greatly improved and increasing every day! Now is the opportune time to learn construction technology skills that will serve you a lifetime.

At NPC, you'll find a degree program that emphasizes building fundamentals for any number of career fields including: masonry and concrete systems, framing, roofing, thermal and moisture protection, electrical, mechanical and plumbing systems. Effective communication and job success strategies are emphasized throughout the program.

Career Opportunities

Employment of construction laborers and helpers is projected to grow 13 percent through 2024.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Construction Technology (AAS) • 64 credits

Complete the Construction Technology CAS... *31 credits*
PLUS

General Education Courses .... 3 credits

Communications .... *3 credits*
Select any course under the Communications General Education Course Options (for AAS Degrees) on page 66.

Discipline Studies .... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Core Courses.. 8 credits

CON 200 Integrated Construction Management/Design Laboratory .... 3 credits
CON 230 Sustainable Construction* .... 3 credits
CON 265 Construction Capstone Portfolio... 2 credits

* NCCER Certified Course

AND

Electives .... 15 credits

Select any unduplicated 100-level or above courses.

Cosmetology (COS)

Why Study Cosmetology?

Not many jobs offer you the chance to be creative every day and be paid for your skill and efforts. You generally work in clean, fun surroundings, providing personal care to individuals who appreciate your expertise in making them look their best. Personal care service is a growing field and cosmetology skills are always in demand. If you have an eye for appearance and style, personable communication skills and good hand dexterity, this may be the career field for you.

Program Overview

The NPC Cosmetology Programs include: Cosmetology Instructor (minimum 350 hours); Nail Technician (minimum 600 hours); Hairstyling (minimum 1,000 hours); and Cosmetology (minimum 1,500 hours) CP, CAS, AAS.

The primary purpose of these programs is to train the student in the basic manipulative skills, safety judgments, proper work habits and related theory necessary to obtain a license. These courses will accommodate the Hairstyling, Nail Technician, and Instructor licenses and certificates, along with the Cosmetology AAS.

Cosmetology Instructor

This is a minimum 350-hour training that will prepare an individual in basic instructional methods and techniques for effective teaching in cosmetology, hairstyling, and nail technician. Upon successful completion you will be prepared to take the Arizona State Board of Cosmetology Instructors Licensing practical and written examinations. A student must have a current cosmetology license and at least one year work experience.

Nail Technician

This is a minimum 600-hour program that will offer training in manicuring, pedicuring, nail enhancements, salon management, customer service, proper work habits, and related theory necessary to obtain a Nail Technician license. Students can use these courses to pursue in a linear movement a Cosmetology License and an associate degree, if desired.

Hairstyling

This is a minimum 1000-hour program that will offer training in shampooing, haircutting, hairstyling, hair color, chemical texture services, safety judgments, proper work habits, and related theory necessary to obtain a license in Hairstyling. Students can use these courses to pursue in a linear movement a Cosmetology License and an associate degree, if desired.

Cosmetology

This is a minimum 1500-hour program that offers training in hair care, skin care, nail care services, and related theory necessary to obtain a license in Cosmetology. By completing these courses, an individual can gain a Cosmetology CP, CAS or AAS.

Program Locations

NPC's Cosmetology program is offered at three locations — White Mountain Campus in Show Low, Little Colorado Campus in Winslow and the St. Johns Center (NPC/NAVIT by airport).

Prospective students make application to the program, including a pre-admission interview. Admission is made on either a full- or part-time basis. Call the cosmetology department at (800) 266-7845, ext. 6161, for information on how to apply or see an academic advisor at a campus or center near you.

Career Opportunities

Job opportunities for licensed, entry-level cosmetologists are very favorable, says the U.S. Bureau of Labor Statistics (BLS). The BLS cites growing demand for expert personal appearance care and treatments. Competition for positions may be keen at higher-end salons with the edge going to licensed cosmetologists with training and experience in a range of services.

What's in Required Kits

Students must purchase a professional lab kit, <u>estimated costs listed</u>, which includes all of the tools needed in the course and for a future job. Books are also included in most kits. Consumable supplies are furnished as part of an additional course fee.

Cosmetology Kit/Textbook • ± $1,302

Salonchic Custom Fit Stylist Jacket	1 Each
Soft N Style Duck Bill Clips Steel 12/Bag	2 Each
Soft N Style Pin Curl Clips - 80/Bx	1 Each
Soft 'N Style 15 Oz. Aluminum Spray Bottle	1 Each
Soft N Style Tint Bowl Black	1 Each
Champion 9-1/4" Carbon Pin Tail Comb Fine Teeth	2 Each
Soft N Style 3pc Translu Cent Dye Brush Set	1 Each
Scalpmaster Tease Brush Nylon Bristle 3 Row	1 Each
Comare Mark V Comb Lift Stainless Serrated Teeth	1 Each
Cuccio Naturale Lytes 8oz.; Honey & Soy Milk	1 Each
Satin Edge Rubber Grip Acrylic Nail Slicer	1 Each
Satin Edge Toe Nail Clipper	2 Each
DI Pro Soft Bristle Manicure Brush	1 Each
DI Pro Classic Manicure Bowl – Black	1 Each
DI Pro Plastic Cuticle Pusher	1 Each
DI Pro 150 Grit White Buffing Block	2 Each
Supernail Non-Acetone Po Lish Remover 4 Oz Bottle	1 Each
Scalpmaster 8-1/2" Clipper Comb – White	1 Each
Satin Edge Double Spoon Cuticle Pusher	1 Each
Soft N Style Feather Bristle Pin Color Brush	1 Each
Fantasea 8 Pc High Def Cosmetic Brush Set	1 Each
Tweezerman Tweezerette Stainless Steel – Slant	1 Each
DI Pro Deluxe Large Glass Jar - Round 40ml	3 Each
DI Pro Glass Jar With Stainless Steel Lid	1 Each
Salonchic Teflon Multi- Purpose Cape- Jetset Blk	1 Each
Scalpmaster 8-1/2" Clipper Comb – Black	1 Each
Fantasea Facial Brush	2 Each
DI Pro 2-Sided Foot File	5 Each
Soft 'N Style 1lb. 2" Bobby Pins – Bronze	1 Each
Soft 'N Style 1lb. 2" Hair Pins – Bronze	1 Each
City Lights Backpack With Laptop Sleeve	1 Each
Sns 3" Wide Neon Butterfly Clamps - 36ct.	1 Each
Wahl Large Clipper Styling Comb Black	2 Each
Scalpmaster Round Neck Brush 7 Row Black	2 Each
Satin Edge Cuticle Nipper Half Jaw 4"	1 Each
Krest Cleopatra 7" Squar E Larger Cutting Comb	24 Each
Krest Cleopatra 8" Fine Tooth Rattail	24 Each
Celebrity Adjustable Bar 4-1/2" Add-On For H-33	1 Each
Salonchic 7" Marcel Hard Rubber Comb	2 Each
Satin Edge 3.5" Stork Scissor	1 Each
Gold Magic Lg & Sm Pik Set	1 Each
Product Club Disposable Blk Gloves - Med. 90/Bx	1 Each
Soft N Style Roller Pins Bronze 40/Card	2 Each
Soft 'N Style 1lb. 3" Heavy Hair Pins – Black	1 Each
Scalpmaster 7 Pc.Ceramic Brush Set In Carrying C	1 Each
Scalpmaster Nylon Comb-O Ut Cape 28x28 Velcro Bu	1 Each
Supernail Cuticle Soften Er/Remover 4 Oz Bottle	1 Each
Celebrity Lauren Manikin 24-26" Brown Hair	1 Each
Celebrity Sabrina Manikin 19-21" Blonde	1 Each
Satin Edge Cuticle Pusher/Remover Rounded	1 Each
Salonchic Safari Kiddie Cape	1 Each
Babyliss Pro Ceramix Xtreme Dryer - 2000w	1 Each
DI Pro Flexible Practice Hand With 50 Nail Tips	1 Each
Babyliss Nano Titanium 3/4" Marcel Curling Iron	1 Each
Wahl Peanut Clipper / Trimmer – Black	1 Each
Scalpmaster Hair Shaper W/ Blades & 4 Guards	1 Each
Scalpmaster Replacement Blades For Sc-8000-10/Bx	1 Each
Cucciopro Ultra Clear Acrylic Kit - Intermed.	1 Each
Wahl 5 Star Magic Clip Clipper	1 Each
Soft 'N Style Silicone Collapsible Diffuser	1 Each
Babyliss Pro Nano 1" Titanium Straight Iron	1 Each
Shark Fin Shinzu Set 6" Right Hand	1 Each
DI Pro Ultra Kolinsky Nail Brush	1 Each
DI Pro Ultimate "Big Boy" Brush	1 Each

Nail Technician Kit/Textbook • ± $1,191

Satin Edge Gel Remover & Cuticle Pusher	2 Each
Fantasea 2x2 Non-Woven Wipes - 200/Bg	1 Each
DI Pro Plastic Sterilizing Tray	1 Each
DI Pro Safety Glasses	1 Each
City Lights Lockable Lrg Aluminum Case On Wheels	1 Each
DI Pro Plastic Cuticle Pusher	1 Each
DI-C7 DI Pro 2-Sided Foot File	5 Each
Soft N Style Jewel Spray Bottle - Purple 12oz.	1 Each
Salonchic Custom Fit Stylist Jacket	1 Each
Supernail Nail Polish Th Inner 4 Oz Bottle	1 Each
Supernail Cuticle Soften Er/Remover 4 Oz Bottle	1 Each
Supernail Pure Acetone Polish Remover 4 Oz Btl	1 Each
Satin Edge Rubber Grip Acrylic Nail Slicer	1 Each
Tweezerman Rockhard 1/2 Jaw Cuticle Nipper	2 Each
DI Pro 7 Gram Nail Glue Clear	4 Each
DI Pro French Nail Tip Kit - 300 Pc	1 Each
DI Pro Soft Bristle Manicure Brush	2 Each
DI Professional Nail Tip 250 - Clear	1 Each
DI Pro 3 Piece Nail Dotting Set	1 Each
DI Pro 150 Grit White Buffing Block	12.Each
DI Pro 3pc. Nail Art Striping Brush Set	1 Each
Satin Edge Double Spoon Cuticle Pusher	2 Each
Satin Edge Nail Clipper	1 Each
Satin Edge Toe Nail Clipper	1 Each
DI Pro 7" Orangewood Sticks- Pk Of 144	1 Each
DI Pro 7" Blk Wood Core Professional File -40/Bg	1 Each
DI Pro Zebra Nail File	12 Each
DI Pro 240/240 Grit Nail File	12 Each
Fantasea Rechargeable Electric Nail File	1 Each
DI Pro Nail Art Striper Brush	2 Each
Satin Edge Pointed Tweezer	1 Each

What's in Required Kits Continued

Supernail Non-Acetone Po Lish Remover 4 Oz Bottle .... 1 Each
DI Pro 220/280 Grit Buffer .... 12 Each
DI Pro Prof. Files 4 1/2" 120/240 Grit-8/Bg .... 2 Each
DI Pro French Manicure Clean-Up Brush .... 2 Each
DI Pro 4oz. Pump Dispenser Bottle .... 2 Each
Sns 4oz Bottle W/Scales And Flip Top Cap .... 2 Each
DIpro Replacement Nail Tips For DI-C235/299 - 32/Bg .... 1 Each
DI Pro French Deep C Smile Line Tool .... 1 Each
Cina Pro Master Kit .... 1 Each
Cuccio Naturale Revital Cuticle Oil 1/2oz Mlk&Ho .... 1 Each
DI Pro Toe Separators In A Container - 24 Pairs .... 1 Each
DI Pro Deluxe Large Glass Jar - Round 40ml .... 3 Each
DI Pro Glass Jar With Stainless Steel Lid .... 1 Each
Cuccio Colour Lacquer - Base Coat .... 1 Each
Cuccio Colour Lacquer - Top Coat .... 1 Each
DI Pro Flexible Practice Hand With 50 Nail Tips .... 1 Each
Salonchic Teflon Multi- Purpose Cape- Jetset Blk .... 1 Each
DIpro Stiletto Nail Tips - Clear 300 Ct, ... 1 Each
DI Pro Crystal Gel Tool .... 1 Each
Cnd Student Tech Kit .... 1 Each
Product Club Disposable Blk Gloves - Med. 90/Bx .... 1 Each
DI Pro Ultimate "Big Boy" Brush .... 1 Each
DI Pro Ultra Kolinsky Nail Brush .... 1 Each

Certificate (CP & CAS) & AAS Degree Options

Hairstyling (CP) • 34 credits

COS 107 Business Skills I .... 3 credits
COS 108 Business Skills II .... 3 credits
COS 142 Introduction to Hair Care .... 6 credits
COS 143 Introduction to Basic Skin Care .... 2 credits
COS 145 Law and Ethics for a Beauty Professional .... 3 credits
COS 146 Scientific Concepts I .... 3 credits
COS 147 Scientific Concepts II .... 3 credits
COS 231 Advanced Hair Care I .... 3 credits
COS 232 Advanced Hair Care II .... 3 credits
COS 233 Advanced Hair Care III .... 3 credits
COS 240 Prepare for Licensure .... 2 credits

Cosmetology (CP) • 51 credits

COS 107 Business Skills I .... 3 credits
COS 108 Business Skills II .... 3 credits
COS 142 Introduction to Hair Care .... 6 credits
COS 143 Introduction to Basic Skin Care .... 2 credits
COS 144 Introduction to Basic Nail Care .... 2 credits
COS 145 Law and Ethics for a Beauty Professional .... 3 credits
COS 146 Scientific Concepts I .... 3 credits
COS 147 Scientific Concepts II .... 3 credits
COS 231 Advanced Hair Care I .... 3 credits
COS 232 Advanced Hair Care II .... 3 credits
COS 233 Advanced Hair Care III .... 3 credits
COS 234 Advanced Skin Care I .... 3 credits
COS 235 Advanced Skin Care II .... 3 credits
COS 237 Advanced Nail Care I .... 3 credits
COS 238 Advanced Nail Care II .... 3 credits
COS 239 Advanced Nail Care III .... 3 credits
COS 240 Prepare for Licensure .... 2 credits

Nail Technician (CP) • 22 credits

COS 107 Business Skills I .... 3 credits
COS 143 Introduction to Basic Skin Care .... 2 credits
COS 144 Introduction to Basic Nail Care .... 2 credits
COS 145 Law and Ethics for a Beauty Professional .... 3 credits
COS 146 Scientific Concepts I .... 3 credits
COS 237 Advanced Nail Care I .... 3 credits
COS 238 Advanced Nail Care II .... 3 credits
COS 239 Advanced Nail Care III .... 3 credits

Cosmetology Instructor (CP) • 12 credits

COS 243 Law and Ethics for a Cosmetology Educator .... 1 credit
COS 244 Safety Concepts for a Cosmetology Educator .... 2 credits
COS 245 Basic Teaching Skills for a Cosmetology Educator .... 3 credits
COS 246 Beauty and Wellness Disciplines
     for a Cosmetology Educator .... 3 credits
COS 247 Professional Development
     for a Cosmetology Educator .... 3 credits

Cosmetology (CAS) • 57 credits

Complete the Cosmetology CP ....***51 credits***
PLUS
Communications ....***3 credits***
ENL 101 College Composition I.. 3 credits
Mathematics..***3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66.

Cosmetology (AAS) • 67 credits

Complete the Cosmetology CAS ....***57 credits***
PLUS

General Education Courses .... 3 credits

Communications ....***3 credits***
Select any course under the **Communications** General Education Course Options (for CAS and AAS Degrees) on page 66

Discipline Studies .... 7 credits

(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Early Childhood Studies (ECD)

Why Study Early Childhood Education?

Early Childhood Education professionals facilitate the intellectual and emotional development of young children by providing critical learning supports to help children and families thrive. Individuals in the field of Early Childhood Education hold a variety of titles and roles that may include: kindergarten teacher, preschool teacher, Head Start director, parent educator, early interventionist, or childcare consultant.

Emphasizing child-centered, developmentally-effective, and culturally sensitive practices, the programs at NPC provide students the essential skills they need to be effective early childhood professionals. NPC's Early Childhood programs prepare students to work in a variety of educational environments such as public and private schools, Head Start programs, preschools, libraries, health programs, and other community settings that work with, or on behalf of, young children. Each of NPC's Early Childhood programs provides a comprehensive set of knowledge and competencies aligned with state and national standards for early childhood professional preparation. Through the combination of general and specialized areas of early childhood, NPC's programs enable students to become outstanding educators, effective decision-makers, knowledgeable advocates, and intellectual and ethical leaders.

NPC students interested in Early Childhood Education have three pathways available to them (one Bachelor's Degree and Two Associate Degrees). Depending on your goals, choose from either the Associate of Arts in Early Childhood (AAEC) or the Associate of Applied Science (AAS) in Early Childhood Studies. Students who wish to pursue a Bachelor's Degree may then choose to continue on to the Bachelor of Applied Science in Early Childhood Education (BAS-ECE).

The AAEC is fully stackable to the BAS-ECE at NPC, providing students with a pathway to teacher certification in PreK-3rd grade. The AAEC also includes the AGEC requirements for ease of transfer to a state university in Arizona.

The AAS in Early Childhood Studies is an appropriate option for individuals interested in pursuing a career working directly with, or on behalf of, young children and who are unsure if they want to attain teacher certification and/or endorsement through an educator preparation program. Examples of some of the early childhood professions and organizations that do not require teacher certification include: Head Start, home visitation programs (e.g. FACES, Healthy Families America, etc.), parent education programs, early intervention and others. The AAS degree does not supply the AGEC (see page 65) requirements for university transfer to a BA or BS degree, but transfers smoothly for those in pursuit of a Bachelor of Applied Science (BAS) degree where offered, **including the BAS-ECE at NPC**.

See your academic advisor to design an educational pathway that meets your educational and career goals if you wish to attain a BAS degree.

Degree Requirements

All certificates and degrees offered through the Early Childhood Department require a "C" or better in all courses within the chosen program of study. The certificate programs that lead to the AAS degree also require a "C" or better in all courses within the chosen program of study.

Some courses have placement requirements or prerequisites that may result in coursework beyond 64 credits for Associate Degrees and 120 credits for Bachelor's Degrees. These courses, too, require a grade of "C" or better. For information about prerequisites, check with your NPC academic advisor.

Much of the Early Childhood coursework in the program is practicum-based. Students conduct assignments and receive observation at an early childhood location in or near where students work or volunteer.

> Students in this program are required to complete 16–32 hours of practicum for each Early Childhood course for which a practicum is a requirement. A current Identity Verified Prints (IVP) card with Level 1 clearance is required by practicum sites where students work or volunteer. Prior to enrolling in Early Childhood courses, you must provide proof of current IVP card with Level 1 clearance. If you need assistance accessing fingerprint clearance, or you do not have access to an early childhood practicum setting, contact the Educator Preparation Programs Department **before** registering for classes.

Need help paying for classes?

The state of Arizona believes strongly in a highly qualified early childhood workforce. As such, there are state-funded programs that offer full tuition, fees, and textbook scholarships for individuals pursuing an Associate degree (AAEC or AAS) in Early Childhood. These scholarships also come with significant cash incentives for reaching educational milestones. See the Educator Preparation Programs Advisor for details. Early Childhood degree seekers are also eligible for the Claude M. Endfield Scholarship offered through NPC's Friends and Family. To apply, search scholarships at ***npc.edu***. Additionally, many students can qualify for financial aid if they take the time to submit the Free Application for Federal Student Aid ***studentaid.gov***.

Bachelor's Degree

Bachelor of Applied Science, Early Childhood Education

The Bachelor of Applied Science (BAS), Early Childhood Education (ECE) degree provides candidates with specialized, professional preparation to teach young children, PreK through third grade, in a variety of program and school-based settings. The BAS-ECE builds on both the AAEC and the AAS in Early Childhood Studies to deepen teaching knowledge and prepares individuals as highly qualified early childhood educators.

Admission to the college does not guarantee admission to the BAS program. The BAS program requires demonstration of prior college success and the ability to work in the field of teaching and family services. Lower division (100 and 200 level) courses may be taken prior to program admission. Enrollment in upper division courses (300 and 400 level) requires program admission.

Students who graduate with an NPC AAS in Early Childhood Studies or AAEC degree are automatically accepted into the BAS, ECE degree program provided they maintain continuous enrollment. For admission, continuously enrolled graduates must meet with the Educator Preparation Program advising team to update their degree intent **within one semester of graduation**. Students who have an earned degree in another major, or who have not maintained continuous enrollment must apply for admission into the BAS, ECE program.

Go to **www.npc.edu/bas-ece-apply** to complete the application.

Requirements:

To be admitted, students must meet the following criteria:

- An earned Associate Degree or higher from an accredited institution.

- An overall GPA of 2.0 or above on a 4.0 scale.

- A current Identity Verified Prints (IVP) card with Level 1 clearance.

- Evidence of meeting course prerequisites if the earned Associate degree is from a college other than NPC or is not in Early Childhood Education. Evidence may be met by one of the following (or combination of) Option A, Option B, or Option C.

Selection Criteria:

Priority admission will be given in the following order:

- NPC graduates with an earned AA or AAS in Early Childhood.

- Graduates with an Associate Degree in Early Childhood from an institution with which NPC has an articulation agreement.

- Graduates with Associate Degrees or Bachelor's Degrees in any field.

Option A – Approved Program of Study

Complete an approved Associate Degree at a community college that has an articulation agreement with NPC's Educator Preparation Department.

Option B – Exam

Receive a passing score on the Professional Knowledge and Early Childhood Subject Matter Exams.

Option C – NPC Prerequisites

Complete the following NPC courses (22 cr) to meet the foundational requirements of the program.

- ☐ ECD 110 Building Relationships with Families .... 1 credit
- ☐ ECD 128 Culture, Language, and Community .... 1 credit
- ☐ ECD 135 Survey of Child Development .... 3 credits
- ☐ ECD 141 Healthy and Safe EC Practices .... 2 credits
- ☐ ECD 145 Foundations in Early Childhood .... 3 credits
- ☐ ECD 175 Professionalism .... 1 credit
- ☐ ECD 184 Early Social and Emotional Development .... 2 credits
- ☐ ECD 186 Effective Interactions for Learning .... 1 credit
- ☐ ECD 187 Supporting STEM in EC .... 1 credit
- ☐ ECD 188 Policies and Procedures in EC .... 1 credit
- ☐ ECD 208 Observation and Assessment .... 1 credit
- ☐ ECD 217 Early Language and Literacy .... 1 credit
- ☐ ECD 222 Intro to EC Special Education .... 3 credits
- ☐ ECD 290 EC Practicum .... 1 credit

The BAS in ECE includes two student teaching options:

- Birth to PreK option: for those wanting to specialize in the birth to five age group and does not lead to teacher certification.

- K-3rd grade option: for those seeking early childhood teacher certification.

The BAS in ECE with certification option is an Arizona Department of Education approved teacher preparation program. Students who choose the teacher certification option and complete all requirements are eligible to receive "Institutional Recommendation" (IR) from the college. Graduates then take their IR from the college, along with other required documentation, to the Arizona Department of Education (ADE) to apply for teacher certification. Using an IR to apply for teacher certification streamlines the process by eliminating the need for ADE to conduct course by course transcript reviews. The IR provides the graduate with the benefits of faster processing and reduced fees for the teacher certification application.

Bachelor of Applied Science, Early Childhood Education (BAS-ECE)

Bachelor of Applied Science in Early Childhood Education (BAS-ECE) • 120 credits

Complete the AAEC or AAS in Early Childhood Studies (64 course credits) and the following courses not taken as part of your Associate Degree:

Core Requirements ....21-35 credits

ECD 232 Play and Learning Environments .... 2 credits
ECD 332 Arts and Aesthetics in Early Education .... 3 credits
ECD 387 STEM Instruction in the Early Childhood Classroom................ 3 credits
ECD 400 Navigating Early Childhood Policies and Systems .... 3 credits
EDP 301 Foundations in Reading .... 3 credits
EDP 322 Instructional Effectiveness for Children with Exceptionalities.... 3 credits
EDP 401 Essentials of Reading Instruction and Intervention .... 3 credits
EDP 408 Evaluating Learning Across the Curriculum .... 3 credits
EDU 220 Diversity in Education... 3 credits
EDU 276 Managing the Learning Environment..................................... 3 credits
EDU 280 Introduction to Structured English Immersion Augmented .... 3 credits
EDU 286 Educational Technology .... 3 credits

Discipline Studies ....4-30 credits

EDP 400 Introduction to Educational Research..................................... 3 credits
HIS 105 U.S. History to 1877
    OR POS 110 American Government.. 3 credits
MTE 101 Mathematics Literacy for Early Childhood Educators .... 3 credits
Can be met by taking MAT 161 within AAEC or AAS pathway
POS 221 Arizona Constitution and Government...................................... 1 credit

Electives

Choose from the following courses to complete a minimum of 120 credits total and that include a minimum of 30 credits of general education. Depending on your specialization and/or interests, courses may include:

BUS 105 Techniques of Supervision .... 3 credits
ECD 223 Positive Behavior Supports.. 2 credits
EDU/ENL 291 Children's Literature.. 3 credits
PSY 240 Developmental Psychology.. 3 credits
PSY 250 Social Psychology .... 3 credits
SOC 225 Sociology of the Family.. 3 credits
SPT 120 Public Speaking .... 3 credits

Field-Based Teaching Requirements................................... 11 credits

PRACTICUM

ECD 390 Early Childhood Practicum-II...1 credit
Take concurrently with EDP 301
ECD 391 Early Childhood Practicum-III..1 credit
Take concurrently with EDP 408

STUDENT TEACHING

Choose one of the following specialization areas:

FOR EARLY CHILDHOOD, BIRTH TO PRE-K SPECIALIZATION:

ECD 490 Early Childhood Capstone, Experiential B-PreK .... 9 credits

FOR EARLY CHILDHOOD CERTIFICATION SPECIALIZATION:

ECD 491 Early Childhood Capstone, Experiential K-3 .... 9 credits
Must choose this specialization if pursuing Arizona Department of Education Early Childhood Teacher Certification.

Associate of Arts in Early Childhood (AAEC)

The Associate of Arts in Early Childhood (AAEC) degree offers foundational knowledge and competencies aligned with state and national standards for early childhood educator professional preparation. The AAEC supports students who wish to continue their education toward a Bachelor's degree and who have an interest in teaching in a public school (PreK - 3rd grade) as a state certified and/or endorsed educator.

The AAEC degree is an appropriate option for students pursuing either entry into NPC's BAS in Early Childhood Education or who plan to transfer to another Arizona Department of Education approved Educator Preparation Program.

The AAEC fulfills both the set of lower division general education requirements of the Arizona General Education Curriculum and a portion of Arizona's requirements for teacher certification and endorsement.

Associate of Arts in Early Childhood (AAEC)• 64 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum (AGEC) for the Associate of Arts in Early Childhood degree.

General Education Courses .... 35 credits

Communications .... **6 credits**
ENL 101 College Composition I .... 3 credits
ENL 102 College Composition II .... 3 credits

Mathematics .... **3 credits**
Select one of the following:
MAT 142 College Mathematics with Contemporary Applications .... 3 credits
MAT 152 Advanced Algebra .... 3 credits
Or any mathematics course for which MAT 152 is a prerequisite.

Discipline Studies

Arts and Humanities .... **9 credits**
(Select three courses from at least two disciplines from the list on page 66)

Physical and Biological Science .... **8 credits**
(Select two courses from the list on page 66)

Social and Behavioral Sciences .... **9 credits**
(From the general education course list on page 66, select **three** courses from **at least two disciplines** and that **includes one of the courses below.** One of the three chosen courses must also meet the requirement for Contemporary Global, International, or Historical awareness by choosing any course with an **asterisk** from the list, including HIS105).
POS 110 American Government .... 3 credits
OR
HIS 105 U.S. History to 1877 .... 3 credits

Core Requirements .... 29 credits

ECD 110 Building Relationships with Families .... 1 credit
ECD 128 Culture, Language and Community .... 1 credit
ECD 135 Survey of Child Development .... 3 credits
ECD 141 Healthy and Safe Early Childhood Practices .... 2 credits
ECD 145 Foundations in Early Childhood Education .... 3 credits
ECD 175 Professionalism .... 1 credit
ECD 184 Early Social and Emotional Development .... 2 credits
ECD 186 Effective Interactions for Learning .... 1 credit
ECD 187 Supporting STEM in Early Childhood .... 1 credit
ECD 188 Policies and Procedures in Early Childhood Programs .... 1 credit
ECD 208 Observation and Assessment in Early Childhood .... 1 credit
ECD 217 Early Childhood Language and Literacy .... 1 credit
ECD 222 Introduction to Early Childhood Special Education .... 3 credits
ECD 290 Early Childhood Practicum I .... 1 credit
ECD 297 Capstone in Early Childhood Education .... 1 credit
MAT 161 Algebra-based Mathematics for Elementary Teachers I .... 3 credits
MAT 162 Algebra-based Mathematics for Elementary Teachers II .... 3 credits

Early Childhood Studies (CP, CAS, AAS)

The Associate of Applied Science (AAS) degree offers foundational knowledge and competencies aligned with state and national standards for early childhood educator professional preparation. The AAS degree is designed for individuals who wish to work directly with, or on behalf of, young children in a variety of settings including: Kindergarten through 3rd grade classrooms, preschools, childcare settings, faith-based settings, libraries, parent support or education programs, and many others.

An AAS in Early Childhood Studies may be an appropriate option for individuals pursuing a career in early childhood or a related field, such as social work or child and family studies. The AAS Early Childhood Studies degree does not supply the AGEC requirements for university transfer, but **does** support pursuit of a Bachelor of Applied Science (BAS) degree. See your advisor to design an educational pathway that meets your needs if you wish to pursue a BAS degree at NPC or elsewhere.

ECD – Early Childhood Studies (CP) • 19 credits

ECD 110 Building Relationships with Families .... 1 credit
ECD 128 Culture, Language and Community .... 1 credit
ECD 135 Survey of Child Development .... 3 credits
ECD 141 Healthy and Safe Early Childhood Practices .... 2 credits
ECD 145 Foundations in Early Childhood Education .... 3 credits
ECD 175 Professionalism .... 1 credit
ECD 184 Early Social and Emotional Development .... 2 credits
ECD 186 Effective Interactions for Learning .... 1 credit
ECD 187 Supporting STEM in Early Childhood .... 1 credit
ECD 188 Policies and Procedures in Early Childhood Programs .... 1 credit
ECD 208 Observation and Assessment in Early Childhood .... 1 credit
ECD 217 Early Childhood Language and Literacy .... 1 credits
ECD 290 Early Childhood Practicum I .... 1 credit

ECD – Early Childhood Studies (CAS) • 28 credits

***Complete the ECD – Early Childhood CP .... 19 credits
PLUS***

General Education Courses .... 6 credits

Communications .... 3 credits
ENL 101 College Composition I .... 3 credits
Mathematics .... 3 credits
Select any course under the Mathematics General Education Course Options
(for CAS and AAS Degrees) on page 66

Core Requirements .... 3 credits

Select any course within ECD/CFS/EDU .... 3 credits

ECD – Early Childhood Studies (AAS) • 64 credits

***Complete the ECD – Early Childhood Studies CAS .... 28 credits
PLUS***

General Education Courses .... 16 credits

Communications .... 3 credits
ENL 102 College Composition II .... 3 credits

Discipline Studies .... 13 credits

Arts and Humanities .... 3 credits
Physical and Biological Science .... 4 credits
Social and Behavioral Sciences .... 6 credits

Core Requirements .... 11 credits

ECD 222 Introduction to Early Childhood Special Education .... 3 credits
EDU 223 Classroom Observation Skills .... 1 credit
ECD 297 Early Childhood Education Capstone .... 1 credit
PLUS
Select any courses within ECD/CFS/EDU .... 6 credits

Electives .... 9 credits

Select a minimum of 9 unduplicated non-ECD/CFS/EDU credits at 100 level or above. Students are encouraged to take university transferable General Education courses as described on page 67.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Bachelor's Degree

To be offered pending Higher Learning Commission approval.

Bachelor of Arts, Elementary Education (BAEE)

The Bachelor of Arts in Elementary Education (BAEE) degree provides candidates with specialized, professional preparation leading to a career in teaching kindergarten through eighth grade. The BAEE provides a program that sets the groundwork to enter the education profession as a responsive and student-focused educator. Aligned with national and state professional standards, the BAEE is an Arizona Department of Education (ADE) approved preparation program (pending approval) leading to teacher certification in Elementary Education.

Students who complete all program requirements will be eligible to receive "Institutional Recommendation" (IR) from the college. Graduates then take their IR, along with other required documentation, to ADE to apply for an elementary education teaching certificate. Using an IR to apply for teacher certification streamlines the process by eliminating the need for ADE to conduct a course by course transcript review. The IR provides the graduate with the benefits of faster processing and reduced fees for the teacher certification application.

Admission to the college does not guarantee admission to the BAEE program. The BAEE program requires demonstration of prior college success and the ability to work in the field of teaching. Lower division (100 and 200 level) courses may be taken prior to program admission. Enrollment in BAEE upper division courses (300 and 400 level) requires admission to an educator preparation Bachelor's degree program.

Requirements

To be considered for admission, students must meet the following criteria:

- An earned Associate Degree or higher from an accredited institution.
- Demonstration of meeting foundational knowledge in Elementary Education (e.g., an earned AAEE degree).
- An overall GPA of 2.0 or above on a 4.0 scale.
- A current Identity Verified Prints (IVP) card with Level 1 clearance.

Selection Criteria:

Students who graduate with an NPC AAEE degree are automatically accepted into the BAEE program provided they maintain continuous enrollment upon graduation. For admission, continuously enrolled graduates must meet with the Educator Preparation Program advising team to update their degree intent within one semester of graduation. Students who have an earned degree in another major, or who have not maintained continuous enrollment must apply for admission into the BAEE program. Go to *www.npc.edu/baee-apply* to complete the application.

Priority admission will be given in the following order:

1. NPC graduates with an earned AAEE.
2. NPC graduates with an earned Associate Degree in any education program.
3. Graduates with an Associate Degree in Elementary Education from another accredited institution.
4. Graduates with an Associate or Bachelor's Degree in any field.

Bachelor of Arts in Elementary Education (BAEE) • 120 credits

Complete the AAEE in Elementary Education (60 course credits) and the following courses not taken as part of your Associate Degree:

Core Requirements .... 45 credits

EDP 301 Foundations in Reading	3 credits
EDP 302 Curricular Approaches to Education and Learning	3 credits
EDP 322 Instructional Effectiveness for Children with Exceptionalities	3 credits
EDP 375 Education Policies, Partnerships, and Ethics	3 credits
EDP 400 Introduction to Educational Research	3 credits
EDP 401 Essentials of Reading Instruction and Intervention	3 credits
EDP 402 Psychology of Learning	3 credits
EDP 408 Evaluating Learning Across the Curriculum	3 credits
EDU 250 Critical and Evaluative Reading for Educators	3 credits
EDU 280 Introduction to Structured English Immersion Augmented	3 credits
EDU 291 Children's Literature *OR* ENL 291 Children's Literature	3 credits
EDU 307 Writing and the Arts	3 credits
EDU 328 Social Studies Education	3 credits
EDU 387 Methods of Science and Inquiry	3 credits
MTE 301 Methods and Mathematical Practices for K-8 Teaching	3 credits

Discipline Studies .... 1 credit

POS 221 Arizona Constitution and Government	1 credit

Field-Based Teaching Requirements .... 14 credits

PRACTICUM

EDU 390 Elementary Practicum I	1 credit
Take concurrently with EDP 322	
EDU 391 Elementary Practicum II	2 credits
Take concurrently with EDP 301 and EDP 401	
EDU 392 Elementary Practicum III	2 credits
Take concurrently with EDU 387 and MTE 301	

STUDENT TEACHING

EDU 490 Elementary Education Capstone	9 credits

Transfer Degree

Associate of Arts in Elementary Education (AAEE)

If you have a talent for teaching and you want to make a difference in the lives of youth, the Associate of Arts in Elementary Education (AAEE) provides you with the foundational skills to enter the teaching profession. The AAEE includes general education courses relevant to Arizona Department of Education (ADE) teacher certification requirements and prepares graduates to continue on to a teacher preparation Bachelor's degree. The AAEE also prepares students to meet the requirements needed to be a paraprofessional or instructional assistant.

NPC Requirements

- The Associate of Arts in Elementary Education degree requires a minimum of 60 hours of course credits with a "C" or better in all courses and a minimum cumulative grade-point average of 2.0 on a 4.0 scale.

- Some courses have placement requirements or prerequisites that may result in coursework beyond 60 credits. These courses, too, require a grade of "C" or better. For information about prerequisites, see the Educator Preparation Program's advisor.

- In most general education courses, special emphasis is placed on developing written communication skills with intensive writing requirements.

- Students in this program are required to complete practicum hours in a variety of school settings.

- Prior to enrolling in EDU courses, you must provide proof of a current IVP card with Level 1 clearance. If you need assistance accessing fingerprint clearance, or you do not have access to a school site, contact the Educator Preparation Programs Department before registering for classes.

Associate of Arts in Elementary Education (AAEE) • 60 credits

Completion of the 35 general education course credits fulfills requirements for the Arizona General Education Curriculum within the Associate of Arts in Elementary Education degree.

General Education Courses .... 9 credits

Communications .... **6 credits**
ENL 101 College Composition I .... 3 credits
ENL 102 College Composition II .... 3 credits

Mathematics .... **3 credits**
MAT 142 College Mathematics with Contemporary Applications .... 3 credits
Or any math that meets the Arizona General Education Curriculum requirements.

Discipline Studies .... 26 credits

Arts and Humanities .... **9 credits**
(Select three courses from at least two disciplines from the list on page 66)

Physical and Biological Science .... **8 credits**
(Select two courses from the list on page 66)

Social and Behavioral Sciences .... **9 credits**
(From the general education course list on page 66, select three courses from at least two disciplines and that includes one of the courses below. One of the three courses must also meet the requirement for contemporary Global, International, or Historical awareness by choosing any course with an asterisk from the list, including HIS105)
HIS 105 U.S. History to 1877
   OR POS 110 American Government .... 3 credits

Core Requirements .... 25 credits

ECD 135 Survey of Child Development .... 3 credits
EDU 200 Introduction to Education .... 3 credits
EDU 220 Diversity in Education .... 3 credits
EDU 222 Introduction to Special Education .... 3 credits
EDU 223 Classroom Observation Skills .... 1 credit
EDU 276 Managing the Learning Environment .... 3 credits
EDU 286 Educational Technology .... 3 credits
MAT 161 Algebra-based Mathematics for Elementary Teachers I .... 3 credits
MAT 162 Algebra-based Mathematics for Elementary Teachers II .... 3 credits

Education Studies (EDU)

Education Professions

Why Education Professions?

The Certificate of Proficiency in Education Professions prepares students with the basic skills to work as a paraprofessional or assistant teacher in a school setting. Paraprofessionals are integral to helping teachers carry out their duties in the classroom by supervising students, reinforcing lessons, and providing one-on-one student support. The Education Professions Certificate of Proficiency also provides students an introduction to the teaching profession. Students interested in pursuing a career in elementary, secondary, or special education may choose to continue onto the AAEE.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, the estimated job growth of teacher's assistants through 2026, is projected to grow by 8% nationally.

Education Professions (CP) • 16 credits

ECD 135 Survey of Child Development .... 3 credits
EDU 200 Introduction to Education .... 3 credits
EDU 220 Diversity in Education... 3 credits
EDU 222 Introduction to Special Education.. 3 credits
EDU 223 Classroom Observation Skills...1 credit
EDU 276 Managing the Learning Environment..................................... 3 credits

Emergency Medical Technology

See Paramedicine on page 114

Energy and Industrial Technician (EIT)

NPC's Energy and Industrial Technician (EIT) program prepares students to be technicians, operators and maintenance workers capable of understanding the entire industrial system within which they work. Core courses cover a range of complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems in an ever changing industrial or energy production environment.

Upon successful completion of the Energy and Industrial Technician program, graduates will have entry-level career choices in a variety of the following areas:

- Gas, Coal, Nuclear or Solar Energy Generation
- Standby Power
- Geothermal or Hydroelectric
- Petrochemical
- Methane/Landfill Gas Generation
- Power Distribution and Dispatch
- Water Treatment
- Equipment Repair and Installation
- Testing and Inspection
- Assembly and Production

NPC offers eight areas of specialization within the EIT program:

- The Electrical specialization prepares you to be a certified industrial electrician, focusing on alternating current, motors, lighting, circuit breakers, grounding, various types of control systems, basic electronic theory and distribution systems.

- Electrical and Instrumentation specialization covers the principles and applications of a certified electrical and instrumentation technician whose job is to service and maintain electrical-related equipment, including high voltage systems, adjust and calibrate pressure, temperature, level, flow and control measuring and recording devices used in computer-integrated manufacturing.

- Industrial Electrical, Motors and PLC's specialization covers the principles and applications of industrial electrical systems, programmable logic controllers (PCL), robotics, motion control, process controls and instrumentation involved in maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.

- Industrial Mechanics and Fluid Power specialization covers the principles and applications of mechanical drives, rotating electrical motors and fluid power, hydraulic components including maintaining, troubleshooting and looking at predictive and preventative maintenance used in computer-integrated manufacturing.

- The Industrial Plant Operations specialization prepares you

to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment and air and water pollution control.

- The Instrumentation specialization prepares you to be a certified instrumentation technician, focusing on instrumentation, hand and power tools, fasteners, actuators and positioners, relays and timers, digital logic circuits, programmable logic controllers and distributed control systems.

- The Mechanical Maintenance specialization prepares you to be a certified industrial maintenance mechanic, focusing on oxyfuel cutting, pumps, valves, rigging, hydrostatic and pneumatic testing, high-pressure steam systems, laser alignment, repairing gearboxes and conveyors.

- The Operations and Maintenance specialization prepares you to be a certified operator and mechanical mechanic, focusing on electric generation and distribution, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. The program also covers basic mechanical maintenance, including hydrostatic and pneumatic testing, low- and high-pressure steam systems and heat exchangers.

Hybrid Classes

Many of the courses required for an EIT associate degree or certificates are offered as "hybrid" courses, with instruction offered via the internet, combined with hands-on laboratory components.

Program Locations

Hands-on laboratories are offered at the Skills Center on the Holbrook – Painted Desert Campus and at the Coronado Generating Station outside of St. Johns. Labs at additional locations may be available. Check the current semester's class schedule for availability, or contact the program coordinator.

Work Environment

Industrial plant workers of all types may work indoors and outdoors, possibly in adverse weather conditions. They may have to work in confined spaces, or high places, may do rounds and check equipment. Their environment may be noisy and workers must follow safety precautions and use protective equipment. Most workers are employed full-time, and many work rotating shifts, which can be tiring.

For more information about this program, please contact the program coordinator, Kevin Westfall, (800) 266-7845, ext. 7455 or an NPC Academic Advisor.

Areas of Specialization • CP & CAS Options

Electrical (CP) • 24 credits

EIT 151 Electrical Level I .... 6 credits
EIT 152 Electrical Level II .... 6 credits
EIT 153 Electrical Level III .... 6 credits
EIT 154 Electrical Level IV .... 6 credits

Electrical and Instrumentation (CP) • 24 credits

EIT 242 Industrial Maintenance Electrical
  and Instrumentation Technician Level I .... 6 credits
EIT 243 Industrial Maintenance Electrical
  and Instrumentation Technician Level II .... 6 credits
EIT 244 Industrial Maintenance Electrical
  and Instrumentation Technician Level III .... 6 credits
EIT 245 Industrial Maintenance Electrical
  and Instrumentation Technician Level IV .... 6 credits

Industrial Electrical, Motors and PLC's (CP) • 24 credits

EIT 130 Industrial Electrical Systems .... 4 credits
EIT 140 Introduction to Programmable Logic Controllers .... 4 credits
EIT 160 Rotating Electrical Machines .... 4 credits
EIT 200 Robotics and Motion Control .... 4 credits
EIT 205 Process Control and Instrumentation .... 4 credits
EIT 220 Advanced Programmable Logic Controllers .... 4 credits

Industrial Mechanics and Fluid Power (CP) • 28 credits

EIT 100 Introduction to Advanced Manufacturing .... 4 credits
EIT 120 Industrial Mechanics I .... 6 credits
EIT 150 Industrial Mechanics II .... 6 credits
EIT 160 Rotating Electrical Machines .... 4 credits
EIT 235 Integrated Manufacturing Systems .... 4 credits
EIT 241 Hydraulic Troubleshooting .... 4 credits

Industrial Plant Operations (CP)• 24 credits

EIT 208 Energy Generation and Distribution I .... 6 credits
EIT 211 Energy Generation and Distribution II .... 6 credits
EIT 212 Energy Generation and Distribution III .... 6 credits
EIT 213 Energy Generation and Distribution IV .... 6 credits

Instrumentation (CP) • 24 credits

EIT 155 Instrumentation Level I... 6 credits
EIT 156 Instrumentation Level II.. 6 credits
EIT 157 Instrumentation Level III... 6 credits
EIT 158 Instrumentation Level IV... 6 credits

Mechanical Maintenance (CP) • 24 credits

EIT 230 Mechanical Maintenance I... 6 credits
EIT 231 Mechanical Maintenance II.. 6 credits
EIT 232 Mechanical Maintenance III... 6 credits
EIT 233 Mechanical Maintenance IV... 6 credits

Operations/Maintenance (CP) • 28 credits

EIT 201 Introduction to an Industrial Environment......................... 4 credits
EIT 208 Energy Generation and Distribution I................................ 6 credits
EIT 211 Energy Generation and Distribution II............................... 6 credits
EIT 230 Mechanical Maintenance I.. 6 credits
EIT 231 Mechanical Maintenance II... 6 credits

Certificate of Applied Science (CAS) • 30-34 credits

Complete the **CP** in your area of specialization

Electrical CP...24 credits
Electrical and Instrumentation (CP).......................................24 credits
Industrial Electrical, Motors and PLC's CP ....24 credits
Industrial Mechanics and Fluid Power CP ....28 credits
Industrial Plant Operations (CP) ....24 credits
Instrumentation (CP)..24 credits
Mechanical Maintenance (CP)...24 credits
Operations/Maintenance (CP) ....28 credits

General Education Courses .... 6 credits

Communications ....3 credits
ENL 101 College Composition I.. 3 credits

Mathematics..3 credits
Select any **Mathematics** General Education Course Options (for CAS and AAS degrees) on page 66 ***EXCEPT*** for MAT 103 or BUS 133.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Section IV Programs

AAS Degree Requirements

Job Outlook

Job prospects will be good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, and the need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for industrial machinery mechanics, machinery maintenance workers and millwrights, growing an average of seven percent annually through 2026, creating over 32,000 new jobs.

Students completing NPC's EIT program will have the broad range of skills to adapt as technology is constantly growing and changing very quickly within the manufacturing, distribution and energy production sectors.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Energy & Industrial Technician (AAS) • 64 credits

Complete the CAS in your area of specialization...**30-34 credits**
    Electrical CAS .... 30 credits
    Electrical and Instrumentation CAS .... 30 credits
    Industrial Electrical, Motors and PLC's CAS .... 30 credits
    Industrial Mechanics and Fluid Power CAS .... 34 credits
    Industrial Plant Operations CAS .... 30 credits
    Instrumentation CAS.. 30 credits
    Mechanical Maintenance CAS.. 30 credits
    Operations/Maintenance CAS.. 34 credits
PLUS

General Education Courses ....6 credits
Communications ....**3 credits**
    Select any course under **Communications** General Education Course Options (for AAS degrees) on page 66.

Computer Science...**3 credits**
    CIS 105 Computer Applications and Information Technology .... 3 credits

Discipline Studies (per list on page 66) ....7 credits
    Select one course from the **Arts and Humanities** or
        Social and Behavioral Science list .... 3 credits
    Select one course from the **Physical and Biological Sciences** list .... 4 credits

Additional Requirements..15 credits
    BUS 103 Success on Your Job.. 2 credits
    BUS 105 Techniques of Supervision .... 3 credits
    BUS 144 Professional Office Skills .... 3 credits
    BUS 231 Microsoft Office Level 1.. 3 credits
    Any unduplicated EIT courses at 100 or higher level............................. 4 credits

Electives ....2-6 credits
    Select 2 or 6 credits (depending on selected area of specialization) from any unduplicated 100 or higher level courses.

**www.npc.edu/energy-industrial-technician**.

Section IV
Programs

Film and Digital Video (FDV)

Degree and Certificate Options

The Northland Pioneer College Film and Digital Video program trains students for a career in motion pictures. Foundational courses in the history and theory of film, as well as film aesthetics, pave the way for hands-on courses in the art and craft of several fields of video production, including lighting, cinematography, sound, screenwriting and editing. Students work with the latest digital tools to produce their own video work in the AAS degree, which acts as a résumé or "short reel" for entry into the professional world of film/video. Students enrolled in NPC's program will work with Adobe Premiere Pro, an industry standard software.

Students can also earn a Certificate of Proficiency (CP) in Visual Communications, learning skills used in video production, but also in the commercial graphics and printing industries.

Dual Credit Options

Students enrolled in NAVIT and several local high schools may be eligible for dual enrollment credit while pursuing a Film and Digital Video degree at NPC.

This allows students to remain in the area and gain valuable experience in the field before possibly pursuing an advanced degree.

Where are the Jobs?

You don't have to move to Hollywood to be successful in the film industry. Today, a feature film can be made anywhere with the relatively low cost of technology. As the equipment gets smaller and less expensive, there's more opportunity to create high quality videos for a local band, business, wedding or event.

Most film and digital video graduates will begin as an assistant for an editor, director, producer or camera person.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Visual Communications Fundamentals (CP) • 12 credits

The Visual Communications Fundamentals CP is currently only available as a dual enrollment option at participating area high schools.

FDV 115 Introduction to Graphic Communication Technology .... 3 credits
FDV 116 Computer Photographic Imaging .... 3 credits
FDV 118 Two-Dimensional Computer Design .... 3 credits
FDV 119 Page Layout and Design .... 3 credits

Film and Digital Video Certificate of Proficiency (CP) • 24 credits

FDV 130 *or* SPT 230 Video Production .... 3 credits
FDV 140 *or* SPT 240 Video Editing .... 3 credits
FDV 150 *or* SPT 150 Introduction to Film .... 3 credits
FDV 160 Digital Audio for Film/TV .... 3 credits
FDV 210 or ENL 210 Screenplay Writing .... 3 credits
FDV 220 Film Aesthetics .... 3 credits
FDV 260 Digital Video Production Projects .... 3 credits
FDV 270 Digital Video Post-Production Projects .... 3 credits

Certificate of Applied Science (CAS) • 30 credits

Complete the Film and Digital Video CP .... *24 credits*
PLUS
Communications .... *3 credits*
ENL 101 College Composition I .... 3 credits
Mathematics .... *3 credits*
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

Complete the Film and Digital Video CAS .... *30 credits*
PLUS

General Education Courses .... 3 credits
Communications .... *3 credits*
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies .... 7 credits
(Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.)

Unrestricted Electives .... 24 credits
Choose from any unduplicated courses at the 100-level or above.

Fire Science (FRS)

Certificate Options – CP & CAS

Northland Pioneer College's Fire Science program is designed to:

1. Prepare students for a career in Fire Science or a related field;

2. Provide students with a better understanding of fire and related hazards and challenges faced in providing public safety services, and

3. Provide training to professional fire service personnel in order that they may perform their duties in the safest, most efficient means possible.

The curriculum is designed after the U.S. Fire Administration's National Fire Academy (NFA) Fire and Emergency Services Higher Education (FESHE) model in order to provide consistent training as offered in participating colleges around the United States.

Degree Requirements

The Fire Science Certificate of Proficiency (CP) program prepares you for service as a firefighter in rural settings. These certificates emphasize professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals serving in the profession as firefighters and as a preparatory program for those seeking a career in firefighting.

Live-train at the Northeast Arizona Training Center (NATC) in Taylor, an "all-risk" facility complete with burn tower, flash chamber and 10-acre defensive driving track.

FRS Firefighter (CP) • 17 credits

FRS 103 Firefighter I .... 6 credits
FRS 105 Firefighter II .... 4 credits
FRS 110 Hazardous Materials for First Responder .... 2 credits
FRS 126 Rope Rescue I .... 1 credit
FRS 127 Rope Rescue II .... 1 credit
FRS 128 Rope Rescue III .... 1 credit
FRS 150 Wildland Firefighter .... 2 credits

FRS Driver/Operator (CP) • 23 credits

Complete the Firefighter Certificate of Proficiency (CP) .... **17 credits**
FRS 135 Fire Protection Hydraulics and Water Supply .... 3 credits
FRS 137 Strategies and Tactics .... 3 credits

FRS Leadership (CP) • 23 credits

Complete the Firefighter Certificate of Proficiency (CP) .... **17 credits**
FRS 101 Principles of Fire and Emergency Services Administration .... 3 credits
FRS 138 Legal Aspects of Emergency Services .... 3 credits

Fire Science (CAS) • 34 credits

FRS 103 Firefighter I .... 6 credits
FRS 105 Firefighter II .... 4 credits
FRS 200 Fire Behavior and Combustion .... 3 credits
FRS 201 Fire Protection Systems .... 3 credits
FRS 202 Principles of Emergency Services .... 3 credits
FRS 203 Fire Prevention .... 3 credits
FRS 207 Building Construction for Fire Prevention .... 3 credits
FRS 208 Principles of Fire and Emergency Services
    Safety and Survival .... 3 credits

PLUS

Communications .... ***3 credits***
ENL 101 College Composition I .... 3 credits

Mathematics .... ***3 credits***
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) Degree

First Responders

Not only is fighting fires dangerous and complex, as a firefighter you are frequently the first emergency personnel at the scene of a traffic accident or medical emergency and may be called upon to treat injuries or perform other vital functions. In addition, some firefighters work in hazardous materials units that are specially trained for the control, prevention and cleanup of dangerous substances.

Through cooperation with local fire departments, you'll train to deal with these and other fire situations, as well as the use of specialized emergency equipment.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment of firefighters is projected to grow 5 percent through 2024. Physically fit applicants with high test scores and paramedic training will have the best job prospects.

Fire Science (AAS) • 64 credits

Complete the Fire Science CAS... *34 credits*

General Education Courses .... 3 credits

Communications .... *3 credits*
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies .... 9 credits

Arts and Humanities.. *3 credits*
Select one course from the Arts and Humanities list on page 66

Social and Behavioral Sciences .... *6 credits*
PSY 101 Introduction to Psychology .... 3 credits
and any non-PSY course from the **Social and Behavioral Sciences** list on page 66.

PLUS

Core Requirements .... 9 credits

Complete a minimum of 9 credit hours from the following:
FRS 101 Principles of Fire and Emergency Services Administration .... 3 credits
FRS 110 Hazardous Materials for First Responder .... 2 credits
FRS 126 Rope Rescue I... 1 credit
FRS 127 Rope Rescue II.. 1 credit
FRS 128 Rope Rescue III .... 1 credit
FRS 132 Fire Investigation I... 3 credits
FRS 135 Fire Protection Hydraulics and Water Supply......................... 3 credits
FRS 137 Strategies and Tactics .... 3 credits
FRS 138 Legal Aspects of Emergency Services .... 3 credits
FRS 139 Confined Space Operations... 3 credits
FRS 141 Fire Service Communication .... 3 credits
FRS 150 Wildland Firefighter .... 2 credits

Unrestricted Electives... 9 credits

Any underlined courses at the 100 or higher level.

(CP) Certificate of Proficiency • (CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Section IV
Programs

Health & Physical Education (HPE)

Certificate of Proficiency (CP) Certificate of Applied Science (CAS) Associate of Applied Science (AAS) Degree

Northland Pioneer College's Physical Health & Performance program is designed to:

1. Provide students with a better understanding of sports medicine and personal training and rehabilitation;

2. Prepare students for a career as a physical therapy, occupational therapy, or chiropractor aide; and

3. Prepare students to transfer for advanced education as a healthcare professional

The Physical Health & Performance program prepares students for employment in the area of health and fitness. This program also provides students with opportunities for continuing education and professional growth. Students wishing to transfer to four-year institutions will have the academic foundation applicable to various career fields across the healthcare industry.

Certificate & Degree Options

The Personal Training and Rehabilitation CP prepares students for the Certified Personal Trainer exam. Both the Sports Medicine and the Personal Training and Rehabilitation CPs prepare students to work as an aide for a physical therapist, occupational therapist, or chiropractor. Courses in the CAS and AAS in Physical Health & Performance are designed for university transfer as a first step toward several different medical programs including Bachelor's degrees in pre-medicine, pre-dentistry, pre-physical therapy, pre-pharmacy and more.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Sports Medicine (CP) • 24 credits

HES 145 Nutrition .... 3 credits
HPE 104 Personal Health .... 3 credits
HPE 112 Introduction to Sports Medicine......................... 3 credits
HPE 116 Introduction to Exercise Science and Physical Education .... 3 credits
HPE 120 Sports Performance Training .... 3 credits
HPE 131 Sports Psychology .... 3 credits
HPE 140 Contemporary Sports Management....................... 3 credits
HPE 157 Kinetic Anatomy .... 3 credits

Personal Training & Rehabilitation (CP) • 24 credits

HPE 113 Foundations of Strength and Conditioning .... 3 credits
HPE 146 Personal Training .... 3 credits
HPE 162 Exercise Physiology .... 4 credits
HPE 178 Professional Activities in Weight Training............. 2 credits
HPE 179 Professional Activities in Aerobic Training............ 2 credits
HPE 181 Fitness and Performance ....1 credit
HPE 200 Rehabilitative Techniques .... 3 credits
HPE 210 Prevention and Care of Athletic Injuries............... 3 credits
HPE 250 Physical Therapy Technician .... 3 credits

Physical Health & Performance (CAS) • 38 credits

Complete one of the Certificates of Proficiency (CP) listed above .... **24 credits**
PLUS
Communications .... **3 credits**
ENL 101 College Composition I .... 3 credits
Physical and Biological Sciences .... **8 credits**
CHM 151 General Chemistry I .... 4 credits
CHM 152 General Chemistry II .... 4 credits
Mathematics .... **3 credits**
MAT 152 Advanced Algebra... 3 credits
Or any math course for which MAT 152 is a prerequisite.

Physical Health & Performance (AAS) • 64 credits

Complete the Physical Health & Performance CAS.. **38 credits**
General Education Courses .... 3 credits
Communications .... **3 credits**
ENL 102 College Composition II .... 3 credits
Discipline Studies .... 19 credits
Social and Behavioral Sciences .... **3 credits**
PSY 101 Introduction to Psychology.................................. 3 credits
Physical and Biological Sciences .... **16 credits**
BIO 181 General Biology I.. 4 credits
BIO 182 General Biology II .... 4 credits
BIO 201 Human Anatomy and Physiology I......................... 4 credits
BIO 202 Human Anatomy and Physiology II........................ 4 credits
Transfer Electives.. 4 credits
Successful completion of 4 credits of unduplicated university-transferable electives, as described on page 67.

Industrial Technology Trades (ITT)

NPC's Industrial Technology Trades (ITT) program prepares students to be technicians, operators, and maintenance workers capable of understanding the entire industrial system within which they work. Core courses cover a range of complex related mechanical, pneumatic, hydraulic, electrical, thermal and sensory control systems in an ever changing industrial or energy production environment.

Upon successful completion of the Industrial Technology Trades program, graduates will have entry-level career choices in a variety of the following areas:

- Gas, Coal, Nuclear, Solar, or Wind Energy Operations and Maintenance
- Standby Power (Battery Technology)
- Geothermal or Hydroelectric Power Operation and Maintenance
- Methane/Landfill Gas Generation
- HVAC Repair Installation
- Equipment Repair, Installation and Troubleshooting
- Industrial Equipment Testing and Inspection
- Assembly and Production Operation and Maintenance

NPC offers five areas of specialization within the ITT program:

- **Electrical and Instrumentation** specialization covers the principles and applications of a certified electrical and instrumentation technician whose job is to service and maintain electrical-related equipment including high voltage systems, pressure, temperature, level, flow, and measuring and recording devices used in computer-integrated manufacturing.

- **HVAC** specialization prepares students for careers in Heating, Ventilation and Air Conditioning systems installation, troubleshooting and repair. Major topics covered include electrical and mechanical principles, heating and cooling system maintenance, refrigeration systems, heat pumps, hydronic systems and control circuit and motor troubleshooting.

- **Industrial Technology Trades – General** provides a foundation for a career in industry by teaching the foundations of power generation using fossil or alternative sources of energy. Other areas of focus are foundational principles of electrical and instrumentation, mechanical maintenance and heating, ventilation and air conditioning.

- **Power and Alternative Energy** specialization prepares you to be a certified power plant operator focusing on plant safety, minor maintenance, reading diagrams, instrumentation and control measurement, plant boilers, turbines, water treatment, solar and wind generation technician and air and water pollution control.

- **Mechanical Maintenance** specialization prepares students to be certified industrial maintenance mechanics, focusing on oxyfuel cutting, pumps, valves, rigging, hydrostatic and pneumatic testing, high-pressure steam systems, laser alignment, gearboxes, and conveyors.

Program Locations

Hands-on laboratories are offered at the Technology Center on the Show Low White Mountain Campus. Labs at additional locations may be available. Check the current semester's class schedule for availability, or contact the program coordinator.

Work Environment

Industrial plant workers of all types may work indoors and outdoors, possibly in adverse weather conditions. Work conditions include confined spaces and heights. Their environment may be noisy and workers must follow safety precautions and use protective equipment. Most workers are employed full-time, and many work rotating shifts, which can be tiring.

For more information about this program, please contact the program coordinator, Jeffrey LeFevre, (928) 532-6733 or an NPC Academic Advisor.

Areas of Specialization • CP & CAS Options

Electrical and Instrumentation (CP) • 28 credits

ITT 100 Craft Core Skills.. 4 credits
ITT 101 Electrical, Instrumentation
    and Mechanical Fundamentals I................................ 3 credits
ITT 102 Electrical, Instrumentation
    and Mechanical Fundamentals II............................... 3 credits
ITT 113 Electrical and Instrumentation I...................... 3 credits
ITT 114 Electrical and Instrumentation II..................... 3 credits
ITT 215 Electrical and Instrumentation III.................... 3 credits
ITT 216 Electrical and Instrumentation IV.................... 3 credits
ITT 217 Electrical and Instrumentation V .... 3 credits
ITT 218 Electrical and Instrumentation VI.................... 3 credits

HVAC (CP) • 28 credits

ITT 100 Craft Core Skills.. 4 credits
ITT 131 HVAC I... 3 credits
ITT 132 HVAC II.. 3 credits
ITT 133 HVAC III... 3 credits
ITT 134 HVAC IV... 3 credits
ITT 235 HVAC V.. 3 credits
ITT 236 HVAC VI... 3 credits
ITT 237 HVAC VII.. 3 credits
ITT 238 HVAC VIII... 3 credits

Industrial Technology Trades - General (CP) • 24 credits

ITT 100 Craft Core Skills.. 4 credits
ITT 110 Power Industry Fundamentals and Safety........................... 2 credits
ITT 101 Electrical, Instrumentation
    and Mechanical Fundamentals I................................ 3 credits
ITT 102 Electrical, Instrumentation
    and Mechanical Fundamentals II............................... 3 credits
ITT 171 Alternative Energy I.. 3 credits
ITT 172 Alternative Energy II... 3 credits
ITT 131 HVAC I... 3 credits
ITT 132 HVAC II.. 3 credits

Mechanical Maintenance (CP) • 28 credits

ITT 100 Craft Core Skills.. 4 credits
ITT 101 Electrical, Instrumentation
    and Mechanical Fundamentals I................................ 3 credits
ITT 102 Electrical, Instrumentation
    and Mechanical Fundamentals II............................... 3 credits
ITT 153 Mechanical Maintenance I................................ 3 credits
ITT 154 Mechanical Maintenance II............................... 3 credits
ITT 255 Mechanical Maintenance III.............................. 3 credits
ITT 256 Mechanical Maintenance IV.............................. 3 credits
ITT 257 Mechanical Maintenance V .... 3 credits
ITT 258 Mechanical Maintenance VI.............................. 3 credits

Power and Alternative Energy (CP) • 27 credits

ITT 100 Craft Core Skills.. 4 credits
ITT 101 Electrical, Instrumentation
    and Mechanical Fundamentals I................................ 3 credits
ITT 102 Electrical, Instrumentation
    and Mechanical Fundamentals II............................... 3 credits
ITT 110 Power Industry Fundamentals and Safety........................... 2 credits
ITT 171 Alternative Energy I.. 3 credits
ITT 172 Alternative Energy II... 3 credits
ITT 271 Introduction to Solar Photovoltaics .... 3 credits
ITT 281 Wind Turbine Maintenance I........................... 3 credits
ITT 282 Wind Turbine Maintenance II.......................... 3 credits

Certificate of Applied Science (CAS) • 30-34 credits

Complete the **CP** in your area of specialization

Electrical and Instrumentation (CP)................................28 credits
HVAC (CP)...28 credits
Industrial Technology Trades - General (CP)..................24 credits
Mechanical Maintenance (CP)...28 credits
Power and Alternative Energy (CP) ....27 credits

General Education Courses .... 6 credits

Communications ....3 credits
ENL 101 College Composition I.. 3 credits

Mathematics...3 credits
Or any mathematics course for which MAT 109 is a prerequisite. Students must fulfill the prerequisite for CHM 130.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

AAS Degree Requirements

Job Outlook

Job prospects are good, particularly for applicants with a broad range of skills in machine repair as older workers retire or otherwise leave the occupation. Increased automation, including the use of many computer-controlled machines in factories and manufacturing plants, and the need to keep increasingly sophisticated machinery functioning and efficient will continue to create demand for industrial electricians, instrument technicians, machinery operators, machinery mechanics and HVAC technicians.

Students completing NPC's ITT program will have the broad range of skills to adapt as technology is constantly advancing and rapidly changing within the manufacturing, distribution and energy production sectors.

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Industrial Technology Trades (AAS) • 60 credits

Complete the CAS in your area of specialization..30-34 credits
    Electrical and Instrumentation Technician (CAS) .... 34 credits
    HVAC Technician (CAS)... 34 credits
    Industrial Technology Trades - General (CAS)..................................... 30 credits
    Mechanical Maintenance Technician (CAS).. 34 credits
    Power and Alternative Energy Technician (CAS)................................. 33 credits
PLUS

General Education Courses .... 10 credits
Communications .... ***3 credits***
    Select any course under **Communications** General Education Course Options (for AAS degrees) on page 66.
Discipline Studies.. ***7 credits***
    Per the General Education Course Options on page 66
    Select one course from the **Arts and Humanities** or
        Social and Behavioral Science list .... 3 credits
    Physical and Biological Sciences
        CHM 130 Fundamental Chemistry.. 4 credits

Additional Requirements.. 9 credits
    BUS 105 Techniques of Supervision .... 3 credits
    BUS 127 MS Office Level 1 .... 3 credits
    BUS 203 Introduction to Business Communication .... 3 credits

Electives ....7-11 credits
    Select 7 to 11 credits (depending on selected area of specialization) from any unduplicated 100 or higher-level courses.

Medical Assistant (MDA)

Certificate (CP & CAS) & (AAS) Degree Options

The Northland Pioneer College Medical Assistant program trains students for a career providing patient care and physician assistance in medical offices and clinics. Classes include front- and back-office theory and procedures, preparing students for national certification examination. A 160-hour internship is required.

The NPC program meets or exceeds the Arizona State Board of Medical Examiners training requirements. You can be certain you are gaining the necessary knowledge to succeed in this rapidly growing field.

The Northland Pioneer College Phlebotomy Technician Certificate of Proficiency (CP) program prepares students for a career as healthcare professionals responsible for collection of patient specimens. At the end of the CP, students can sit for the NCPT Certification exam.

> Note: The MDA degree and certificate program does NOT lead into the NPC nursing program.

Career Opportunities - Medical Assistants

According to the U.S. Bureau of Labor Statistics, job opportunities for medical assistants who handle both administrative and clinical duties should be excellent through 2032, particularly for those with formal training. The field is expected to grow 14 percent during this period as the health care industry expands due to technological advances combined with the growth and aging of the population

Career Opportunities – Phlebotomist

According to the U.S. Bureau of Labor Statistics, job opportunities for phlebotomists include being employed in a variety of settings, including hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices; the field is expected to grow 8% percent between 2022 and 2032.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.
You can access the current data online at
www.npc.edu/medical-assistant.

Clinical Assistant (CP) • 16 credits

BUS 119 Medical Office Administrative Procedures .... 3 credits
BUS 127 Microsoft Office Level I.. 3 credits
BUS 183 Electronic Medical Records... 3 credits
HES 170 Medical Terminology for Clinical Health Professionals...... 3 credits
HES 190 Human Body in Health and Disease................................... 4 credits

Phlebotomy Technician (CP) • 16 credits

*direct pathways to Phlebotomy certification

BUS 183 Electronic Medical Records... 3 credits
HES 102 Health Career Occupations .... 3 credits
HES 109 Phlebotomy .... 4 credits
HES 120 Law and Ethics of the Health Care Professional .... 3 credits
HES 170 Medical Terminology for Clinical Health Professionals...... 3 credits

Medical Assistant (CAS) • 52 credits

Complete the Clinical Assistant CP ....16 credits
HES 102 Health Career Occupations .... 3 credits
HES 109 Phlebotomy .... 4 credits
HES 120 Law and Ethics of the Health Care Professional .... 3 credits
HES 145 Nutrition... 3 credits
HES 180 Basic Pharmacology.. 3 credits
MDA 124 Clinical Procedures I .... 5 credits
MDA 125 Clinical Procedures II .... 5 credits
MDA 126 Medical Assistant Externship .... 4 credits
PLUS

General Education Courses .... 6 credits

Communications ....3 credits
ENL 101 College Composition I.. 3 credits
Mathematics..3 credits
HES 101 Basic Technical Mathematics
OR MAT 109 or higher .... 3 credits

Associate of Applied Science (AAS) • 62 credits

Complete the Medical Assistant CAS............................52 credits

General Education Courses .... 10 credits

Communications ....3 credits
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66 ***EXCEPT*** for SPT 110 and SPT 120.

Discipline Studies (Per the lists on page 66)**.................7 credits**
One course from the **Physical and Biological Sciences** list... 4 credits
One course from either the **Arts and Humanities** or
Social and Behavioral Sciences lists .... 3 credits

Nursing (NUR)

Program Overview

NPC Nursing Options include:

- LNA to RN Pathway Multiple Exit Program
- LPN to RN Pathway
- Paramedic to RN Pathway

The nursing pathways prepare students to make application to take the National Council Licensing Examination for practical nurse (NCLEX-PN) and/or registered nursing (NCLEX-RN). Successful completion of the licensing exam qualifies students for entry-level positions in providing direct patient care. Admission to or graduation from the NPC Nursing program at any level does not guarantee licensure by the Arizona State Board of Nursing.

When the graduate becomes a registered nurse, he or she can apply to Northern Arizona University, Arizona State University or other universities or colleges to complete the upper division courses in nursing that apply to a BSN. Concurrent enrollment options are also available. Check with your NPC or university academic advisor or visit *www.npc.edu/registered-nursing-rn.*

Requirements:

Note: Admission to the college does not guarantee admission to the Nursing Program.

Graduates must satisfy the licensing requirements of the Arizona State Board of Nursing independently of any college requirements per the Arizona Nurse Practice Act. Under Arizona Law, an applicant could be denied licensure as a registered or practical nurse if convicted of a felony or addicted to habit-forming drugs, or if the applicant in any other way fails to meet qualifications required by law.

- Applicants to the LNA to RN nursing pathway must hold a current Arizona Licensed Nursing Assistant (LNA) license in good standing.
- Applicants to the LPN to RN pathway must hold a valid Arizona Licensed Practical Nurse (LPN) license that is active and in good standing.
- Applicants to the Paramedic to RN pathway must be an active certified paramedic with a minimum of one year experience as a paramedic.

Emphasis:

NPC's Multiple Exit Program, approved by the Arizona State Board of Nursing, is offered on the Show Low – White Mountain and Winslow – Little Colorado campuses. Many of the required courses for admission and general education courses are available at other NPC locations.

LNA to RN

The LNA to RN pathway of 72 credit hours includes a minimum of three semesters of prerequisites followed by two academic years dedicated to the study of nursing. After completion of the first year and the addition of the Practical Nurse Completion course, the student nurse can receive a Certificate of Applied Science in Practical Nursing and apply to write the NCLEX-PN. The student nurse may then exit the program or continue on to earn the Associate of Applied Science Degree, and be qualified to take the NCLEX-RN exam.

LPN to RN

For the student who is a Licensed Practical Nurse (LPN), who wishes to enter the pathway to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite requirements and admission standards are identical to the Multiple Exit LNA to RN pathway, with the exception of the LNA licensure. The student should meet with an NPC academic advisor and provide evidence of current Arizona Licensed Practical Nurse licensure that is active and in good standing. Decisions regarding acceptance are determined by the Nursing Admission Committee. Additional fees may apply for assessed credit by evaluation. Evaluation and approval of assessed credit does not guarantee admission to the Nursing program.

Students apply in the fall and complete the LPN to RN transition course in the spring semester. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

Paramedic to RN

For the student who is currently a certified paramedic and wishes to enter the pathway to acquire the Associate of Applied Science in Nursing Degree and become a Registered Nurse (RN), the prerequisite course requirements and admission standards are identical to the Multiple Exit LNA to RN pathway, with the exception of the LNA licensure. Prerequisites must be completed by July 1 prior to enrolling in the third semester NUR 221 nursing course.

Nursing (NUR)

Paramedic to RN Continued

The student should meet with an NPC academic advisor and provide evidence of certification. Decisions regarding acceptance are determined by the Nursing Admission Committee. Additional fees may apply for assessed credit by evaluation. Evaluation and approval of assessed credit does not guarantee admission to the Nursing program. The student is eligible to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN) when program requirements are successfully completed.

Student Nurse Guidelines

Patient safety dictates that specific Nursing Program student guidelines apply to this program that are more stringent than the general college student policies. A copy of the Nursing Program Student Handbook is issued to students admitted to the program. In case of state-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Admission to the NPC Nursing Program

- Students must be admitted to the Nursing Program in order to enroll in nursing courses. (Admission information is available in the academic advising and the nursing program areas.)
- Completed nursing application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.
- All prerequisite courses must be completed prior to July 1 for admission to the program.

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee. Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites by July 1.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.
- College credits over eight years old may be accepted with

appropriate documentation and approval.

- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

Why choose NPC's Nursing Program?

The NPC program provides you with a quality nursing education at a cost far below comparable nursing programs in the state of Arizona. Our holistically oriented faculty members are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

Prerequisite Courses Required Before Nursing Program Admission

Before the student will be considered eligible to enter the Nursing Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative GPA of "B" (3.0 on a 4.0 scale) is recommended.

BIO 181 General Biology I	4 credits
BIO 201 Human Anatomy and Physiology I	4 credits
BIO 202 Human Anatomy and Physiology II	4 credits
BIO 205 Microbiology	4 credits
CHM 130 Fundamental Chemistry	4 credits
ENL 101 College Composition I	3 credits

Practical Nursing (CAS) • 51 credits

Complete these General Education courses

BIO 181 General Biology I	4 credits
BIO 201 Human Anatomy and Physiology I	4 credits
BIO 202 Human Anatomy and Physiology II	4 credits
BIO 205 Microbiology	4 credits
CHM 130 Fundamental Chemistry	4 credits
ENL 101 College Composition I	3 credits
ENL 102 College Composition II	3 credits
PSY 240 Developmental Psychology	3 credits

AND** these Core Requirements:* ....22 credits***

NUR 117 Pharmacology I	2 credits
NUR 118 Pharmacology II	2 credits
NUR 121 Nursing I	8 credits
NUR 122 Nursing II	8 credits
NUR 125 Practical Nurse Completion	2 credits

Nursing (NUR)

Registered Nursing (RN) AAS General Education Requirements • 32 credits

Communications .... *6 credits*
    ENL 101 College Composition I................................... 3 credits
    ENL 102 College Composition II.................................. 3 credits

Mathematics
    Next Gen. ACCUPLACER QAS score of 250+; Classic ACCUPLACER Elem. Algebra score of 57+; ASSET Elem. Algebra score 41+; COMPASS Algebra score 46+; or ACT Math score of 21; OR completion of MAT 142 or higher with a "C" or better within one year prior to application to the nursing program.

Arts and Humanities
    No requirements

Physical and Biological Sciences .... *20 credits*
    BIO 181 General Biology I.. 4 credits
    BIO 201 Human Anatomy and Physiology I .... 4 credits
    BIO 202 Human Anatomy and Physiology II .... 4 credits
    BIO 205 Microbiology.. 4 credits
    CHM 130 Fundamental Chemistry .... 4 credits

Social and Behavioral Sciences .... *6 credits*
    PSY 240 Developmental Psychology .... 3 credits

PLUS *one of the following:*
    ANT 102 Cultural Anthropology................................... 3 credits
    SOC 101 Introduction to Sociology.............................. 3 credits

LNA to RN (AAS) • 72 credits

Must have current Arizona LNA license in good standing.

Complete the RN (AAS)
    General Education Requirements .... *32 credits*

PLUS*, these Core Requirements* .... *40 credits*
    NUR 117 Pharmacology I.. 2 credits
    NUR 118 Pharmacology II... 2 credits
    NUR 121 Nursing I... 8 credits
    NUR 122 Nursing II.. 8 credits
    NUR 125 Practical Nurse Completion .... 2 credits
    NUR 219 NCLEX Review Seminar.................................. 2 credits
    NUR 221 Nursing III... 8 credits
    NUR 222 Nursing IV... 8 credits

LPN to RN (AAS) • 57 credits

Must have current Arizona Licensed Practical Nurse (LPN) license, active and in good standing

Complete the RN (AAS)
    General Education Requirements .... *32 credits*

PLUS*, these Core Requirements* .... *25 credits*
    NUR 116 LPN to RN Transition.................................... 3 credits
    NUR 117 Pharmacology I.. 2 credits
    NUR 118 Pharmacology II... 2 credits
    NUR 219 NCLEX Review Seminar.................................. 2 credits
    NUR 221 Nursing III... 8 credits
    NUR 222 Nursing IV... 8 credits

Paramedic to RN (AAS) • 65 credits

Must have current state Paramedic certification, active practice as a paramedic, minimum of one year of experience as a paramedic.

Complete the RN (AAS)
    General Education Requirements .... *32 credits*

PLUS*, these Core Requirements* .... *33 credits*
    NUR 123 Paramedic to Nurse Bridge Course................ 11 credits
    NUR 117 Pharmacology I.. 2 credits
    NUR 118 Pharmacology II... 2 credits
    NUR 219 NCLEX Review Seminar.................................. 2 credits
    NUR 221 Nursing III... 8 credits
    NUR 222 Nursing IV... 8 credits

Career Opportunities

According to the US Bureau of Labor Statistics, employment of Registered Nurses is projected to grow 6% between 2022 and 2032. Job opportunities for Registered Nurses are expected to be good. However, the supply of new nurses entering the labor market has increased in recent years. This increase has resulted in competition for jobs in some areas of the country. Generally, Registered Nurses with a Bachelor of Science degree in nursing (BSN) will have better job prospects than those without it. Employers also may prefer candidates who have some related work experience.

Job opportunities should be good because of the need to replace workers who retire over the coming decade and because of the growing number of people with access to healthcare services.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Licensed Practical Nursing (CAS) Program online at ***www.npc.edu/practical-nursing-lpn***.

Nursing Assistant (NAT)

Certificate of Proficiency (CP)

The Nursing Assistant Certificate of Proficiency (CP) is designed to provide a curriculum to improve student knowledge about the healthcare field. Successful completion includes the required course content and hours specified by the Arizona Nurse Practice Act making a student eligible to take the Arizona state test to become a Certified Nursing Assistant (CNA) or Licensed Nursing Assistant (LNA).

This certification not only establishes direct-to-work credentials, it is a foundation for students interested in pursuing other allied health careers. Licensed Nursing Assistant (LNA) is a mandatory requirement for entering the NPC Nursing Program.

To qualify for NAT 101, students must provide a DPS Fingerprint Clearance Card prior to enrollment. Upon completion of NAT 101, students seeking the LNA credential must submit a second set of fingerprints to the Arizona State Board of Nursing and pay an additional fee.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment opportunity for nursing assistants is expected to grow 4% through 2032. This is due to long-term care needs of a growing elderly population, plus the many advancements of modern medical technology that save and extend lives, increasing the need for long-term care provided by nursing assistants.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data at *www.npc.edu/nursing-assistant.*

Requirements:

To earn the Certificate of Proficiency in Nursing Assistant, a student must complete all courses with a grade of 'C' or better.

Additionally, under the Arizona Nurse Practice Act, an applicant can be denied certification as a nursing assistant if convicted of a felony or addicted to habit-forming drugs or if the applicant in any other way fails to meet qualifications required by law. To enter the program, a Department of Public Safety (DPS) Level 1 Fingerprint Clearance Card, a current TB skin test and immunization (Hep B, MMR and Varicella) records are required.

Additional Costs and Requirements

Current Hepatitis B, MMR, Varicella immunizations and a COVID-19 vaccination or clinical agency-approved waiver are required. Clinical agency-approved waivers MAY be available.

Tuition, course fee, media fee, a current negative TB test, textbook, royal blue scrubs, clean athletic shoes, a watch with a second hand, and current costs of testing and certification examination and fingerprinting.

Students applying for the certification exam must provide proof of legal presence in the United States, provide an additional set of fingerprints for a criminal background check if seeking the LNA credential and compliance with A.R.S. § 32-1606(B)(17) regarding felony/misdemeanor convictions.

Nursing Assistant (CP) • 21 credits

General Education Courses .... 10 credits
Communications .... *3 credits*
    ENL 101 College Composition I or higher, with grade of "C" or better ..... 3 credits
Mathematics .... *3 credits*
    Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66 **_EXCEPT_** for MAT 101.
Physical and Biological Science .... *4 credits*
    BIO 181 General Biology 1 .... 4 credits

Core Requirements .... 5 credits
    NAT 101 Nursing Assistant Training .... 5 credits
    * Students must submit DPS Fingerprint Clearance Card **_BEFORE_** enrolling in this course.

Additional Requirements .... 6 credits
    HES 170 Medical Terminology .... 3 credits
    PSY 240 Developmental Psychology .... 3 credits

> **Note:** Students planning to enter the NPC Nursing Program must acquire Licensed Nursing Assistant (LNA) certification from the Arizona State Board of Nursing instead of the Certified Nursing Assistant (CNA) certification. LNA requirements are almost identical to the CNA requirements as there is no difference in the curricular or examination requirements. The LNA applicant must pay an additional $100 and provide fingerprints for a complete criminal background check prior to issuance of the LNA license. The fingerprint clearance by the Nursing Board is at a higher level of oversight than the DPS Level I Clearance Card, acceptable at some healthcare facilities. The renewal requirements are also different. LNAs are required to practice a minimum of 160 hours within the past two years to renew their license, while the CNA practice requirement to renew is only eight hours every two years. See an academic advisor or Nursing Department for details.

Paramedicine (EMT)

Certificates (CP & CAS) and AAS Degree

How do I start?

STEP 1: Students must first enroll in EMT 240 Basic Electrocardiogram (ECG) and Pharmacology, and upon successful completion of the course take an entrance exam and interview for acceptance into the paramedic program.

STEP 2: When accepted in the program you will take the core requirement course EMT 246 Paramedic Training I, a 20-credit hour course that meets two full days per week for the fall semester.

STEP 3: The following spring semester you take the final paramedicine core course, the 22-credit hour EMT 247 Paramedic Training II.

Note: Successful completion of the NPC program also fulfills the Arizona Department of Health Services mandatory requirement of 500 hours of clinical and vehicular hours.

Prerequisites:

Students interested in earning their EMT-Paramedic must also meet a number of requirements to qualify for the NPC program. Applicants must:

1. Be an Arizona certified EMCT with a minimum of one year of experience.
2. Have taken EMT 130 and EMT 131 with successful completion of a "C" or better for each class OR possess valid Arizona State EMT-Basic certification. All students must also have successfully completed EMT 240.
3. Have a Next Gen Accuplacer Reading Placement Test score of 249 or better.
4. Have a current, negative TB skin test or chest x-ray, Hepatitis B (or waiver), MMR, Varicella, and Tdap immunizations. In addition, a COVID-19 vaccination or clinical agency-approved waiver is required.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Paramedicine (CP & CAS) Program online at ***www.npc.edu/paramedicine***

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree

Paramedicine (CP) • 45 credits

EMT 240 Basic Electrocardiogram (ECG) and Pharmacology .... 3 credits
EMT 246 Paramedic Training I .... 20 credits
EMT 247 Paramedic Training II .... 22 credits
Minimum of 500 clinical/vehicular hours and 500 didactic hours are mandatory for completion of any paramedic program per AZDHS. Students must meet 100% of program minimums as per CoAEMSP. Clinical/vehicular shifts are scheduled separate from class days..

Paramedicine (CAS) • 51 credits

Complete the Paramedicine CP ....**45 credits**
PLUS,
Communications ....**3 credits**
ENL 101 College Composition I .... 3 credits
Mathematics ....**3 credits**
Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Paramedicine (AAS) • 63 credits

Complete the Paramedicine CAS ....**51 credits**
PLUS

General Education Courses .... 3 credits
Communications ....**3 credits**
Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies (Per the lists on page 66) .... 9 credits
Arts and Humanities ....**3 credits**
Select one course from the **Arts and Humanities** section.
PHL 105 is recommended, but not required
Social and Behavioral Sciences ....**6 credits**
PSY 101 Introduction to Psychology .... 3 credits
AND
One additional non-PSY course from the
Social and Behavioral Sciences list .... 3 credits

Pharmacy Technician (PHT)

Certificate of Proficiency (CP)

The Northland Pioneer College Pharmacy Technician program trains students for a career providing assistance in pharmacies located inside of drugstores, general merchandise stores, and grocery stores, and as well as in hospitals.

Classes include theory and procedures, preparing students for national certification examination. A 120-hour internship is required.

Requirements

Proof of Hepatitis B, MMR and Varicella immunizations and COVID-19 vaccination or clinical agency-approved waiver may be required.

Career Opportunities

Employment of pharmacy technicians is projected to grow 9 percent through 2024, faster than the average for all occupations. Several factors will lead to increased demand for prescription medications: the population is aging, and older people typically use more prescription medicines than younger people. Higher rates of chronic diseases, such as diabetes among all age groups, also will lead to increased demand for prescription medications. Advances in pharmaceutical research will allow for more prescription medications to be used to fight diseases.

Pharmacy Technician (CP) • 18 credits

HES 170 Medical Terminology for Clinical Health Professionals	3 credits
PHT 103 Pharmacy Technician I	7 credits
PHT 104 Pharmacy Technician II	8 credits

Cost and Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Pharmacy Technician (CP) Program online at *www.npc.edu/pharmacy-technician*

Surgical Technology (SGT)

Why choose NPC's Surgical Technology Program?

Northland Pioneer College's Surgical Technology Program provides you with a quality Surgical Technologist education at a cost far below comparable programs in the State of Arizona. Our experienced faculty are careful to provide you with planned experiences and individualized up-to-date evidence-based instruction and are dedicated to helping you achieve your goals in this demanding field.

Program Guidelines

Patient safety dictates that specific guidelines apply to this program that are more stringent than the general college student policies. A copy of the Surgical Technology Student Handbook is issued to students admitted to the program. In case of accreditation-mandated changes, curriculum and/or guidelines could change.

Clinical experiences take place in various health care agencies in and outside of Northland's district. Hours may vary from the class schedule depending on the clinical placement. Travel and overnight stays may be required.

Requirements:

To earn the Certificate of Proficiency in Surgical Technology, a student must complete the program with a grade-point average of "C" or better.

Additionally, an applicant can be denied certification as a surgical technologist if convicted of a felony or addicted to habit forming drugs or if the application in any other way fails to meet qualifications required by law. To enter the course, a Department of Public Safety (DPS) level 1 Fingerprint Clearance Card, CPR, a current TB skin test, Hepatitis B, MMR and Varicella immunizations, and a COVID-19 vaccination or clinical agency-approved waiver may be required.

Admission to the Surgical Technology Program

- Students must be admitted to the Surgical Technology Program in order to enroll in surgical technology courses. (Admission information is available in the academic advising and the surgical technology program areas.)

- Completed Surgical Technology application should be submitted on or before the designated deadline that is noted in the application packet. Late applicants may be accepted on a space-available basis if they meet the admission criteria but not before applicants who submit applications on time.

- All prerequisite courses must be completed prior to admission to the program.

Admission Selection:

Admission criteria will include: Admission Assessment test composite and cumulative scores, prerequisite GPA and applicant statement. The factors will be weighted by the committee.

Significant weight will be given to the Admission Assessment composite percentage and prerequisite GPA. Admission is contingent upon completion of program prerequisites.

- General Education and core requirements must be completed as listed on the curriculum outline in the program admission information packet.

- College credits over eight years old may be accepted with appropriate documentation and approval.

- Transfer students for second, third or fourth semesters are considered on an individual basis. Criteria include course comparables, GPA, specified examination results and recommendation from previous program director.

Prerequisites Required Before Admission

Before the student will be considered eligible to enter the Surgical Technology Program, completion of the following prerequisites is required. Successful completion with a "C" grade or better for each class is required and a cumulative Grade-Point Average (GPA) of "B" (3.0 on a 4.0 scale) is recommended.

HES 170 Medical Terminology for Clinical Health Professionals...... 3 credits
HES 190 Human Body in Health and Disease................................ 4 credits

Mathematics

Minimum mathematics placement of Next Gen ACCUPLACER 263 Arithmetic/Numeric; or ACT 17, or MAT 101/HES 101, MAT 109 or higher completed within three years.

Certificate (CP & CAS) and (AAS) Degree Options

Surgical Technology (CP) • 40 credits

HES 170 Medical Terminology for Clinical Health Professionals...... 3 credits
HES 190 Human Body in Health and Disease .... 4 credits
SGT 117 Pharmacology for Surgical Technology .... 3 credits
SGT 121 Surgical Sterile Techniques and Instrumentation............. 2 credits
SGT 122 Surgical Techniques .... 4 credits
SGT 221 Perioperative Procedures.................................... 4 credits
SGT 222 Surgical Concepts and Specialty Procedures .... 4 credits
SGT 223 Surgical Technology Clinical Practicum I .... 5 credits
SGT 224 Surgical Technology Clinical Practicum II .... 10 credits
SGT 229 Surgical Technologist Review Seminar.............................. 1 credit

Surgical Technology (CAS) • 46 credits

Complete the Surgical Technology CP ....*40 credits*
PLUS
Communications ....*3 credits*
ENL 101 College Composition I.. 3 credits
Mathematics...*3 credits*
HES 101 Basic Technical Mathematics
  OR MAT 109 or higher... 3 credits

Surgical Technology (AAS) • 60 credits

Complete the Surgical Technology CAS ....*46 credits*

General Education Courses .... 10 credits

Communications ....*3 credits*
ENL 102 College Composition II.. 3 credits
Arts and Humanities
No requirement.
Physical and Biological Sciences...................................*4 credits*
BIO 181 General Biology I... 4 credits
Social and Behavioral Sciences ....*3 credits*
Pick one of the following:
PSY 101 Introduction to Psychology................................... 3 credits
ANT 102 Cultural Anthropology.. 3 credits
SOC 101 Introduction to Sociology...................................... 3 credits

Additional Requirements...........................4 credits.

HES 201 Microbiology for Healthcare Professionals .... 4 credits

Therapeutic Massage (TMP)

Certificate (CP, CAS) and AAS Degree

Today's massage therapists provide a range of services from personal care services for stress reduction, relaxation and preventative wellness techniques to health care services in clinical settings with other health care professionals, medical doctors, chiropractors, and nurse practitioners. While many massage therapists have private practices, others are finding career opportunities in full-service salons and day spas, health resorts, cruise ships, sports medicine clinics, gyms, and with personal trainers, as well as in hospitals and other health care offices.

Locations and Requirements

Check with your academic advisor for availability

A COVID-19 vaccination or clinical agency-approved waiver may be required.

Career Opportunities

Employment of massage therapists is projected to grow 26 percent from 2016 to 2026, much faster than the average for all occupations. Continued growth in the demand for massage services will lead to new openings for massage therapists.

As more states adopt licensing requirements and standards for massage therapists, the practice of massage is likely to be respected and accepted by more people as a way to treat pain and to improve overall wellness.

Cost & Time for Completion

The U.S. Department of Education requires NPC to annually publish cost and time for completion data on Career & Technical Education certificate programs.

You can access the current data for the Therapeutic Massage Program online at *www.npc.edu/therapeutic-massage*

(CP) Certificate of Proficiency
(CAS) Certificate of Applied Science
(AAS) Associate of Applied Science Degree.

Therapeutic Massage (CP) • 32 credits

TMP 107 Overview for Alternative and Complementary Medicine .... 3 credits
TMP 108 A & P with Kinesiology Techniques I .... 4 credits
TMP 109 A & P with Kinesiology Techniques II .... 4 credits
TMP 111 Pathology for Massage Therapists .... 3 credits
TMP 112 Business and Communication for Massage Therapy .... 3 credits
TMP 205 Applied Therapeutic Massage .... 4 credits
TMP 214 Massage Techniques .... 4 credits
TMP 221 Body/Mind Therapy .... 3 credits
TMP 240 Massage Therapy Clinical Practice .... 4 credits

Therapeutic Massage (CAS) • 38 credits

Complete the Therapeutic Massage CP .... *32 credits*
PLUS
Communications .... *3 credits*
   ENL 101 College Composition I .... 3 credits
Mathematics .... *3 credits*
   MAT 103 Business Mathematics .... 3 credits

Therapeutic Massage (AAS) • 64 credits

Complete the Therapeutic Massage CAS .... *38 credits*
PLUS

General Education Courses .... 3 credits

Communications .... *3 credits*
   Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies .... 14 credits

Arts and Humanities .... *3 credits*
   (Select one course from the **Arts and Humanities** list on page 66)
Social and Behavioral Sciences .... *3 credits*
   PSY 101 Introduction to Psychology .... 3 credits
Physical and Biological Sciences .... *8 credits*
   (Select two courses from the **Physical and Biological Sciences** list on page 66)
PLUS

Additional Requirements .... 6 credits

Complete a minimum of 6 credit hours from the following:
BUS 100 Introduction to Business .... 3 credits
BUS 110 Small Business Management .... 3 credits
BUS 114 Survey of Accounting .... 3 credits
BUS 122 Computerized Accounting with QuickBooks™ .... 3 credits
BUS 231 Microsoft Office Level I .... 3 credits
CIS 105 Computer Applications and Information Technology .... 3 credits

Electives .... 3 credits

Choose from any unduplicated courses at the 100-level or above.

Welding (WLD)

Certificates of Proficiency (CP)

Why study Welding?

It takes a special person to become a welder. If you have good eyesight, hand-eye coordination and manual dexterity coupled with good math, problem-solving and communication skills, this may be the job opportunity of a lifetime.

Northland's Welding Program is designed to teach incremental levels of welding skills, which enable students to achieve nationally recognized certifications from the National Center for Construction Education and Research (NCCER) and the AWS, the American Welding Society (NCCER/AWS Level I Entry Level Welder, Level II Intermediate Level Welder and Level III Advanced Level Welder). Industry markets acknowledge each certificate level is proof of acquired skills in various forms of welding, cutting, base metal preparation, welding inspection, safety and metallurgy. This prepares students for certification tests in specific welding code applications, such as AWS, API and ASME Sec IX.

In addition to welder certifications, students can obtain Certificates of Proficiency, a Certificate of Applied Science and an Associate of Applied Science degree.

The NPC program also teaches leadership and employability strategies, such as career planning, job search basics and how to interview. You develop techniques to enhance your critical thinking and problem solving abilities.

Welding Training Centers

NPC offers Welding training at three locations:

- 1320 E. Thornton Road, Show Low
- 2251 E. Navajo Blvd., Holbrook
- 955 W. 13th West, St. Johns

Welding Level I – Entry Level Welder (CP) • 13 credits

WLD 100 Safety and Math .... 2 credits
WLD 170 Metal Preparation, Quality and Alignment .... 2 credits
WLD 171 Welding Cutting Processes .... 2 credits
WLD 172 SMAW ARC .... 3 credits
WLD 173 SMAW Open Root Plate .... 2 credits
WLD 174 SMAW V-Groove with Backing .... 2 credits

Welding Level II – Intermediate Welder (CP) • 11 credits

Student must complete all of the requirements for Welding Level I and receive a Certificate of Proficiency for Level I before receiving the Welding Level II certificate.

WLD 175 GMAW Plate .... 3 credits
WLD 176 FCAW Plate .... 3 credits
WLD 177 GTAW (TIG) Plate .... 3 credits
WLD 178 Metallurgy, Drawings and Symbols .... 2 credits

Welding Level III – Advanced Welder (CP) • 21 credits

Student must complete all of the requirements for Welding Level I & II and receive a Certificate of Proficiency for Level I & II before receiving the Welding Level III certificate.

WLD 179 AWS Prep... 2 credits
WLD 200 AWS Certification .... 4 credits
WLD 280 GMAW (MIG) Pipe .... 3 credits
WLD 281 FCAW Pipe .... 3 credits
WLD 282 GTAW CS Pipe .... 3 credits
WLD 283 GTAW LA and SS Pipe .... 3 credits
WLD 284 SMAW CS Pipe .... 3 credits

Certificate (CAS) and AAS Degree Options

Career Opportunities

According to the U.S. Bureau of Labor Statistics (BLS), prospects should be good for trained welders, especially those familiar with the latest technologies. Almost two out of every three jobs in the manufacturing sector is held by welders, brazers or solderers. Plus, basic welding skills are the same across industries, allowing welders to easily shift from one industry to another, or from one location to another depending on where there is greatest opportunity.

Employment of welders, cutters, solderers and brazers is projected to continue to grow, especially for skilled welders with up-to-date training. The more types of welding you master the more you can earn.

Certificate of Applied Science (CAS) • 30 credits

Complete the Welding Level I Entry Level Welder CP .... **13 credits**
Complete the Welding Level II Intermediate Welder CP .... **11 credits**
PLUS
Communications .... *3 credits*
    ENL 101 College Composition I .... 3 credits
Mathematics .... *3 credits*
    Select any course under the **Mathematics** General Education Course Options (for CAS and AAS Degrees) on page 66

Associate of Applied Science (AAS) • 64 credits

Complete the Welding CAS .... **30 credits**
Complete the Welding Level III Advanced Welder CP .... **21 credits**
PLUS

General Education Courses .... 3 credits
Communications .... *3 credits*
    Select any course under the **Communications** General Education Course Options (for AAS degrees) on page 66.

Discipline Studies .... 7 credits
    Select one course from the **Physical and Biological Sciences** and one course from either the **Arts and Humanities** or **Social and Behavioral Sciences** lists on page 66.
    PLUS

Electives .... 3 credits
    Student must complete a minimum of three credits from the following:
    WLD 134 Fundamentals of Plastic Welding .... 3 credits
    WLD 288 Advanced Topics in Welding: Aluminum .... 6 credits
    WLD 290 Welding Fabrication .... 3 credits
    WLD 291 Internship for Welding .... 2 credits
    Or any unduplicated 100-level course or higher .... 3 credits

Section IV Programs

Course Descriptions

Course Descriptions

Course descriptions list the number of lecture hours for which the class meets each week, e.g. "three lecture" and the number of lab hours of weekly class meeting time, e.g. "three lab." Some classes are divided between lecture time and "lab" time. Thus, a class that is "three lecture, three lab" meets for six hours each week — three hours in a lecture format and three hours in a lab ("hands-on") format. (See Definitions, page 67)

NPC courses that transfer directly to other Arizona public community colleges and three state universities have an additional notation: the Shared Unique Number (SUN). The **SUN#** symbol appears with those course descriptions. For an explanation of the SUN advantages, see page 63 in this catalog.

To assist students with sequencing to satisfy degree requirements, the semester a course is normally offered is now shown on the description. The course may be offered during other semesters based on student demand. Students should work with their NPC academic advisor to most efficiently reach their educational goals. Course offerings are based on availability of qualified faculty.

DBN = Determined by Need – Your academic advisor can help convey your need for the course to the appropriate dean.

See additional *Definitions*, page 67.

Administration of Justice Studies (AJS)

AJS 101 • Introduction to Administration of Justice
3 credits

Introduces the history and philosophy of administration of justice in the United States. Includes identifying the various criminal justice systems, agencies, and roles. Covers crime, punishment, rehabilitation, and professional ethics. Three lecture.

AJS 102 • Intensive Police Academy
36 credits

Intensive Police Certification meets the Arizona Peace Officers Standards and Training (AZPOST) curriculum: criminal and traffic investigations, community relations, administration of justice, patrol procedures, report writing, physical conditioning, defensive tactics, weapons proficiency/safety, and first aid. Prerequisite: Sponsorship by Arizona law enforcement agency. 12 lab. Both fall and spring semesters; DBN.

AJS 106 • Public Safety Telecommunication Dispatch
3 credits

Covers basics skills, knowledge, and abilities for public safety telecommunication dispatchers. Aligns with the Association of Public-Safety Communications Officials' (APCO) Public Safety Telecommunicator curriculum. Meets or exceeds the American National Standards Institute's (ANSI) approved minimum training requirements for Public Safety Telecommunicators. Three lecture.

AJS 109 • Substantive Criminal Law
3 credits

Course is a study of the nature, origin, purpose and structure of the American criminal justice system and how it operates. Classification and basic elements of crimes. Constitutional basis and limitations. Defenses and punishments to common crimes. Three lecture.

AJS 110 • Forensic Law Enforcement Phlebotomy
3 credits

Theory and practice of basic phlebotomy for law enforcement officers. Prepares students to obtain forensic blood specimens with venipuncture. Covers phlebotomy protocols, procedures, and techniques along with drawing, preparing, packaging, transporting, documenting, and reporting blood specimens. Prerequisites: HES 170 or EMT 131 and/or permission of Program Director/Program Coordinator. DPS Level I Fingerprint Clearance Card, current health care provider CPR card, current negative TB skin test or negative chest X-ray, hepatitis B series proof of immunity or waiver, MMR and varicella immunization proof of immunity or waiver, be 18 years of age with high school diploma or equivalent, or instructor permission. Two lecture; three lab.

AJS 111 • Internship
1-6 credits

Internship with justice organizations intended to broaden understanding of the justice field, increase career interests, and provide opportunities to apply relevant knowledge including professional skills such as ethics, leadership, and civic responsibility. Repeatable for a maximum of 6 credit hours toward certificate or degree requirements. Twelve practicum.

AJS 124 • Ethics and the Administration of Justice
3 credits

Introduces ethical and moral concerns related to the legal system. Focuses on ethics and the law, the police, the courts, and corrections. Reviews ethical and philosophical ideas and behaviors in relation to the administration of justice. Promotes critical thinking and ethical decision making in the context of criminal justice. Three lecture.

AJS 130 • Criminal Procedure
3 credits

An overview of criminal procedure including the fourth, fifth, and sixth amendments to the United States Constitution. Particular emphasis given to search and seizure, interrogation, and evidence suppression. Three lecture.

AJS 212 • Juvenile Justice Procedures
3 credits

Examines the role of juvenile delinquency in the criminal system in America. Topics covered include the history of the juvenile justice system, jurisdictions, terminology, and procedures. Three lecture.

AJS 225 • Criminology
3 credits

Course explores theories of criminality and the economic, social, and psychological impact of crime and crime trends. Includes: victimization, the relationships between statistics and crime trends, the study of deviant behavior, and the role of society in defining deviant behavior. Three lecture.

AJS 230 • The Police Function
3 credits

Examines the ideas, practices, and operating principles of the police profession with a focus on discretionary authority, the role of the police, and the interactions between the police and the community. Explores crime prevention, career options, and important law enforcement issues and trends. Three lecture.

AJS 240 • The Correctional Function
3 credits

Philosophy and history of the correctional process and a study of the sub-systems of institutions, diversion, sanctions, probation, and parole operations. Responsibilities of correctional staff, behavior modification through supervisory control methods, and rehabilitation objectives as they relate to certain inmates and cultural groups in prison. Three lecture.

AJS 260 • Criminal Procedure
3 credits

An overview of criminal procedure including the fourth, fifth, and sixth amendments to the United States Constitution. Particular emphasis is given to search and seizure, interrogation, and evidence suppression. Three lecture.

AJS 270 • Community Policing

3 credits

Covers the essentials of community policing. Topics include community action programs, coping methods for crisis situations, ethnic and cultural diversity, victimology, crime prevention, and community police operations. Three lecture.

AJS 275 • Criminal Investigation

3 credits

Study of criminal investigation theory. Examines crime scene procedures, evidence collection and preservation, preparation of case files, development of information sources, interviewing and basic investigative techniques. Three lecture.

Anthropology (ANT)

ANT 102 • Cultural Anthropology

3 credits

Introduction to culture and language. Includes variations in subsistence strategies, social organization, religion, and disease theory systems. Patterns of culture change and the modern world system. Prerequisite: Satisfactory placement. Three lecture. Fall semester. Both fall and spring semesters.

ANT 103 • Culture in Communication

3 credits

Introductory survey of linguistic anthropology and human communication focusing on general species-specific human communications as well as uniquely and culturally crafted expressions. Prerequisite: Satisfactory Placement (sentence skills - low range; reading - middle range). Three lecture.

ANT 104 • Biological Anthropology and Human Origins

4 credits

Study of human evolution and variation, including fossil hominids and their tools, primate anatomy and behavior, human genetics and the environment. Prerequisite: Satisfactory placement. Three lecture; three lab. DBN.

ANT 120 • Buried Cities and Lost Tribes

3 credits

Examines human history through archaeology. Emphasizes how archaeological inquiry informs our understanding of the change among human societies including the emergence of modern humans, transitions from hunting and gathering lifeways to agriculture and urban life, the development of stratified states and the significance of archaeology in the contemporary world system. Prerequisite: Satisfactory placement. Three lecture. DBN

ANT 205 • Native American Cultures of the Southwest

3 credits

A survey of the cultures of Native Americans of the Southwestern United States and Northern Mexico. Prerequisite: Satisfactory placement. Three lecture. DBN.

ANT 210 • Southwestern Archaeology

3 credits

Past societies of the Greater Southwest and their relation to present societies. Prerequisite: Satisfactory placement or instructor permission. Three lecture. DBN.

Art (ART)

ART 101 • Understanding Art

3 credits

Understanding, enjoyment and relationship of the visual arts to everyday life through the study of styles, techniques and meaning in painting, sculpture and architecture. Broad historical overview of art from prehistoric through contemporary. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

ART 103 • Basic Design

3 credits   SUN# ART 1112

Overview of basic two-dimensional art and design. Basic art elements are introduced; composition, line, shape, value, color theory, and texture. Basic tools and materials are used on two-dimensional projects. Two lecture; two lab. Both fall and spring semesters.

ART 105 • Beginning Drawing I

3 credits   SUN# ART 1111

Introduction to the fundamentals of drawing, including perspective and basics of composition using a variety of techniques and media (pencil, charcoal, pen, and ink.) Subject matter includes still life, landscape, and the human figure. Two lecture; two lab. Both fall and spring semesters.

ART 110 • Figure Drawing I

3 credits

Development of skill and expressiveness in drawing the human figure from the model. Human anatomical proportions will be introduced. Prerequisite: ART 105 is recommended. Two lecture; two lab. DBN.

ART 115 • Art History I

3 credits   SUN# ART 1101

Historical survey of painting, sculpture and architecture of the world from Prehistoric through Middle Ages art. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

ART 116 • Art History II

3 credits   SUN# ART 1102

Historical survey of painting, sculpture and architecture of the world from the Renaissance through modern times. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

ART 121 • Digital Photography I

3 credits

An introduction to digital black and white photography. Emphasizes basic manual functions of a digital camera. Focuses on proper exposure, composition and understanding digital workflow. Encourages students to develop a personal artistic style through classroom critique. Two lecture; two lab. Both fall and spring semesters.

ART 155 • Printmaking

3 credits

Overview of methods of reproducing multiple editions of images. Types of prints covered are monoprints, paper and cardboard prints, linoleum or woodcut prints, silk screen prints, experimental prints, etched or engraved prints, and lithographs. Emphasis on individual creative expression. Prerequisite: ART 105 is recommended. Two lecture; two lab. DBN.

ART 170 • Sculpture I

3 credits

Introduction to materials and techniques utilized in producing three-dimensional forms. Various materials will be introduced (wood, clay, metal, plaster) and creative exploration is encouraged. Two lecture; two lab. DBN.

ART 175 • Painting I

3 credits

Introduction course into materials and techniques of painting in acrylic and/or oil. Also covers canvas stretching and priming. Prerequisite: ART 105 is recommended. Two lecture; two lab. Both fall and spring semesters.

ART 180 • Watercolor I

3 credits

Introduction to materials and techniques for painting in watercolor. Covers painting development from start to finish. Prerequisite: ART 105 is recommended. Two lecture; two lab. Both fall and spring semesters.

ART 185 • Handbuilding Pottery

3 credits

Exploration of the nature and techniques of clay using the four basic methods: forming from the solid, using small building units, large building units and paddling. Emphasis will be not only on learning technique but encouraging students to develop their own techniques and style. Two lecture; two lab. Both fall and spring semesters.

ART 190 • Ceramics I

3 credits

Hand building techniques of clay (pinch, coil, slab), properties of clay, throwing on the wheel, decorating, glaze application and creative exploration are covered. Two lecture; two lab. Both fall and spring semesters.

ART 205 • Drawing II

3 credits

Continued study in drawing. Emphasizes composition, experimentation with new techniques, materials, and personal creative expression. Prerequisite: ART 105. Two lecture; two lab. DBN.

ART 206 • Figure Drawing II

3 credits

Continued study in drawing the human form with emphasis on management of materials and creativity. Prerequisite: ART 110. Two lecture; two lab. DBN.

ART 215 • Native American Art

3 credits

Intended to provide students with an introduction and selective overview of art of the native peoples of North America. Focus is on significant two- and three-dimensional art as well as installation art before and after establishment of formal art institutions. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

ART 220 • Painting II

3 credits

Continued study of painting that encourages exploring various artistic directions. Canvas stretching and priming are also covered. Prerequisite: ART 175. Two lecture; two lab. Both fall and spring semesters.

ART 221 •Digital Photography II

3 credits

An introduction to digital color photography. Focuses on correcting and manipulating digital color images. Emphasizes creative use of color to achieve emotional impact. Continued development of personal artistic style through class critique. Prerequisite: ART 121 or instructor permission. Two lecture; two lab. Both fall and spring semesters.

ART 222 • Digital Photography Practicum

2 credits

Enhancement of photographic skills through the creation of a portfolio of artworks. Development of personalized, self-directed goals and photographic projects. Digital camera is required. Prerequisite: ART 221 or instructor permission. One lecture; two lab. Both fall and spring semesters.

ART 225 • Watercolor II

3 credits

Continued study of watercolor. Covers painting development from start to finish with encouragement of personal creative direction. Prerequisite: ART 180. Two lecture; two lab. Both fall and spring semesters.

ART 245 • Ceramics II

3 credits

Emphasizes increasing skill in forming methods. Types of clay, glaze composition and experimentation, and kilns and kiln firing are investigated. Prerequisite: ART 190. Two lecture; two lab. Both fall and spring semesters.

ART 246 • Ceramics III
3 credits

Advanced problem-solving and investigation with emphasis on individual creative development and personal expression in ceramics. Prerequisite: ART 245. Two lecture; two lab. Both fall and spring semesters.

ART 251 • Photography as an Art Medium
3 credits

Survey of significant trends, philosophies and experimentation in photography from 1839 to the present. Non-technical in nature and is designed for the photography or non-photography student. Three lecture. DBN.

ART 280 • Art Studio – Two-Dimensional
3 credits

Continuation of investigation, advanced problem-solving and personal creative development in area of two-dimensional specialization. Course may be repeated. Prerequisite: Minimum of six hours in a specific two-dimensional medium. Two lecture; two lab. Both fall and spring semesters.

ART 281 • Art Studio – Three-Dimensional
3 credits

Continuation of investigation, advanced problem-solving and personal creative development in area of three-dimensional specialization. Course may be repeated. Prerequisite: Minimum of six hours in a specific three-dimensional medium. Two lecture; two lab. Both fall and spring semesters.

ART 289 • Figurative Ceramics
3 credits

Exploration of the human form in clay. Solid sculpting and hollowing techniques will be used in combination with ceramic surface options. Human anatomy and proportions will be examined through portraiture and with the use of a live model. Two lecture; two lab. DBN.

Automotive Technology (ATO)

ATO 114 • Brake Systems I
3 credits

The repair and maintenance of the vehicle hydraulic braking systems, power brake systems and wheel bearings will be examined in a hands-on setting. Two lecture; two lab. Both fall and spring semesters.

ATO 116 • Introduction to Auto and Safety
2 credits

Covers various aspects of the automotive industry from safety regulations, procedures for a safe work environment, automotive-related tools, Globally Harmonized System for Hazardous Materials, and vehicle checklists for maintenance. One lecture; two lab. Both fall and spring semesters; summer.

ATO 118 • Electrical I
3 credits

Generally covers the automotive electronics and electrical systems used in modern vehicles. Diagnostics, basic electrical theories, and troubleshooting of malfunctioning electrical systems are additionally explored. Introductory electrical tools and equipment are used for training purposes. Prerequisite: ATO 116 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 120 • Electrical II
3 credits

Covers automotive batteries, starting, and charging systems. Students perform diagnosis, repair and replacement of the components and subsystems related to batteries, starters, and chargers. Prerequisite: ATO 118 or instructor permission. One lecture; four lab. Both fall and spring semesters; summer.

ATO 122 • Electrical III
3 credits

Explores the diagnosis and repair of lighting, instrument cluster, driver information, and body electrical systems encompassed in automobiles. Prerequisite: ATO 120 or instructor permission. One lecture; four lab. Both fall and spring semesters; summer.

ATO 124 • Engine Repair I
3 credits

Encompasses the basics of testing and diagnosis for engine components using a variety of techniques. Explores conditions of systems from the general engine, cylinders, valve trains, cooling systems, and lubrication. Prerequisite: ATO 116 or instructor permission. One lecture; four lab. Both fall and spring semesters; summer.

ATO 126 • Engine Repair II
3 credits

Expands upon the basics of testing and diagnosis for engine components. Revisits topics from ATO 124 including: conditions of systems from the general engine, cylinders, valve trains, cooling systems, and lubrication. Prerequisite: ATO 124 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 128 • Engine Performance I
3 credits

Explore general topics related to engine performance and computerized controls related to the drivability and performance of a vehicle. Prerequisite: ATO 116 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 130 • Engine Performance II
3 credits

Explores automotive topics related to fuel, air induction, exhaust and emission control systems related to safe operation and performance of a motorized vehicle. Prerequisite: ATO 128 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 134 • Fundamentals of Plastic Welding
3 credits

Introduces theories pertaining to thermoplastics, welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. Prerequisite: ATO 116 or CON 100 or CON 107 or WLD 100 or instructor permission. Three lecture. DBN.

ATO 175 • GMAW Plate
3 credits

An introduction to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of GMAW fillet welds on plate in all positions. Co-requisite: WLD 100 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 201 • Automotive Fundamentals & Basic Service
3 credits

Overview of major vehicle components and basic automobile maintenance techniques for a novice technician. Intended as an introduction to those seeking basic vehicle maintenance skills in automotive applications. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 203 • Exploring Employment Opportunities
1 credit

Prepares students for career opportunities within the automotive industry by focusing on career skills development, job placements, site visits and guest speakers. Prerequisite: Instructor permission. Half lecture; one lab. Both fall and spring semesters; summer.

ATO 216 • Suspension and Steering
4 credits

Covers the operation, diagnosis, service and repair of steering and suspension systems. Areas of instruction include front and rear suspension, wheels, tires, steering and four-wheel alignment. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 218 • Automatic Transmissions
4 credits

Covers general automatic transmission, introduces continuously variable transmissions and trans-axle diagnosis in vehicle repair and maintenance. Prerequisite: ATO 116 or instructor permission. Two lecture; four lab. Both fall and spring semesters; summer.

ATO 220 • Manual Transmissions and Drive Trains
4 credits

Covers manual transmissions and drive trains as pertinent to automotive repair and service on related systems. Prerequisite: ATO 116 or instructor permission. Two lecture; four lab. Both fall and spring semesters; summer.

ATO 222 • Brake Systems
4 credits

Covers operation, inspection, repair and maintenance of the brake hydraulic systems, power brake systems and wheel bearings. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 224 • HVAC Systems
4 credits

Covers operation, diagnosis, service and repair of automotive heating and air conditioning systems. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 226 • Automotive Diesel
4 credits

Introduces diesel engines and the related concepts of maintenance and repair. Prerequisite: ATO 116 or instructor permission. Three lecture; two lab. Both fall and spring semesters; summer.

ATO 230 • Hybrid Vehicles
3 credits

Explores different mechanical layouts of hybrid powertrains and the energy management systems that control the hybrid powertrain modes and battery charging and discharging. The inter-relationship of performance and complexity in the powertrain is explored along with the sizing of powertrains from micro, mild, full hybrids, and plug-in hybrids. Prerequisite: ATO 116 or instructor permission. Two lecture; two lab. Both fall and spring semesters; summer.

ATO 234 • High Performance Engines
3 credits

Advanced applications of skills related to assembling performance engines using advanced components. Immersive examples in comprehensive engine building processes; applicability to various engine configurations from V8 to horizontally opposed. Prerequisite: ATO 130 or instructor permission. Two lecture; two lab. DBN; Summer.

Behavioral Health Studies (BHS)

BHS 140 • Treatment Planning & Assessment
3 credits

Explores principles and practices of behavioral health treatment planning and assessment. Focuses on standardized assessments and evidence-based treatments to integrate into effective new and ongoing treatment plans as a part of the treatment process. Three lecture.

BHS 150 • Behavioral Health Professions
3 credits

Overview of behavioral health and social services professions, employment opportunities, and self-assessment for a career in behavioral health. Covers mental health disorders and first responder crisis management skills. Three lecture.

BHS 155 • Professional Resiliency and Well Being

3 credits

Preventing burnout, traumatic stress, and compassion fatigue for relationship-intensive occupations through building resilience and well-being. Focus on evidence-based practices such as cognitive behavioral therapy, mindfulness, and self-care (nutrition, exercise, sleep, peer support). Three lecture.

BHS 160 • Ethical Awareness

3 credits

Explores ethical, legal, and professional issues in the behavioral health and social services field; including boundaries, dual relationships, mandated reporting, confidentiality, scope of practice, beneficence and non-maleficence, rights and responsibilities, professional relationships, and credentialing/regulatory agencies. Three lecture.

BHS 165 • Therapeutic Communication Skills

3 credits

Explores the communication skills integral to effective therapeutic and helping relationships, including verbal and nonverbal communication, rapport building, empathetic listening, feedback, and conflict resolution. Three lecture.

BHS 166 • Treatment Planning & Assessment

3 credits

Explores principles and practices of behavioral health treatment planning and assessment. Focuses on standardized assessments and evidence-based treatments to integrate into effective new and ongoing treatment plans as a part of the treatment process. Prerequisites: BHS 150, BHS 160, and BHS 165. Three lecture.

BHS 168 • Introduction to Social Work

3 credits

Introduces social work as a profession and social welfare as an institution. Emphasizes historical development of the field and fundamental social work principles and philosophy. Provides students with a beginning understanding of social work practice methods for delivery of social welfare services. Introduces the client intake and interview process. Three lecture.

BHS 170 • Case Management and Clinical Documentation

3 credits

Principles and practices of case management in human services, including service delivery and coordination for clients with psychological, developmental, and medical conditions, and documentation techniques for behavioral healthcare settings. Prerequisites: BHS 150, BHS 160, and BHS 165. Three lecture.

BHS 175 • Trauma & Crisis Management

3 credits

Comprehensive overview of various types of trauma, neurobiological effects of traumatic stress, and ethics associated in working with a trauma survivor. Concepts and skills needed to become a fully functioning trauma-informed caregiver professional in the mental health and primary care setting. Prerequisites: BHS 150, BHS 160, and BHS 165. Three lecture.

BHS 178 • Peer and Recovery Support Certification

3 credits

Prepares individuals with lived experience in behavioral health and substance use recovery to work as a Peer and Recovery Support Specialist (PRSS). Covers concepts of hope and recovery, advocacy and systems perspective, psychiatric rehabilitation skills, service delivery, professional responsibilities, and self-care in a curriculum compliant with the Arizona Health Care Cost Containment System (AHCCCS). Successful completion and passing the competency exam credential enables students to offer peer support services in Arizona. Prerequisites: Individuals who participate in this class to become a Peer Recovery Support Specialist (PRSS) must self-identify as an individual who: Has their own lived experience of mental health conditions, and/or substance use, for which they have sought support, and has an experience of sustained recovery to share. Three lecture.

BHS 180 • Child, Family, & Adult Advocacy

3 credits

Explores advocacy for children, families, and adults, focusing on identifying community resources and services to support healthy development, recovery, and social welfare in individual and family contexts. Three lecture.

BHS 185 • Multicultural Competence

3 credits

Examines cultural diversity and its influence on behavior, relationships, communication, and values. Includes intercultural communication strategies mindful of ethnic, sexual, and gender identity along with social justice and religious diversity. Considers cultural impact in treatment processes and encourages self-awareness for professionals in behavioral health. Prerequisites: BHS 150, BHS 160, and BHS 165. Three lecture.

BHS 190 • Mental Health Technician Certification

1 credit

Prepares students for the Certified Mental Health Technician exam. Ideal for aspiring and current behavioral health technical professionals. Students review behavioral health services program content. Covers marketability and certification benefits. Co-requisites: BHS 150, BHS 155, BHS 160, BHS 165, BHS 166, BHS 170, BHS 175, BHS 185, BHS 205, and BHS 215 or instructor permission if student has worked as a Behavioral Health Technician for 2 or more years. One lecture.

BHS 191 • Division of Developmental Disability Trainings

1 credit

Provides training in Developmental Disabilities and Psychological First Aid towards certification in behavioral health areas. Combines both self-directed and instructor-led trainings to build up your professional portfolio. Prepares students to work with people with developmental disabilities cases and provide behavior supports. One lecture.

BHS 195 • Internship I

1 credit

Prepares students to work in a supervised behavioral health role in a behavioral health, mental health, or social work setting through foundational experiential learning. Students complete 40 hours of supervised practice in local behavioral health settings as they observe, shadow, and apply basic behavioral health skills. Covers various services, safety protocols, and effective communication in diverse behavioral health settings to increase familiarity with the field and its practices. Three practicum.

BHS 200 • Professional Skills and Certification

3 credits

Training and certification in Psychological First Aid (PFA), Mental Health First Aid (MHFA), and Article 9 – AZ Division of Developmental Disabilities treatment requirement. Review of core concepts related to behavioral health and preparation for the certification exam for Certified Mental Health Technician (CMHT). Professional portfolio development. No prerequisites are required for this course; however, students will find the course material easier if they have completed at least the core coursework listed in Behavioral Health Certificate of Proficiency due to the pace of material review. Three lecture.

BHS 205 • Theories in Individual Therapy

3 credits

Explores evidence-based therapeutic models, including key concepts, techniques, and applications: in person-centered therapy, cognitive behavioral therapy, motivational interviewing, and applied behavior analysis. Prerequisites: BHS 150, BHS 160, and BHS 165. Three lecture.

BHS 206 • Foundations of Chemical Dependency

3 credits

Introduction to the foundations of the alcohol and drug-abuse rehabilitation field. Emphasizes the roles and responsibilities of the addiction paraprofessional counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Stresses interactive work. Three lecture.

BHS 207 • Family Dynamics and Chemical Dependency

3 credits

Explores the impact of addiction on families. Analyzes family roles, trauma, and diverse structures. Develops skills in interviewing, assessment, and therapeutic approaches tailored for affected family members. Fosters a comprehensive understanding of substance use dynamics within familial contexts. Three lecture.

BHS 208 • Biosystems/Pharmacology of Chemical Dependency

3 credits

Exploration of the physiological effects of chemical use on human biological systems and human development. Emphasizes human anatomy and physiology, and the identification and management of chemically induced crisis situations. Three lecture.

BHS 210 • De-escalation and Conflict Resolution

1 credit

Explores nonviolent verbal and non-verbal de-escalation techniques and conflict resolution skills related to high tension and potentially threatening settings. Students practice self-monitoring and assessment of others' emotional escalation. Students also practice and apply skills to increase physical and emotional safety in high stress situations and manage conflict. One lecture.

BHS 215 • Theories in Group Therapy

3 credits

Overview of methods and techniques for leading groups in behavioral health and addiction treatment settings, including theories and concepts necessary for successful change. Prerequisites: BHS 150, BHS 160, and BHS 165. Three lecture.

BHS 220 • Applied Behavior Analysis

3 credits

Introduces applied behavior analysis (ABA) in the treatment of behavioral issues, including autism spectrum disorder; provides training in skills necessary for certification as a Registered Behavioral Technician including behavioral health measurement, assessment, skill acquisition, behavior reduction, and documentation and reporting. Co-requisite ECD 223. Three lecture.

BHS 230 • Crisis and Trauma Stabilization

3 credits

Theoretical and applied foundation designed for behavioral health service providers working with people in crisis. Examines the phenomena and dynamics of crises and emergencies, as well as the related strategies/modalities. Prerequisite: BHS 175. Three lecture.

BHS 295 • Internship II

2 credits

Facilitates direct work in a supervised behavioral health role in a behavioral health, mental health, or social work setting. Students gain 80 hours of advanced supervised practice. Covers skills in service identification, safety, communication, the application of behavioral health concepts specific population interests, and marketability. This internship is designed to help design a clear pathway for student job opportunities post program completion. Prerequisite: BHS 195. Six clinical.

Biology (BIO)

BIO 100 • Biology Concepts

4 credits

Survey of biological principles: scientific inquiry, matter, energy, cell structure and function, reproduction, genetics, evolution, diversity of life, and ecology. Does not satisfy requirements for enrollment in advanced biology courses. Prerequisite: Satisfactory placement. Three lecture; three lab. Fall semester.

BIO 105 • Environmental Biology

4 credits

Fundamentals of ecology as they apply to the study of human impacts on the biosphere and solutions to environmental problems. Three lecture; three lab. Fall semester.

BIO 145 • Marine Biology

4 credits

Students use the scientific method to learn about marine biology and oceanography, including the unifying principles of evolution, ecology, and plate tectonics. Emphasizes the natural history and phylogenetics of marine life. Discusses diverse habitats including estuaries, reef systems, deep sea, and open ocean. Three lecture; three lab. Fall semester.

BIO 160 • Introduction to Human Anatomy and Physiology

4 credits

Structure and function of the human body examined from interactions that take place at the chemical level up through the level of the whole organism. Prerequisite: Satisfactory placement. Three lecture; three lab. Spring semester.

BIO 181 • General Biology I

4 credits   SUN# BIO 1181

Principles of biological science at the molecular and cellular level: the chemistry of life, cell structure and function, genetics and evolution. Requirement for all advanced biology courses. Prerequisite: Satisfactory placement. Three lecture; three lab. Both fall and spring semesters; summer.

BIO 182 • General Biology II

4 credits   SUN# BIO 1182

Structure and function of living things at the organismic and higher levels of the biological hierarchy. Includes exploration of: mechanisms of evolution, biological diversity, and principles of ecology. Prerequisite: BIO 181. Three lecture; three lab. Spring semester.

BIO 201 • Human Anatomy and Physiology I

4 credits   SUN# BIO 2201

First semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include basic anatomical and directional terminology; fundamental concepts and principles of histology; integumentary, skeletal, muscular and nervous systems; and special senses. Prerequisite: BIO 181; Co-requisite: CHM 130 or CHM 152. Three lecture; three lab. Both fall and spring semesters.

BIO 202 • Human Anatomy and Physiology II

4 credits   SUN# BIO 2202

Second semester of a two-semester sequence in which human anatomy and physiology are studied using a body systems approach. Emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Topics include endocrine and cardiovascular systems, lymphatic system and immunity; respiratory and digestive systems; metabolism; urinary system; fluid/electrolyte and acid/base balance; and reproductive systems. Prerequisite: BIO 201. Three lecture; three lab. Both fall and spring semesters.

BIO 205 • Microbiology

4 credits   SUN# BIO 2205

Bacterial, viral, fungal and protozoan biology, including microbial cytology, nutrition and metabolism, growth and reproduction, cultivation applications and bio-industrial/bio-medical technologies. Prerequisites: BIO 181 and either CHM 130 or CHM 152. Three lecture; three lab. Both fall and spring semesters.

BIO 241 • Human Genetics

3 credits

An introduction to the basic concepts and principles of human heredity with an emphasis on the medical and health aspects of human genetics. Topics include Mendelian genetics, cytogenetics, molecular /biochemical genetics, polygenetics and population genetics. Prerequisite: BIO 181 or equivalent or instructor permission. Three lecture. DBN.

Business (BUS)

BUS 100 • Introduction to Business

3 credits

Introduction to business operations. Includes marketing, management, human resources, finance, stakeholder relations, and the economic environment of capitalism. Three lecture. Online fall semester and summer.

BUS 103 • Success on Your Job

2 credits

How to successfully get and keep a job. Emphasizes human relations, time management, business dress, business etiquette, positive attitude development and résumé/portfolio development. Two lecture. Online spring semester.

BUS 105 • Techniques of Supervision

3 credits

The basic principles of supervision with attention given to the development of skills needed to become a successful manager. Three lecture. Online fall, spring and summer semester.

BUS 106 • Techniques of Personal Finance

3 credits

Personal money management with emphasis on budgeting, use of credit, insurance, investments and other financial planning topics. Three lecture. Online fall semester.

BUS 110 • Small Business Management

3 credits

Emphasizes launching and growing new entrepreneurial ventures. Topics covered are small business principles, management, marketing, accounting, finance, and budgeting techniques. Three lecture. Online spring and summer semesters.

BUS 114 • Survey of Accounting

3 credits

Introduction to both financial and managerial accounting topics. Includes concepts and relationships involved in preparing and analyzing financial statements; and basic decision making for internal financial managers. Three lecture. Online fall and spring semester

BUS 119 • Medical Office Administrative Procedures

3 credits

Study of administrative duties performed in a variety of medical office environments. Skill development in the areas of judgment, independent action, and coping with interruptions. Additional topics of study will include proper techniques in communication, creation and maintenance of patient charts, and financial related processes. Three lecture. Online fall semester.

BUS 122 • Computerized Accounting with QuickBooks™

3 credits

Covers computer accounting concepts using Quickbooks software. Includes getting started with Quickbooks and preparing balance sheets, income statements, and cash flow statements. Develops skills to set up a business accounting system, adjust entries, manage budgets, and run reports. Prerequisite: BUS 114 or instructor permission. Two lecture; two lab. Online spring and summer semester

BUS 123 • Income Tax Procedures

3 credits

Overview of individual, partnership and corporation income tax system. Includes tax calculation, who must file, filing status, exemptions, itemized deductions and standard deductions. Introduction to capital gains and losses along with tax information available through the IRS also included. Three lecture.

BUS 124 • Basic Keyboarding and Document Processing

2 credits

Overview of keyboarding and document processing. Students learn to type and format documents (e-mails, letters, memos, reports, and tables) using word processing software. One lecture; two lab.

BUS 125 • Payroll Accounting

3 credits

Payroll accounting concepts using manual and computerized systems. Includes payroll and personnel records, computing wages and salaries, Social Security taxes, income tax withholding, unemployment compensation and journal entries. Three lecture.

BUS 127 • MS Office Level I

3 credits

Level I Microsoft Office Applications. Includes coverage of Windows, Microsoft Word, Excel, and PowerPoint. Students apply problem-solving techniques to complete a variety of projects including integrating Office applications. Three lecture.

BUS 128 • Microsoft Excel Applications for Business

3 credits

Explores spreadsheet software to design electronic spreadsheets for business, financial analysis and forecasting. Three lecture.

BUS 133 • Business Mathematics

3 credits

An introduction to the practice in mathematics of fundamental business operations and applications including payroll, finance, interest, loans, and investments. Prerequisite: satisfactory placement. Three lecture. Both fall and spring semesters; summer session.

BUS 144 • Professional Office Skills

3 credits

Survey of the evolving modern office and the procedures related to modern technology. Basic skills covered include human relations, oral/written communications, records management, basic mathematics and business grammar review, reprographics, time management, supervision/management and telecommunications. Prerequisite: Keyboarding skills equivalent to 20 words a minute. Three lecture.

BUS 149 • Microsoft Publisher Basics

1 credit

Basics of desktop publishing using Microsoft Publisher software. Includes page layout, graphics, and manipulating text using various tools, scanned images and special effects. Designed for students with basic keyboarding skills. Prerequisite: Keyboarding skills of 20 words per minute. One-half lecture; one lab.

BUS 151 • Microsoft Excel Basics

1 credit

Introduction to Microsoft Excel spreadsheet software with personal and business applications. Designed for student with basic keyboarding skills. Half-credit lecture; one lab.

BUS 152 • Microsoft Word Basics

1 credit

Get started with Microsoft Word. Learn to create, edit, format and print Word documents. Learn to create and format tables, sort data, merge cells, perform calculations and custom format. Prerequisite: Basic keyboarding skills. One-half lecture; one lab.

BUS 155 • Microsoft Word Level I

3 credits

Level I coverage of Microsoft Word. Software applications include preparing reports, letters, memos and other business documents, creating macros, and inserting graphics into documents. Designed for student with basic keyboarding skills. Prerequisite: Keyboarding skills equivalent to 20 words per minute. Two lecture; two lab.

BUS 179 • Medical Coding

4 credits

Medical coding is the transformation of narrative descriptions of diseases, injuries, and healthcare procedures into numeric or alphanumeric designations (code numbers). Topics include assignment and identification of the information using current industry standards. Briefly covers medical terminology and anatomy. Prerequisites HES 170 and HES 190. Four lecture. Online spring semester.

BUS 182 • Records Management
3 credits

Covers types of records management systems and approaches to filing including developments in digital data storage. Three lecture.

BUS 183 • Electronic Medical Records
3 credits

Introduces all facets of electronic medical record (EMR) as applied to the medical field. Includes administrative topics involving patient account creation and maintenance, billing and insurance systems, and clinical tasks. Three lecture. Online spring semester.

BUS 184 • Medical Scribe
3 credits

Students practice real-time clinical documentation and workflow efficiencies by collecting information gathered at a simulated point-of-care encounter with a patient and a provider and input data to create and maintain comprehensive and accurate electronic health records Prerequisite: BUS183 Electronic Medical Records. Three lecture.

BUS 185 • Ethics in Management
3 credits

Introduction to theories of ethics for organizational managers. Perspectives on ethics are covered with applications to stakeholders and consideration of government regulation. Analysis of real-world examples. Three lecture. Online spring semester.

BUS 188 • Medical Transcription Fundamentals
3 credits

Introduces the healthcare documentation field with hands-on transcription practice in a variety of medical specialties and settings. Increases fundamental knowledge of standard transcription and scribe practices, anatomy, pathophysiology, disease processes, pharmacology, and mastering expressions of medical language. Prerequisites: BUS 183, HES 170, and HES 190. Three lecture. Online fall semester.

BUS 189 • Computerized Medical Billing
3 credits

Introduction to the medical insurance billing process, including updating and maintaining patient information, billing and insurance procedures. Students use industry standards in collecting data, processing charges, and ensuring accurate coding to create insurance claims. Prerequisites: BUS 179 and BUS 183. Three lecture. Online fall semester.

BUS 201 • Quantitative Methods
3 credits

Basic business statistics including the collections, tabulation, and analysis of business and economic data. Topics include methods of statistical description, probability theory, and statistical inference in business and economics. Prerequisite: MAT 211 or higher. Three lecture. Spring semester.

BUS 202 • Professional Customer Service
1 credit

Provides student with knowledge of customer service and the fundamental abilities and strategies leading to successful customer service in any type of organization. One lecture. Online spring semester.

BUS 203 • Introduction to Business Communication
3 credits

Facilitates critical analysis of communication in a variety of social and cultural contexts. Examines communication products/processes and the various ways we negotiate their importance. Includes theory and practice of communication skills in public, small group, and interpersonal settings, and the study of the speech communication process. Prerequisites: BUS 127 or CIS 105 or instructor approval. Three lecture. Online fall, spring semesters.

BUS 206 • Legal, Ethical, Global & Regulatory Environment of Business
3 credits

Basic coverage of the environment of business, including legal and ethical issues and the regulatory and global environment of business that affect business policies and decisions. Three lecture. Online fall, spring semesters.

BUS 210 • Principles of Management
3 credits

Presents principles of management with general applicability to all types of enterprises, management philosophy, and decision making; principles involved in planning, directing, and controlling as well as concepts in management. Three lecture. Online fall, spring semesters.

BUS 217 • Principles of Financial Accounting
3 credits

An introduction to the study of formal financial accounting concepts, procedures and practices. Learn the environment of accounting to include journalizing entries, management of assets and liabilities, and accounting for cash and receivables. Additional topics of study will include internal control systems, and financial statement analysis. Three lecture. Online fall, spring semesters.

BUS 218 • Principles of Managerial Accounting
3 credits

Covers accounting equity issues, statements of change in financial position, analysis of financial statements and cost accounting. Prerequisite: BUS 217. Three lecture. Online spring semester.

BUS 220 • Principles of Marketing
3 credits

Marketing concepts in the areas of retailing and wholesaling. Special emphasis is given to consumer needs and the relationship of the consumer with the marketing system as a whole. Distribution methods, costs, pricing, buying habits and motivation are covered. Three lecture. Online spring semester.

BUS 225 • Human Resources Management

3 credits

Covers concepts in motivation, leadership, organizational development, workplace diversity, safety, job design and career planning. Three lecture. Online spring semester.

BUS 230 • Organizational Leadership

3 credits

Traditional leadership theory with current leadership topics including culture, ethics, diversity, strategic leadership and change management. Provides models for effectively handling leadership functions. Three lecture. Online fall semester.

BUS 231 • Microsoft Office Level I

3 credits

Level I Microsoft Office Applications. Includes coverage of Windows, Microsoft Word, Excel, Access and PowerPoint. Students apply problem-solving techniques to complete a variety of projects including integrating Office applications. Combined with BUS 234 this course helps prepare the student for the core Microsoft Office Specialist (MOS) certification examination. Prerequisite: Keyboarding skills of 20 words per minute. Two lecture; two lab. See BUS 127.

BUS 234 • Microsoft Office Level II

3 credits

Advanced course covers applications in Microsoft Office Suite including Word, Excel, Access, and PowerPoint. Students apply advanced problem-solving techniques to complete professional-looking documents and projects. Combined with BUS 231 this course helps prepare the student for the core Microsoft Office Specialist (MOS) Certification examination. Prerequisite: BUS 231 Two lecture; two lab.

BUS 240 • Entrepreneurship

3 credits

Combines practical, step-by-step approach with a theoretical foundation to form basic understanding of the theory, process and practice of entrepreneurship. Provides the opportunity to apply ideas and develop useful entrepreneurial skills. Prerequisite: BUS 110. Three lecture.

BUS 250 • Medical Administration Capstone

3 credits

Study of health care administration that integrates knowledge and skills gained from previous coursework. Focuses on health care delivery systems and strategic decision-making in the rapidly evolving global arena of health care administration. Prerequisites: BUS 188 and BUS 189. Three lecture. Online spring semester.

BUS 255 • Microsoft Word Level II

3 credits

Level two coverage of Microsoft Word. Software applications include advanced software applications such as tables and charts, inserting and modifying pictures and illustrations, linking and embedding objects and creating and modifying newsletters. Prerequisite: BUS 155 or instructor permission. Two lecture; two lab. DBN.

BUS 310 • Introduction to Strategic Management

3 credits

Evaluates strategic theories and practices by organizations. Students create a comprehensive look at organizations using fundamental knowledge from accounting, marketing, management, and data analysis. Students examine the intricacies of organizational decision-making and demonstrate knowledge of the interrelatedness of local, global, international, and intercultural issues, trends, and systems. Prerequisites: ECN 211 and ECN 212 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 320 • Marketing and Communications Management

3 credits

Market planning, execution, and assessment. Emphasizes decision and communication skills related to market opportunity analyses and marketing program development as a core business function including building brand equity, developing effective communication, advertising management, and creating effective sales promotions. Prerequisites: BUS 203 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 325 • Managing Organizational Change

3 credits

Evaluates the foundations of organizational change and development. Emphasis is placed on the human factors of organizational changes, including leadership, influential organizational change models, stages of organizational change, and organizational culture change. This course teaches students how to develop positive organizational changes and improve organizational performance. Prerequisites: BUS 203 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 330 • Organizational Management in Healthcare

3 credits

Examines the management roles within healthcare organizations, including the application of management techniques in healthcare organizations, clinical and nonclinical support services, quality improvement, and strategic planning and governance. Students learn the variability of management styles and personalities to integrate into their own management style. Prerequisites: BUS 203 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 360 • Diversity in Organizations

3 credits

Covers the integration of diversity in organizational policies, structure, and demographics. Students summarize how and why workplace stereotyping, prejudice, bias, and discrimination are pervasive in business and gain an understanding of how diversity influences internal and external opportunities in local, domestic, and global business environments. Prerequisites: BUS 203 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 380 • Understanding the Supply Chain

3 credits

An introduction to supply chain management including its history, purpose, general principles, and its interrelationships with other functional areas of business. Students learn terms and concepts for communications with supply chain personnel along with the role of supply chain management and its impact on competition. Prerequisites: ECN 211 and ECN 212 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 400 • Introduction to Project Management

3 credits

Introduction to the conceptual tools, principles, and standards of project management. Topics include foundational terminology, models, methods, and artifacts of the project management profession, aligned with Project Management Institute model of project performance domains. Prepares students to take industry-recognized certification exams in project management. Prerequisites: ECN 211 and ECN 212 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 418 • Financial Management

3 credits

An introduction to the valuation of real and financial assets with applications to financial management. Develop financial statements, estimate cash flows and required rates of return, time value of money, discounted cash flow valuations, capital budgeting, and the use of debt and equity financing. Prerequisites: BUS 218 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 419 • Healthcare Finance and Revenue Cycles

3 credits

Increases understanding of how healthcare accounting is implemented in the decision making and policy process. Concepts include implications of changes in healthcare reimbursement, understanding and analyzing financial statements for healthcare entities, practical applications of managerial accounting, and decision-making tools for managers within healthcare enterprises. Prerequisites: BUS 218 and admission to a Bachelor of Applied Management degree program. Three lecture.

BUS 440 • Principles of International Business

3 credits

Examines different cultural, legal, political, ethical, and economic environments in a comparative and interpretive framework. Emphasizes business practices and outcomes for producers, employees, and consumers. Prerequisites: ECN 211 and ECN 212 and admission to a Bachelor of Applied Management degree program Three lecture.

BUS 445 • Healthcare Economics and Data Management

3 credits

Provides an overview of the use of data to measure healthcare delivery and improve business processes, review sources of population data, and perform comparative analysis. Students determine variations in how medical resources are distributed and used and the economic effects of those decisions. Prerequisites: ECN 211 and ECN 212 and admission to a Bachelor of Applied Management degree program Three lecture.

BUS 490 • Applied Management Capstone

3 credits

Incorporates students' prior learning in related coursework and workplace experiences to individually assess an organization. Major components include the strategic analysis of an organization; the development of a forward-looking strategy with competitive, ethical, and global considerations; and the development of an implementation plan. Prerequisites: BUS 380, BUS 400, and BUS 418 or BUS 419. Three lecture.

Chemistry (CHM)

CHM 130 • Fundamental Chemistry

4 credits   SUN# CHM 1130

Introduction to chemistry for nursing, allied health, general education, and non-STEM major students. Covers the fundamentals of atomic/molecular structure, moles and stoichiometry, chemical structure, chemical bonding, states of matter, solution concentrations, acid–base chemistry, redox chemistry, and nuclear chemistry. Prerequisite: MAT 109 or satisfactory placement. Three lecture; three lab. Both fall and spring semesters; summer.

CHM 151 • General Chemistry I

4 credits   SUN# CHM 1151

Detailed study of principles of chemistry intended for students in STEM majors. Includes the study of atomic/molecular structure, moles and stoichiometry, chemical structure, chemical bonding, gas, thermochemistry, and electronic structure. Prerequisites: MAT 112 and high school chemistry or CHM 130 with a grade of "C" or better, or satisfactory placement. Three lecture; three lab. Fall semester.

CHM 152 • General Chemistry II

4 credits   SUN# CHM 1152

Advanced study of chemistry for students in STEM majors. Includes the study of intermolecular forces, solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Prerequisite: CHM 151. Three lecture; three lab. Spring semester.

Child and Family Studies (CFS)

CFS 100 • Infant-Toddler Social and Emotional Development

3 credits

Study of the social and emotional development of infants and toddlers. Examines the infant-toddler and caregiver relationship as the foundation for social and emotional development. Addresses strategies for supporting social and emotional development including children's autonomy, positive self-concept and social competence. Prerequisite: ECD 135 or department permission. Three lecture. DBN.

CFS 101 • Infant-Toddler Cognitive Development

3 credits

Examines the development of the cognitive domain in infants and toddlers. Explores influences on development and assessment of typical and atypical cognitive development. Addresses appropriate planning and implementation of a variety of strategies that support cognitive and sensory learning in infants and toddlers. Prerequisite: ECD 135 or department permission. Three lecture. DBN.

CFS 108 • Observing Children Within The Family System

1 credit

Provides a foundation in observing, documenting, and assessing children within their family system to understand behavior and development. Prerequisite: ECD 135 or PSY 240. One lecture.

College and Career Preparation (CCP)

CCP 010 • Literacy I

2 credits

Introduction to beginning reading and writing to build a foundation based in everyday activities and career readiness utilizing the Laubach method. Prerequisite: Satisfactory placement. One lecture; two lab. Both fall and spring semesters; summer.

CCP 020 • Literacy II

2 credits

Introduction to second level of reading and writing skills utilizing Labauch method with emphasis on sight and written vocabulary. Continued use of technology as it applies to career readiness. One lecture; two lab. Both fall and spring semesters; summer.

CCP 030 • Literacy III

2 credits

Level three literary skills including reading and writing words with long and short vowel patterns; diagramming parts of speech; increased reading and writing vocabulary; applying the writing process to a variety of writing products will enhance keyboard skills. One lecture; two lab. Both fall and spring semesters; summer.

CCP 052 • Reading/Writing Applications I

3 credits

Reading and writing study and practice with integrated math application activities through a career focus. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 55X • Opportunities Through Education

0 credit

Orientation to assess a student's readiness for the High School Equivalency test. Placement testing will determine areas of remediation while introducing students to the various services and academic degrees offered by NPC. One-half lecture. Both fall and spring semesters; summer.

CCP 058 • Mathematical Applications I

3 credits

Instruction, practice and practical applications in mathematical basics including whole numbers, place value, money, addition, subtraction, data, patterns, geometric shapes, measurement and digital literacy. Level one numeracy skills contextualized in college and career applications. Prerequisite: Satisfactory placement – ABE 1. Three lecture. Both fall and spring semesters; summer.

CCP 062 • Reading and Writing Applications II

3 credits

Students are taught to comprehend complex functional, informational, and literary texts. Students are taught to apply the writing process to create a variety of analytical writing products that reflect the understanding of materials read. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 068 • Mathematical Applications II

3 credits

Instruction and practice of foundational math skills with real-world applications for work, home, and continuing education. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 072 • Reading and Writing Applications III Science

3 credits

Strengthens the skills of reading and writing in the areas of Life Science, Physical Science, and Earth and Space Science in preparation for college and career success. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 074 • Reading and Writing Applications III Social Studies

3 credits

Strengthens skills and concepts in the areas of US history, civics, political systems, economics, and geography with integration of reading and writing skills in preparation for college and career success. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 077 • High School Equivalency Prep I

3 credits

Introduces Arizona's high school equivalency content along with studying and testing strategies. Prerequisite: CCP 55X and satisfactory placement-ABElll. Three lecture. Both fall and spring semesters.

CCP 078 • Math Applications III

3 credits

A comprehensive approach to mathematical concepts for application in the workforce with math instruction and practice using real-world careers with each concept. This is a preparation course for college and career readiness. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 082 • Reading/Writing Applications IV

3 credits

Reading and writing skills are integrated with science and social studies to create proficiency in independently disseminating complex information in a variety of content areas. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 084 • High School Equivalency Prep: Civics

1 credit

Introduces Arizona's high school equivalency civics content along with studying and testing strategies. Prerequisite: CCP 55X and satisfactory placement-ABElll. One lecture. Both fall and spring semesters; summer.

CCP 087 • High School Equivalency Exam Prep II

3 credits

Covers content review and study preparation to complete one or more sub-tests of the Arizona high school equivalency exam. Prerequisite: CCP 55x and satisfactory placement-ABEIV. Three lecture. Both fall and spring semesters.

CCP 088 • Beginning Algebra with Applications

3 credits

Beginning algebra through mathematical exploration and modeling of real problems. Topics include signed numbers, measurement, one and two variable data, linear equations, graphing, and polynomials. Prerequisite: Satisfactory placement. Two lecture; two lab. Both fall and spring semesters; summer.

CCP 098 • High School Equivalency Ready

0.5 credit

Provides students with test taking strategies, computer skill assessments, and high school equivalency practice tests to determine readiness to pass the Arizona high school equivalency test. Prerequisite: CCP 55X and satisfactory placement-ABEV. One-half lecture. Both fall and spring semesters; summer.

CCP 103 • Workforce Readiness I

2 credits

Provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information. Also instructs in the practice of Work Discipline, Teamwork, Managerial Potential, and Customer Service. Includes Arizona Career Readiness Certification preparation and assessment. One lecture; two lab. DBN.

CCP 104 • Workforce Readiness II

2 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis is placed on developing a functional Resume and refining interview skills. Prerequisite: Satisfactory placement. One lecture; two lab. DBN.

CCP 106 • Workforce Skills I

3 credits

Enhances soft skills necessary for success in the workplace. Instruction and practice are provided in the areas of Reading for Information, Applied Mathematics, and Locating Information, as they are applied directly in the workplace. Two lecture; two lab. Fall semester; DBN.

CCP 107 • Workforce Skills II

3 credits

Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis will be placed on developing a functional Résumé and refining interview skills. Prerequisite: Successful completion of CCP 106/HDE 106 or CCP 103/HDE 103 or instructor permission. Two lecture; two lab. Spring semester; DBN.

CCP 124 • Basic Keyboarding and Document Processing

2 credits

Overview of keyboarding and document processing. Students learn to type and format documents (e-mails, letters, memos, reports, and tables) using word processing software. One lecture; two lab.

Computer Information Systems (CIS)

Students must have keyboarding ability or instructor permission in order to take any CIS course.

CIS 103 • Introduction to Windows

1 credit

Introduction to Windows operating environment that takes a critical-thinking approach to teaching Windows concepts and skills. In addition to in-depth coverage of essential topics such as: hardware, software, terminology, file management, Internet and email, and additional Windows tools. One lecture. DBN.

CIS 105 • Computer Applications and Information Technology

3 credits   SUN# CIS 1120

Introduces business information systems and the uses of business application software with emphasis on database and spreadsheet packages. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

CIS 107 • IT Fundamentals & ITF+ Certification Preparation

3 credits

Introduces the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals. Topics include IT concepts and terminology; infrastructure; applications and software; software development; database fundamentals; security. Prepares students for the CompTIA ITF+ Certification examination. Three lecture. Both fall and spring semesters.

CIS 111 • Introduction to Programming I

3 credits

Introduces students to concepts of problem-solving using structured and object-oriented programming, algorithmic design, computer systems concepts, and social and ethical responsibilities. Prerequisites: MAT 112 or placement equivalent, and CIS 105 or CIS 107, or instructor permission. Three lecture. Spring semester.

CIS 112 • Introduction to Programming II

3 credits

A continuing introduction to programming with an emphasis on problem-solving and the broader applicability of relevant data structures and programming concepts, as well as the implementation of those structures and concepts in software. Prerequisite: CIS 111 or instructor permission. Three lecture Fall semester.

CIS 121 • Critical Thinking in Information Technology

3 credits

A survey of topics across information technology. Focuses on critically deconstructing common and edge case scenarios and articulating outcomes through commonsense reasoning and research practices. Three lecture.

CIS 123 • Electronics in Computing

3 credits

Introduction to electronic circuits and devices. Explores the principles of AC/DC electricity and electronics. Three lecture

CIS 125 • Digital Media

3 credits

An introduction to the technical and conceptual tools to understand the basic concepts of digital media. Students learn to create graphics, images, audio, animations, video, presentations, and basic websites to convey effective messages to an audience. Prerequisite: CIS 105 or CIS 107 or instructor permission. Three lecture. Spring semester.

CIS 130 • Information Security Fundamentals

3 credits

Students learn the basic concepts and principles of information security along with current risks and threats to an organization's data and the fundamental approaches to secure computers and networks. Prerequisite: CIS 105 or CIS 107 or instructor permission. Three lecture. Spring semester.

CIS 135 • IT Assessment, Audit, and Controls

3 credits

Students develop a thorough understanding of how to identify and mitigate risk related to information systems and learn how to develop plans and processes for a holistic approach to information security for an organization. Prerequisite: CIS 130 or instructor permission. Three lecture. Fall semester.

CIS 141 • A+ Certification Preparation I

3 credits

Comprehensive practical instruction on theory and skills relating to mobile devices; networking; hardware; virtualization and cloud computing; and network and hardware troubleshooting. Course includes about 50 percent of the competencies required for A+ certification. Prerequisite: CIS 105 or CIS 107 or instructor permission. Two lecture; two lab. Both Fall and Spring semesters.

CIS 142 • A+ Certification Preparation II

3 credits

Comprehensive practical instruction on theory and skills relating to operating systems; security; software troubleshooting; and operational procedures. Course includes about 50 percent of the competencies required for A+ certification. Prerequisite: CIS 141 or instructor permission. Two lecture; two lab. Both Fall and Spring semesters.

CIS 145 • Network+ Certification Preparation

3 credits

Overview of networking concepts, infrastructure, network operations, network security, and network troubleshooting and tools. Students learn and apply skills through traditional methods as well as hands-on labs. This course prepares students for the CompTIA Network+ examination. Prerequisite: CIS 141 or instructor permission. Three lecture. Fall semester.

CIS 146 • Security+ Certification Preparation

3 credits

Prepares students for the CompTIA Security+ Certification examination. Topics include attacks, threats, and vulnerabilities; architecture and design; implementation; operations and incident response; governance, risk, and compliance. Prerequisite: CIS 130 or instructor permission. Three lecture. Spring semester.

CIS 150 • Digital Culture

3 credits

Trans-disciplinary inquiry into the history, nature and implications of digital spaces and cultures. Students develop critical thinking capabilities and a humanistic perspective on the nature of cyberspace. Three lecture. Fall semester.

CIS 161 • Microsoft Operating Systems
3 credits

Covers in-depth uses of current Microsoft Operating Systems and takes a critical-thinking approach to teaching concepts and skills such as configuring hardware, software, interfaces, security, and practical skills. Prerequisite: CIS 105 or CIS 107 or instructor permission. Three lecture. Spring semester.

CIS 162 • Linux+ Certification Preparation
3 credits

Prepares students for the CompTIA Linux+ certification exam. Topics include hardware and system configuration, systems operation and maintenance, security, troubleshooting, diagnostics, automation, and scripting. **Prerequisite:** CIS 105 or CIS 107 or instructor permission. Three lecture. Fall semester.

CIS 171 • Linux Operating System
3 credits

An overview of the Linux Operating System. Students learn to install, configure, maintain, and troubleshoot Linux systems. Introduces the command line and graphical user interfaces for workstation users and systems administration purposes. Three lecture. Fall semester.

CIS 187 • Introduction to Web Development
3 credits

Introduction to the theory, art, and practice of web design and development. Students learn to write and manage valid and accessible pages and sites that maintain high standards of usability regardless of client computing platform, connection speed, or browser choice. Three lecture. Spring semester.

CIS 190 • JavaScript Programming
3 credits

Provides students with the necessary knowledge and skills to design and develop JavaScript programs in order to build dynamic websites and applications. Prerequisite: CIS 111 and CIS 187 or instructor permission. Three lecture. Fall semester.

CIS 217 • JAVA Programming
3 credits

An introduction to the Java programming language. Students learn to write programs in Java with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission. Three lecture. Fall semester.

CIS 225 • C Programming
3 credits

An introduction to the C programing language. Students learn to write programs in C with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission Three lecture. Fall semester.

CIS 226 • C++ Programming
3 credits

An introduction to the C++ programing language. Students learn to write programs in C++ with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission. Three lecture. Fall semester.

CIS 227 • C# Programming
3 credits

An introduction to the C# programming language. Students write programs in C# with an emphasis on problem analysis, program structure, and design. Prerequisite: CIS 111 or instructor permission. Three lecture. Spring semester.

CIS 230 • Operating System Security
3 credits

Students learn how to install, configure, and administer common desktop and server operating systems and their associated applications and services with a focus on securing these systems against risks, vulnerabilities, and threats. Prerequisite: CIS 130 and CIS 161, or instructor permission. Three lecture. Spring semester.

CIS 231 • Digital Forensics and Investigations
3 credits

Students learn about the legal and technical aspects of Digital Forensics, including general forensic processes, imaging, hashing, file recovery, file system basics, identifying mismatched file types, reporting, and laws regarding computer evidence. Prerequisite: CIS 146 or instructor permission. Three lecture. Spring semester.

CIS 232 • Network Security
3 credits

Students learn the fundamental concepts and tools used to examine the various areas of network security to include secure network design and implementation, traffic analysis, intrusion detection and response, and defense against network-based attacks. Prerequisite: CIS 130 and CIS 145, or instructor permission Three lecture. Spring semester.

CIS 233 • Ethical Hacking
3 credits

Students learn about the ethical hacking methodology with a hands-on application of security tools to test and better secure information systems. Introduces common countermeasures that effectively reduce and/or mitigate attacks. Prerequisite: CIS 230 or instructor permission; Co-requisite: CIS 232 or instructor permission. Three lecture. Spring semester.

CIS 243 • Database-Driven Websites
3 credits

An in-depth study of creating dynamic database-driven websites using PHP and MySQL. Students learn how to design and create a database, PHP and MySQL programming concepts, and advanced web programming skills. Prerequisite: CIS 111 and 187, or instructor permission. Three lecture. Fall semester.

CIS 245 • Database Management Concepts
3 credits

Introduction to database management systems (DBMS) where students use Structured Query Language (SQL) and other management tools to define, manipulate, and retrieve data from a DBMS. Students also learn common administrative tasks related to user management, authentication, stored procedures, and backup/restore strategies. Prerequisite: CIS 105 or CIS 107 or instructor permission. Three lecture. Spring semester.

CIS 265 • Web Programming

3 credits

Advanced web development techniques using a variety of programming languages, frameworks, and libraries. Students enhance their skills in client-side and server-side programming. Intended for students with a solid background and understanding of web development techniques and programming languages. Prerequisite: CIS 190 or instructor permission. Three lecture. Spring semester.

CIS 280 • Systems Analysis and Design

3 credits

Introduction to the methodologies of systems analysis and design. Emphasizes developing interviewing skills, identifying organizational problems and objectives, analyzing and documenting systems physical modeling and design. Students gain experience in the creation of UML diagrams, a project repository, data normalization, and data flow modeling. Prerequisite: CIS 111 or instructor permission. Three lecture. Spring semester.

CIS 405 • Information System Management

3 credits

Examines the framework for an information system and explores how those systems support the business functions of the organization. Students assess how those systems are integrated and aid managers with decision-making for the company. Provides students with the skills necessary to understand and use information technology. Prerequisite: BUS 127 or CIS 105, and admission to a Bachelor of Applied Management degree program Three lecture.

Construction Technology (CON)

CON 100 • Construction Math and Safety

3 credits

Introduces principles and procedures for working safely in construction. Also focuses on basic math skills needed to calculate slope, volume, area and unit conversion. Explores OSHA 10-Hour construction safety topics. Three lecture. DBN.

CON 101 • Jobsite Layout

3 credits

Lecture of contextualized applied math topics for accurately measuring and laying out different types of construction projects, shapes, and structures. Focusing on applications of geometry and trigonometry as it applies to building layout, quality control, and site surveying. Three lecture. Both fall and spring semesters.

CON 102 • Introduction to Construction Methods

3 credits

Introduction to principles and procedures to work safely in construction industry; construction terminology, hand tools, and power tools applications. OSHA 10 Hour construction safety topics are explored. Three lecture. Both fall and spring semesters.

CON 105 • Engineering Principles and Construction Methods

3 credits

Examines basic engineering calculations, architectural design principles, materials used in construction, technical specifications, documents, contracts, methods and systems. Research project included. Three lecture. DBN.

CON 107 • Safety and Job Hazard Recognition

1 credit

Explores Federal Occupational Health and Safety Administration (OSHA) regulations as they pertain to the construction industry with focus on hazards in the workplace and methods to reduce work-related injuries. One lecture. DBN.

CON 111 • Plan Reading and Employment

3 credits

Introduction to basic skills of reading plans, specifications, contractual documents, communication fundamentals, and employ-ability skills as they pertain to the construction industry. Three lecture. Both fall and spring semesters.

CON 120 • Concrete and Masonry Systems

3 credits

The theory and practice of construction work performed with mortar, brick, block (concrete masonry units), reinforced brick, reinforced concrete masonry, forming of structural concrete, and concrete placement. Additionally, explores the chemical characteristics of Portland cement-based products, common tools used, terminology, and methodologies used to work with aforementioned materials. Prerequisite: CON 107 or CON 102 or instructor permission. Two lecture; two lab. Both fall and spring semesters.

CON 121 • Cabinetmaking I

3 credits

Covers the design and fabrication of wood and composition cabinets. Topics include: shop safety, cabinet style, materials, face frame construction, casework construction, basic cabinet joints, gluing techniques, finish preparation, and installation methods. Prerequisite: CON 102 or CON 107 or instructor permission. Two lecture; two lab. DBN.

CON 126 • Framing Systems

4 credits

Hands-on identification of different types of framing systems commonly used in the construction industry. Topics include: the components of walls, floor systems, stair layout and ceiling layout. Lecture on appropriate building codes and interpretation of construction documents as they pertain to carpentry. Prerequisite: CON 102 or CON 107 or CON 100. Two lecture; four lab. Both fall and spring semesters.

CON 134 • Fundamentals of Plastic Welding

3 credits

Introduces theories pertaining to thermoplastics, welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. Prerequisite: ATO 116 or CON 100 or CON 107 or WLD 100 or instructor permission. Three lecture. DBN.

CON 140 • Computer Applications in Construction
3 credits

Computing theory and practice in computer applications for the design and construction industry. Introduction to Microsoft Excel, Word, Project, PowerPoint and/or estimating software. Explores some basics of CAD software for development of work plans. Includes basics of creating spreadsheets for estimating. Three lecture. Fall semester.

CON 145 • Roofing, Thermal and Moisture Protection Systems
3 credits

Hands-on roofing materials from low-slope to steep-slope roofing systems will be explored. Varying types of exterior finishes, weatherization and waterproofing systems will be constructed. Lecture of thermal properties of materials, thermal resistance and heat transfer. Prerequisites: CON 102, CON 107, CON 100 or instructor permission. Two lecture; two lab. Both fall and spring semesters.

CON 150 • Interior Finish Systems and Weatherization
3 credits

Explores interior finish systems: drywall, insulation, soundproofing, firestopping, textures, trims, and painting in a hands-on environment. Co-requisite: CON 100 or CON 107 or CON 102 or instructor permission. Two lecture; two lab. Spring semester.

CON 180 • Construction Service Learning
3 credits

Places students in construction settings to perform and learn construction related duties in accordance with their goals and objectives in a service-based project that benefits the community. Six lab. Fall semester.

CON 181 • Building Maintenance
3 credits

Maintenance of residential, commercial, industrial and public buildings. Discusses safety and first aid, structural parts of buildings, exteriors, doors and windows, interiors, finish carpentry, concrete/masonry, landscape maintenance, electrical and mechanical system maintenance. Two lecture; two lab. DBN.

CON 200 • Integrated Construction Management/ Design Laboratory
3 credits

Construction of mock structures including building and assemblage of components, progress reporting, safety documentation, quality control, coordination of teams among design, management and trades. Prerequisites: CON 140 or instructor permission. Two lecture; two lab. Fall semester.

CON 205 • Masonry Fundamentals
3 credits

Explores masonry topics ranging from basic terminology, tools used in the industry, products used for installation, construction document interpretation, and mortar mixing. Prerequisite: CON 102 or instructor permission. Two lecture; two lab. (Limited to ADOC students)

CON 206 • Masonry Installation
3 credits

Introduces masonry units (concrete masonry units and modular units), cutting techniques, layout techniques, and reinforcing materials will be examined as they pertain to the building process. Prerequisite: CON 102 or instructor permission. Two lecture; two lab. (Limited to ADOC students)

CON 207 • Residential Masonry
4 credits

Explores concepts of residential masonry products as they pertain to foundations, patios, steps, and decks. Additionally, covers topics in clay brick, stonework, and mortar. Prerequisite: CON 120 or instructor permission. Two lecture; four lab. (Limited to ADOC students)

CON 208 • Structural Masonry
4 credits

Expands upon ideas covered in CON 206; masonry units (concrete masonry units and modular units), cutting techniques, layout techniques, and reinforcing materials will be revisited as they pertain to the building process. Prerequisite: CON 206 or instructor permission. One lecture; six lab. (Limited to ADOC students)

CON 221 • Cabinetmaking II
3 credits

Advanced standard techniques of cabinetmaking. Includes shop safety for special setups, standard and customized cabinet dimensioning, detailed working drawings, specialized cabinet joinery, molding and trim applications, bending and laminating veneers and plastic laminates, design and fabrication of multi-component cabinet systems. Prerequisite: CON 121. Two lecture; two lab. DBN.

CON 222 • Cabinetmaking III
3 credits

Specialized techniques in cabinet production. Includes identification/use/care of specialized hand tools/portable power tools/machinery for mass production of cabinets, jigs and fixtures, designing and estimating materials for production cabinetry, production projects. Prerequisite: CON 221. Two lecture; two lab. DBN.

CON 228 • Electrical Systems
3 credits

Introduction to electrical systems, wiring, the National Electrical Codes, and basic electrical theories as they relate to building trades. Co-requisites: CON 100 or CON 102 or CON 107 or instructor permission. Two lecture; two lab. Spring semester.

CON 229 • Plumbing and Mechanical Systems
3 credits

A hands-on approach is taken for plumbing systems used in residential construction. Lecture-based approach to mechanical systems; their applications and basic theories as they relate to buildings in which they are used. Prerequisite: CON 100 or CON 102 or CON 107 or instructor permission. Two lecture; two lab. Spring semester.

CON 230 • Sustainable Construction
3 credits

Examines the role of professionals in the construction process to promote sustainability. Explores the impact construction activities have on: land development, material usage, energy consumption, environmental design considerations, and manufacturing processes are explored. Prerequisite: CON 102 or instructor permission. Three lecture. Fall semester.

CON 263 • Cost Estimating, Scheduling and Planning
3 credits

Students calculate quantities of materials used in construction projects using spreadsheets and computers. Once quantities are determined, cost and duration to time of completion are applied to each task. Prerequisite: CON 140 or instructor approval. Two lecture; two lab. Spring semester.

CON 265 • Construction Capstone Portfolio
2 credits

Integration of Construction process including: operations, trades (masonry, concrete, carpentry, finishes, and electrical) and management process. Prerequisites: CON 102, 111, 120, 121, 126, 145, 228, 229, or Instructors permission. One and a half lecture; one lab. Spring semester.

Cosmetology (COS)

COS 107 • Business Skills I
3 credits

Offers basic business skills relating to the beauty industry. Topics will include: customer service, work ethics and professionalism in the work place. Five and six-tenths lab. Both fall and spring semesters.

COS 108 • Business Skills II
3 credits

Continuation of COS 107. Emphasis continues in further training in customer service, work ethics, and professionalism in the work place. Prerequisite: COS 107. Five and six-tenths lab. Both fall and spring semesters.

COS 142 • Introduction to Hair Care
6 credits

Introduces students to basic hair care through live demonstrations and hands-on training in a realistic salon setting. Training will include beautification of the hair involving cutting, styling, coloring, chemical texture alteration and related theory. With completion of this course students will continue to practice on clients under instructor supervision. Prerequisites: The minimum of 16 years of age with official high school transcript with 10th grade equivalency; two English courses, one math, one science and a minimum of 10 credits, or; proof the prospective student is at least 18 years old with satisfactory proof of age is shown by government-issued driver's license or identification card, social security card, or transfer application. Eleven lab. Both fall and spring semesters.

COS 143 • Introduction to Basic Skin Care
2 credits

Introduces students to basic skin care through live demonstrations and hands-on training in a realistic salon setting. Training will include the fundamentals in cleansing, massaging, moisturizing, skin analysis and related theory. With completion of this course students will continue to practice on clients under instructor supervision. Three and eight-tenths lab. Both fall and spring semesters.

COS 144 • Introduction to Basic Nail Care
2 credits

Introduces students to basic nail care through live demonstration and hands-on training in a realistic salon setting. Training will include beautification of nails, massaging and moisturizing of the hands and related theory. With completion of this course students will continue to practice on clients under instructor supervision. Three and eight-tenths lab. Both fall and spring semesters.

COS 145 • Law and Ethics for a Beauty Professional
3 credits

Overview of laws and ethics relevant to the beauty professional including Arizona State Board of Cosmetology Laws and Rules, communication skills, professional image, life skills, career opportunities and related theory. Five and six-tenths lab. Both fall and spring semesters.

COS 146 • Scientific Concepts I
3 credits

Overview of scientific concepts relevant to the beauty professional including infection control, general anatomy, chemistry, electricity and related theory. Five and six-tenths lab. Both fall and spring semesters.

COS 147 • Scientific Concepts II
3 credits

Continuation of COS 146. Emphasis continues on further training in infection control, general anatomy, chemistry, electricity and related theory. Prerequisite: COS 146. Five and six-tenths lab. Both fall and spring semesters.

COS 231 • Advanced Hair Care I
3 credits

Students learn the science of healthy hair including hands-on training in shampooing, hair cutting, haircolor, chemical alternation and related theory. Students explore beauty enhancement techniques and acquire knowledge to help people look and feel more beautiful. Prerequisite: COS 142. Five and six-tenths lab. Both fall and spring semesters.

COS 232 • Advanced Hair Care II
3 credits

Continuation of COS 231. Emphasis continues on further training in hair care with advanced techniques including conditioning treatments, highlights, wig designs, braids and related theory. Prerequisite: COS 231. Five and six-tenths lab. Both fall and spring semesters.

COS 233 • Advanced Hair Care III
3 credits

Continuation of COS 232 concentrating on skills to offer satisfactory client services, proper communication skills and up-to-date techniques. Prerequisite: COS 232. Five and six-tenths lab. Both fall and spring semesters.

COS 234 • Advanced Skin Care I
3 credits

Students learn the science of healthy skin including hands-on training in skin analysis, facials, masks, waxing, makeup applications and related theory. Students explore beauty enhancement techniques and acquire knowledge to help people look and feel beautiful. Prerequisite: COS 143. Five and six-tenths lab. Both fall and spring semesters.

COS 235 • Advanced Skin Care II
3 credits

Continuation of COS 234. Emphasis continues on further training in skin care with advanced techniques including spa facials, masks, moulage makeup, false eyelash application and related theory. Prerequisite: COS 234. Five and six-tenths lab. Both fall and spring semesters.

COS 236 • Advanced Skin Care III
3 credits

Continuation of COS 235 concentrating on skills to offer satisfactory client services, proper communication skills and up-to-date techniques. Prerequisite: COS 235. Five and six-tenths lab. Both fall and spring semesters.

COS 237 • Advanced Nail Care I
3 credits

Students learn the science of healthy nails including hands-on training in manicures, pedicures, artificial nail enhancements and related theory. Students explore beauty enhancement techniques and acquire knowledge to help people look and feel more beautiful. Prerequisite: COS 144. Five and six-tenths lab. Both fall and spring semesters.

COS 238 • Advanced Nail Care II
3 credits

Continuation of COS 237. Emphasis continues on further training in nail care with advanced techniques including spa manicures, spa pedicures, nail wraps, paraffin wax treatments and related theory. Prerequisite: COS 237. Five and six-tenths lab. Both fall and spring semesters.

COS 239 • Advanced Nail Care III
3 credits

Continuation of COS 238. Concentrating on advanced nail care skills to offer satisfactory client services and up-to-date techniques. Prerequisite: COS 238. Five and six-tenths lab. Both fall and spring semesters.

COS 240 • Prepare for Licensure
2 credits

Summarizes the fundamental knowledge of a beauty professional including self-assessments and practice exams in core domains of Cosmetology and Hairstyling. Three and eight-tenths lab. Both fall and spring semesters.

COS 241 • Cosmetology Special Topics I
3 credits

A course designed to meet the needs of an individual Cosmetology Program completer who has an interest in a specific topic. This course is especially applicable to the occupational student who wants to specialize in training or transfer hours to another state. Prerequisite: Student must have completed 1600 hours of State Board documented cosmetology training. Five and six-tenths lab. DBN.

COS 242 • Cosmetology Special Topics II
3 credits

A continuation of COS 241. Students will continue to practice in self-directed study or an advanced project that relates to a Cosmetologist. Prerequisite: COS 241. Five and six-tenths lab. DBN.

COS 243 • Law and Ethics for a Cosmetology Educator
1 credit

Overview of legal and ethical topics relevant to the Cosmetology Educator including topics from the Arizona State Board of Cosmetology regulations, professionalism in the work place and related theory. Prerequisite: Licensed as a Cosmetologist with one year work experience form from the Arizona State Board of Cosmetology. One and nine-tenths lab. Spring semester.

COS 244 • Safety Concepts for a Cosmetology Educator
2 credits

Introduces students to safety concepts to be used as a potential Cosmetology Educator including infection control principles, industry safety practices and related theory. Prerequisite: COS 243. Three and eight-tenths lab. Spring semester.

COS 245 • Basic Teaching Skills for a Cosmetology Educator
3 credits

Designed for Cosmetology Educators focusing on classroom management including self-motivated instructors, developing organized work habits, creating a motivated classroom environment, foster learning and study skills and related theory. Five and six-tenths lab. Spring semester.

COS 246 • Beauty and Wellness Disciplines for a Cosmetology Educator
3 credits

Presents cosmetologists with teaching concepts relevant to becoming a Cosmetology Educator including management of a student training environment, preparing students for employment, providing an energized education environment and related theory. Five and six-tenths lab. Spring semester.

COS 247 • Professional Development for a Cosmetology Educator

3 credits

Covers enhanced levels of a Cosmetology Instructor's work performance including educator-to-educator relationships, educator-to-supervisor relationships, effective human relationships and related theory. Five and six-tenths lab. Spring semester.

Drafting (DRF)

DRF 120 • Technical Drafting I

3 credits

Basic skills for technical drafting using AutoCAD. Topics include language of industry, drafting skills, drafting office practices, theory of shape description, applied geometry, basic dimensioning, working drawings, sections and conventions, and printmaking machines. Two lecture; two lab. DBN.

DRF 130 • Architectural Drafting I

3 credits

Basic techniques and fundamentals of architectural drafting with emphasis on line work, lettering and basic technical drawing. Basic drafting skills are developed through projects devoted to acquiring knowledge of basic residential construction methods and their graphical representation. Emphasis on industry standards. Prerequisite: DRF 120 or instructor permission. Two lecture; two lab. DBN.

DRF 150 • AutoCAD I

3 credits

Introduction to drawing fundamentals, display controls, dimensioning, and Computer Aided Drafting. Two lecture; two lab. DBN.

DRF 200 • Applied Drafting and Design

2 credits

Student-designed project that applies advanced drafting and design skills. Topics include defining areas of interest, advanced sketching skills, advanced manual drafting skills, advanced AutoCAD skills, project work plans, activities and evaluation. Repeatable with different student/instructor/division director-created specific learning objective. Prerequisite: 15 credit hours of drafting courses. Four lab. DBN.

DRF 230 • Architectural Drafting II

3 credits

Covers advanced architectural drafting. Topics include site/plot plans, foundation plans, floor plans, elevations, sections, framing plans, internal elevations, electrical plans, plumbing plans, sketching, perspective drawing, shading and coloring and building codes. Prerequisite: DRF 130. Two lecture; two lab. DBN.

DRF 250 • AutoCAD II

3 credits

Overview of two-dimensional specialized techniques and continued development of AutoCAD skills. Emphasis is on advanced student project(s). Topics include advanced editing, attributes and data extraction, customizing macros and menus, tailoring menu systems, using AutoLISP for drawing automation, grouping entities into blocks, drawing enhancements, dimensioning and plotting drawings. Prerequisite: DRF 150 or instructor permission. Two lecture; two lab. DBN.

Early Childhood Development (ECD)

ECD 110 • Building Relationships with Families

1 credit

Overview of the importance of the family and early childhood professional relationship. Strategies for engaging with families and building strong relationships as a means to support children's positive growth and development. One lecture.

ECD 112 • Enhancing Family and Community Engagement

1 credit

Overview of a parent, family and community engagement framework used in early childhood systems. Reviews research and assesses the value of family engagement as a fundamental strategy to promote children's learning and healthy development. One lecture.

ECD 128 • Culture, Language and Community

1 credit

Explores how culture, language and community impact child development and learning. Reviews methods and materials that promote culturally and linguistically responsive environments and instruction in a variety of early childhood settings. One-half lecture; one practicum.

ECD 135 • Survey of Child Development

3 credits

Study of the theories of child development from the prenatal through middle childhood periods. Includes an emphasis on the interactions between biology and the environment and the influences of culture and social issues on children's health and development. Prerequisites: satisfactory placement or instructor permission. Three lecture.

ECD 141 • Healthy and Safe Early Childhood Practices

2 credits

Overview of policies and strategies that ensure children's safety, health, and well-being across settings serving children from birth through age eight. Topics include nutrition, physical activity, safe sleep, and playground practices. This course has been approved by Arizona DES to fulfill both ongoing and pre-service health and safety training requirements. One lecture; two practicum.

ECD 145 • Foundations in Early Childhood Education
3 credits

Provides an overview of early childhood education including programs, policies, and curriculum. Offers opportunities to design environments and instructional strategies using developmentally effective practices. Emphasizes play and constructivism as a means for supporting children's learning in settings serving children birth through age five. Prerequisites: satisfactory placement or instructor permission. Three lecture.

ECD 175 • Professionalism
1 credit

Overview of professional ethics and behavior within the field of early childhood, including professional development, understanding of the core knowledge and competencies of the field, and the importance of ongoing professional growth. One-half lecture; one practicum.

ECD 184 • Early Social and Emotional Development
2 credits

Overview of children's social and emotional development from birth through age eight. Explores instructional strategies and techniques to build young children's social-emotional competence, promote positive self-concepts, and support self-regulation in the early years. Emphasizes the child-adult relationship as the foundation for trusting, positive interactions with peers and adults. One lecture; two practicum.

ECD 186 • Effective Interactions for Learning
1 credit

Overview of the important role of adult-child interactions in the development of young children. Explores the topics of attachment, building warm relationships, and effective scaffolding using questioning and language strategies to promote self-regulation and learning in children ages birth-five years. One-half lecture; one practicum.

ECD 187 • Supporting STEM in Early Childhood
1 credit

Overview of integrated learning approaches to teaching young children science, technology, engineering and math (STEM) concepts. Reviews strategies and techniques for planning, developing, and implementing developmentally appropriate and effective STEM curriculum for young children birth to age five. Prerequisite: ECD 145. One-half lecture; one practicum.

ECD 188 • Policies and Procedures in Early Childhood Programs
1 credit

Overview of early childhood systems, policies, and procedures. Discussions of childcare licensure, quality early childhood programs, and other early childhood regulatory entities. One lecture.

ECD 208 • Observation and Assessment in Early Childhood
1 credit

Foundations in observing and assessing learning for the purpose of understanding development and guiding instruction for young children, birth through age eight. Covers a variety of techniques and strategies for effectively documenting learning and interpreting results. Prerequisite: ECD 135. One-half lecture; one practicum.

ECD 217 • Early Childhood Language and Literacy
1 credit

Methods and materials to support young children's emerging language and literacy skills from birth using whole child, integrated approaches to learning. Includes topics in communication, early reading and early writing. Prerequisite: ECD 145; Concurrent Requisite: ECD 290. One lecture.

ECD 222 • Introduction to Early Childhood Special Education
3 credits

Overview of legislation, policies, issues, philosophies and trends in special education with an emphasis on provisions for children birth through age eight. Includes an examination of the student's own beliefs and assumptions regarding learners with exceptionalities. Prerequisites: ECD 135 and ECD 145. Three lecture.

ECD 223 • Positive Behavior Supports
2 credits

Building on theories of social and emotional development, explores assessment and analysis of behavior for the purpose of creating positive interventions and supports. Examines environmental and developmental influences on behavior and strategies for reflecting on adults' actions to better meet children's needs. Prerequisite: ECD 135. Two lecture.

ECD 232 • Play and Learning Environments
2 credits

Examines the value of play within developmentally effective teaching environments for children birth through age eight. Emphasizes the design of indoor and outdoor learning experiences, the teacher's role in supporting children's development, and the connections between play and standards-based content knowledge in science, math, and literacy. Prerequisite: ECD 145. Two lecture.

ECD 241 • Evaluating Early Childhood Programs and Practices
2 credits

Overview of the methods for evaluating and assessing quality across early childhood programs. Explores national trends, research, policy, and practices related to program evaluation. Prerequisite: ECD 145 or EDU 200. Two lecture.

ECD 252 • Risk and Resiliency in Early Childhood
3 credits

Examines the concept of risk (biological, environmental, family mental health) and its impacts on brain development and child behavior across early childhood settings. Addresses the early childhood professional's role in building resilience through instructional design and program development. Prerequisite: ECD 135. Three lecture.

ECD 290 • Early Childhood Practicum I
1 credit

Provides a scheduled, structured, directed, supervised field experience that allows for the practice and demonstration of the knowledge, skills, and professional dispositions associated with an early childhood professional. Students engage in observation of child development and learning across a variety of settings and age groups, birth to five years. Emphasis areas: quality interactions and curriculum to support child development and learning. Two practicum.

ECD 297 • Early Childhood Education Capstone
1 credit

Provides opportunities for the student to reflect on the depth and breadth of learning across courses and practicum/field experiences. Students use self-assessment and reflection to make meaning of program and field experiences, which culminate in formal presentations that analyze individual practice and knowledge. Prerequisites: ECD 128 and ECD 135 and ECD 145 and ECD 175 and ECD 184 and ECD 187 and ECD 217 or Instructor Permission.

ECD 332 • Arts and Aesthetics in Early Education
3 credits

Explores the principles, methods, and materials for teaching young children music, creative movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking and an appreciation for aesthetics. Prepares teacher candidates to connect art education to content areas across the curriculum, including science, mathematics, social studies, and literacy. Prerequisite: Admission to a bachelor's degree program. Three lecture.

ECD 387 • STEM Instruction in the Early Childhood Classroom
3 credits

Examines the content and pedagogy of teaching scientific concepts and mathematics in preK-3rd grade classrooms. Prepares teacher candidates to plan and implement developmentally effective strategies to support the developing mathematical and scientific thinking of children as well as the strategies teachers use to assess understanding. Explores relevant mathematics and science content standards in preK-3rd grade classrooms with a focus on mathematical concepts, processes, and skills, and making connections across the STEM disciplines. Prerequisites: Admission to a bachelor's degree program, ECD 187. Three lecture.

ECD 390 • Early Childhood Practicum II
1 credit

Provides a scheduled, structured, directed, supervised field experience that allows for the practice and demonstration of the knowledge, skills, and professional dispositions associated with an early childhood professional. Students engage in observation of child development and learning across a variety of settings and age groups. Emphasis areas: PreK-3rd grade reading instruction, assessment, intervention, integrated learning, and teaching of STEM content. Prerequisite: Admission into the BAS-ECE program. Two practicum.

ECD 391 • Early Childhood Practicum III
1 credit

Provides scheduled, structured, directed, supervised field experience that allows for the practice and demonstration of the knowledge, skills, and professional dispositions associated with an early childhood professional. Students engage in observation of learning across a variety of settings and age groups. Emphasis areas: formative and summative assessment, understanding student data, integration of the arts, and differentiated instruction. Prerequisite: Admission into the BAS-ECE program. Concurrent Requisite: EDP 408. Two practicum.

ECD 400 • Navigating Early Childhood Policies and Systems
3 credits

Examines the systems and structures across educational settings that serve young children through third grade. Supports teacher candidates with building the knowledge and skills to become continuous, collaborative learners who make informed decisions using reflective and critical perspectives. Reviews the various social, legal, and environmental impacts on education and the profession. Prerequisite: Admission to a bachelor's degree program. Three lecture.

ECD 490 • Early Childhood Capstone-Experiential B-Pre-K
9 credits

Provides a culminating professional experience in a birth to Pre-K setting during which students have substantial opportunities for sustained work in a real-world setting. Offers the early childhood program candidate professional-guided, practitioner supervision while practicing skills aligned with national and state standards relevant to the age group of interest. Prerequisites: Admission into the BAS-ECE program, current fingerprint clearance on file, and completion of all other program of study coursework OR Educator Preparation Programs Dean approval. Twenty-seven practicum.

ECD 491 • Early Childhood Capstone: Experiential K-3
9 credits

Provides a culminating professional experience in a K-3rd grade setting during which students have substantial opportunities for sustained work in a real-world setting. Offers the teacher candidate professional-guided, practitioner supervision while practicing skills aligned with national and state standards relevant to early childhood teacher certification. Prerequisites: Admission into the BAS-ECE program, current fingerprint clearance on file, and completion of all other program of study coursework OR Educator Preparation Programs Dean approval. Twenty-seven practicum.

Economics (ECN)

ECN 211 • Principles of Macroeconomics
3 credits   SUN# ECN 2201

Covers the study of the economic system as a whole, including the level of employment and diversity in income, fiscal and monetary policies, and the role of government in the economy. Also covers the economics of resource issues related to market failure and sustainability. Prerequisite: satisfactory placement. Three lecture. Online fall, spring, summer semesters.

ECN 212 • Principles of Microeconomics
3 credits   SUN# ECN 2202

Covers the study of economic elements of supply and demand analysis. Also covers an examination of market structures, market allocation and externalities, labor markets and income distribution, and decision making by the individual firm. Prerequisite: satisfactory placement. Three lecture. Online fall, spring, summer semesters.

Education (EDU)

EDU 101 • Effective Tutoring
1 credit

For those who work with students as tutors, scribes or note takers. The course identifies methods and approaches to tutoring, including qualities, goals, strategies and implementation guidelines for the development of effective tutoring relationship. One lecture.

EDU 102 • Laubach Literacy Tutor Training
1 credit

The philosophy, methods, techniques and materials employed in teaching of basic reading to the non-reader, using the Laubach system of reading, as well as basic math, computer and life skills. Prerequisite: EDU 101. One lecture.

EDU 200 • Introduction to Education
3 credits

Surveys the field of education. Historical development, the requirements for admission into teaching, approaches and theory, problems of teachers, organization and administration, ethical and legal aspects and foundations of education are examined. Prerequisite: Satisfactory placement.

EDU 220 • Diversity in Education
3 credits

An introduction to multicultural education and the various forms of human diversity found in classrooms, schools and communities. Emphasis on the role of stereotyping and prejudice as they affect teachers and learners. Prerequisite: Satisfactory placement. Three lecture.

EDU 222 • Introduction to Special Education
3 credits

The history, practices, advances, problems and challenges of the special education field from birth to adulthood. Prerequisite: Satisfactory placement. Three lecture.

EDU 223 • Classroom Observation Skills
1 credit

Presents techniques of classroom observation used to identify effective teaching practices. Addresses the areas related to positive outcomes in learners including learning climate, classroom management, lesson clarity, instructional variety, task orientation, student engagement, student success, and higher thought processes. Prepares teacher candidates to use classroom observation and reflective practice in PreK-12 settings. Concurrent Requisite: EDU 200 or ECD 135. One lecture.

EDU 250 • Critical and Evaluative Reading for Educators
3 credits

Applies critical inquiry skills to varied and challenging reading materials that includes analysis, synthesis, and evaluation through written discourse. Prerequisite: ENL 101. Three lecture.

EDU 276 • Managing the Learning Environment
3 credits

Classroom management techniques, discipline models, student behavior and misbehavior, group dynamics, student self-motivation, and learning styles. Arizona State Board of Education professional teaching standards emphasized; includes 20 hours field experience. Prerequisite: Satisfactory placement. Three lecture.

EDU 280 • Introduction to Structured English Immersion (SEI) Augmented
3 credits

Emphasis on understanding English Language Learners (ELL) in the K-12 classroom. Covers the history, culture, theory, methods and an introduction to both the English Language Proficiency (ELP) standards and the Arizona English Language Learner Assessment (AZELLA). Three lecture.

EDU 286 • Educational Technology
3 credits

A technology literacy course for current and future educators in PreK-12. Emphasizes skill development and familiarity in e-learning tools, online educational resources, developmentally effective instructional design, distance learning, and educational technology standards. Three lecture.

EDU 291 • Children's Literature
3 credits

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. Prerequisite: ENL 101 or instructor permission. Three lecture.

EDU 307 • Writing and the Arts
3 credits

Overview of the development of children's writing, organization, and communication skills. Examines the developmental stages of writing and writing conventions. Addresses instructional strategies for teaching writing and composition in an integrated Language and Fine Arts curriculum. Prerequisite: EDP 302. Three lecture.

EDU 328 • Social Studies Education

3 credits

Prepares teacher candidates with the knowledge, strategies, and skills to foster a deep appreciation for social studies in elementary school students. Candidates learn to create engaging, culturally responsive, and meaningful social studies experiences that integrate the critical components of media literacy and the Arizona Social Science Standards. Prerequisite: EDP 302. Three lecture.

EDU 387 • Methods of Science and Inquiry

3 credits

Prepares elementary teacher candidates to foster a love of learning in students about science and the natural world. Addresses methods and practices for the instruction of cross-cutting concepts including scientific inquiry, Earth and space sciences, and life sciences in the elementary grades. Prerequisite: EDP 302; Concurrent Requisite: EDU 392. Three lecture.

EDU 390 • Elementary Practicum I

1 credit

Provides scheduled, structured, directed, and supervised field experience for the practice and demonstration of knowledge, skills, and professional dispositions associated with the elementary education professional. Candidates engage in observation of learning across a variety of settings and grade levels. Emphasis areas: curricular evaluation, inclusive materials, Universal Design for Learning, and differentiated instruction. Concurrent Requisite:: EDP 322. Two practicum.

EDU 391 • Elementary Practicum II

2 credits

Provides a scheduled, structured, directed, and supervised field experience that allows for the practice and demonstration of the knowledge, skills, and professional dispositions associated with an elementary education professional. Candidates engage in observation of student development and learning across a variety of K-5 settings and age groups. Emphasis areas: grade-level reading instruction, assessment, intervention, integrated learning, and teaching of Language Arts content. Prerequisite: Admission to a bachelor's degree program in education. Four practicum.

EDU 392 • Elementary Practicum III

2 credits

Provides scheduled, structured, directed, supervised field experience that allows for the practice and demonstration of the knowledge, skills, and professional dispositions associated with the elementary education professional. Candidates engage in observation of learning across a variety of settings and grade levels. Emphasis areas: formative and summative assessment, understanding student data, and teaching methods and differentiated instruction in mathematics and science. Prerequisite: Admission to a bachelor's degree program in education. Four practicum.

EDU 490 • Elementary Education Capstone: K-8

9 credits

Provides a culminating professional experience in a K-8 setting during which teacher candidates have substantial opportunities for sustained work in a real-world setting. Offers the candidate a practitioner guided and supervised experience during which they practice the skills relevant to the professional standards for elementary teacher certification. Prerequisite: Admission to a bachelor's degree program in education. Twenty-seven practicum.

Educator Preparation (EDP)

EDP 301 • Foundations in Reading

3 credits

Introduces students to the fundamentals of teaching reading, writing, and spelling skills, including phonological and phonemic awareness, systematic phonics instruction, fluency, vocabulary, and comprehension with a focus on practices that are based in the science of reading instruction. Emphasizes the teaching strategies and content relevant to elementary aged students and aligned with the Arizona K-5 Reading Standards. Prerequisite: Admission to a bachelor's degree program. Concurrent Requisite: ECD 390 or EDU 391. Three lecture.

EDP 302 • Curricular Approaches to Education and Learning

3 credits

Overview of a variety of learning approaches, differentiated instruction, and evaluation of curriculum for effectiveness in the K-8 classroom. Focuses on learner-centered approaches to planning and instruction. Supports teacher candidates with implementation of curriculum using inclusive materials and Universal Design for Learning practices. Prerequisite: EDU 200 or ECD 145, and admission to an Educator Preparation Bachelor's Degree Program. Three lecture.

EDP 322 • Instructional Effectiveness for Children with Exceptionalities

3 credits

Prepares educators to successfully teach reading, writing, math, and other content areas to children with exceptionalities. Provides an overview of researched-based inclusion strategies along with practical applications to assist preservice teachers to support differentiation of educational curricula. Emphasizes identification procedures, creating Individualized Education Programs, progress monitoring, assessment, and creating inclusive environments. Infuses aspects related to culture and cultural linguistic issues throughout the course. Prerequisites: ECD 222 or EDU 222, and admission to a bachelor's degree program. Three lecture.

EDP 375 • Educational Policies, Partnerships, and Ethics

3 credits

Explores the complex systems of educational policies; develops candidates' skills in fostering effective partnerships with other educators, families, communities; and cultivates candidates' deep understanding of ethical considerations and their applications in educational settings. Prerequisite: EDU 200 or ECD 145. Three lecture.

EDP 400 • Introduction to Educational Research
3 credits

Introduces students to designs, methods, and applications of educational research in early childhood settings. Students explore the concept of a teacher as a researcher and examine how research informs practice both directly and indirectly. Prerequisite: Admission to a bachelor's degree program. Three lecture.

EDP 401 • Essentials of Reading Instruction and Intervention
3 credits

Deepens teacher candidate's knowledge and skills in the foundations of science-based reading instruction. Provides content related to screening students for indicators of dyslexia based on phonological and phonemic awareness, rapid naming skills, correspondence between sounds and letters, nonsense word fluency, and sound symbol recognition. Broadens student knowledge to include reading assessment, differentiated instructional practices, and specific interventions to improve student reading proficiency, including students with reading deficiencies and characteristics of dyslexia. Prerequisite: EDP 301. Concurrent Requisite: EDU 391 or ECD 390. Three lecture.

EDP 402 • Psychology of Learning
3 credits

Prepares teacher candidates to understand the growth and development of children by examining the psychology of learning. Includes an exploration of learning theories, the application of learning theories within the classroom environment, and the cultural context of learning theories within the confines of K12 education. Prerequisite: Admission to an Educator Preparation Bachelor's Degree Program. Three lecture.

EDP 408 • Evaluating Learning Across the Curriculum
3 credits

An overview of research, policy, and best practices in using formal and informal assessment to guide instructional decisions, measure progress, and communicate with students, parents, and stakeholders. Focuses on designing and selecting valid and reliable assessment strategies as well as analyzing student data to reflect on practice and differentiate instruction. Addresses use of technology, the application of ethics, and the minimization of bias in assessment procedures. Prerequisite: ECD 208 or EDU 223 and admission to a bachelor's degree program. Three lecture.

Energy and Industrial Technician (EIT)

EIT 100 • Introduction to Advanced Manufacturing
4 credits

Introduction to advanced manufacturing production systems and concepts. Covers basic skills and knowledge that any technical employee needs to be successful in a variety of manufacturing and other industrial settings. Three lecture; 2 lab. DBN.

EIT 120 • Industrial Mechanics I
6 credits

Principles and applications of the most commonly found mechanical drive and fluid power components in an industrial power plant and manufacturing environment. Prerequisite: Satisfactory placement. Two lecture; eight lab. DBN.

EIT 130 • Industrial Electrical Systems
4 credits

Principles and application of alternating (AC) and direct (DC) current electricity, industrial sequential control and electrical controls construction as found in a typical energy and manufacturing environment. Prerequisite: Satisfactory placement. Two lecture; four lab. DBN.

EIT 140 • Introduction to Programmable Logic Controllers
4 credits

Principles and application of programmable logic controllers (PLCs) as found in a typical energy and manufacturing environment. Prerequisite: EIT 130. Two lecture; four lab. DBN.

EIT 150 • Industrial Mechanics II
6 credits

Builds and expands upon Industrial Mechanics I. Principles and applications of additional mechanical drive and fluid power components, expanding upon troubleshooting and looking at predictive and preventative maintenance techniques. Prerequisite: EIT 120. Two lecture; eight lab. DBN.

EIT 151 • Electrical Level I
6 credits

First course in a sequence of four that develops knowledge and skills required of Certified Industrial Electricians. Covers alternating current, motors: theory and applications, and conductor installation. Co-requisites: EIT 201 or instructor approval. Two lecture; eight lab. DBN.

EIT 152 • Electrical Level II
6 credits

Second course in a sequence of four that develops a knowledge and skills required of Certified Industrial Electricians. Covers alternating current, motors: theory and applications, and conductor installation. Prerequisite: EIT 151 or instructor approval. Two lecture; eight lab. DBN.

EIT 153 • Electrical Level III
6 credits

Third course in a sequence of four that develops knowledge and skills required of Certified Industrial Electricians. Covers alternating current, motors: theory and applications, and conductor installation. Prerequisite: EIT 152 or instructor approval. Two lecture; eight lab. DBN.

EIT 154 • Electrical Level IV

6 credits

Fourth course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Electricians. Topics include load calculations, feeders and services, health care facilities, standby emergency equipment, HVAC controls, and introductory skills for crew leader. Prerequisite: EIT 153 or instructor approval. Two lecture; eight lab. DBN.

EIT 155 • Instrumentation Level I

6 credits

First course in a sequence of four that develops knowledge and skills required of Certified Industrial Instrumentation Technician. Topics include hand and power tools for instrumentation, instrument drawings and documents, piping and hoses, and flow pressures, level and temperature. Co-requisite: EIT 201 or instructor approval. Two lecture; eight lab. DBN.

EIT 156 • Instrumentation Level II

6 credits

Second course in a sequence of four that develops knowledge and skills required of a Certified Industrial Instrumentation Technician. Topics include craft-related mathematics, principles of welding for instrumentation, process control theory and installing field-mounted instruments. Prerequisite: EIT 155 or instructor approval. Two lecture; eight lab. DBN.

EIT 157 • Instrumentation Level III

6 credits

Third course in a sequence of four that develops knowledge and skills required of Certified Industrial Instrumentation Technician. Topics include instrument fitters math, instrumentation theory and protective measures for instrumentation. Prerequisite: EIT 156 or instructor approval. Two lecture; eight lab. DBN.

EIT 158 • Instrumentation Level IV

6 credits

Fourth course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Instrumentation Technician. Topics include digital logic circuits, performing, troubleshooting and commissioning a loop, and programmable logic controllers. Prerequisite: EIT 157 or instructor approval. Two lecture; eight lab. DBN.

EIT 160 • Rotating Electrical Machines

4 credits

Principles, application, troubleshooting and maintenance of rotating electrical motors and electronic motor drives as used in industry. Prerequisite: EIT 130. Two lecture; four lab. DBN.

EIT 200 • Robotics and Motion Control

4 credits

Provides the student with a background in the programming and application of industrial robots and general purpose synchronized multi-axis motion control. Expands upon those concepts by combining multiple axes of motion to perform useful functions such as creating a flexible manufacturing system utilizing robots. Prerequisite: EIT 140 and EIT 160. Two lecture; four lab. DBN.

EIT 201 • Introduction to an Industrial Environment

4 credits

The preparatory course and requirement for students wanting to be NCCER certified for all NCCER Level industry disciplines. The students are exposed to the basic foundation skills in Industry. Two lecture; four lab. DBN.

EIT 205 • Process Control and Instrumentation

4 credits

Fundamentals of process control and instrumentation as applied in industry for the control of level, flow, temperature and pressure. Prerequisite: EIT 130. Two lecture; four lab. DBN.

EIT 208 • Energy Generation and Distribution I

6 credits

First course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes how electricity is generated, transmitted and distributed to the point of use. Four lecture; four lab. DBN.

EIT 211 • Energy Generation and Distribution II

6 credits

Second course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes the following topics: valves, piping and auxiliaries, pumps, compressors, coal handling and heat exchange. Prerequisite: EIT 208 or instructor approval. Four lecture; four lab. DBN.

EIT 212 • Energy Generation and Distribution III

6 credits

Third course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes the following topics: statistical process control, chemistry, electrical systems, instrumentation and control measurement, automatic process control, refrigeration, water and wastewater treatment. **Prerequisite:** EIT 211 or instructor permission. Four lecture; four lab. DBN.

EIT 213 • Energy Generation and Distribution IV

6 credits

Fourth course in a series of four that prepares students for entry-level positions as operators of power generation, mining, water treatment, natural gas, refinery, semiconductor, petrochemical and pharmaceutical processes. Includes the following topics: furnaces, boilers, steam cycles and turbines, protection systems, air and water pollution controls and troubleshooting. Prerequisite: EIT 212 or instructor permission. Four lecture; four lab. DBN.

EIT 214 • Advanced Power Plant Specific Training Course

6 credits

Orientation for students in power plant specific concepts. Clearance and confined space procedures, energy conversions, steam and pressure measurements, steam generators, plant layout, pumps, condensate and feedwater systems, fuel delivery and circulating water systems. Prerequisite: EIT 212 or instructor approval. Co-requisite: EIT 213 or instructor approval. Four lecture; four lab. DBN.

EIT 215 • Introduction to Steam Systems

3 credits

Introduction to science of steam systems, thermodynamics and boiler operation. Two lecture; two lab. DBN.

EIT 216 • Natural Gas Combustion Turbine and Heat Recovery Steam Generation Theory

6 credits

Principles and applications of natural gas combustion turbines that drive generators that produce electricity. Four lecture; four lab. DBN.

EIT 220 • Advanced Programmable Logic Controllers

4 credits

Advanced principles and applications of programmable logic controllers (PLCs) including PLC real-time considerations, levels of PLC networking, alternate programming languages for PLCs, international standards applied to PLCs, and integration of logic and motion control in PLCs. Prerequisite: EIT 140. Co-requisites: EIT 200 and EIT 205. Two lecture; four lab. DBN.

EIT 230 • Mechanical Maintenance I

6 credits

First course in a sequence of four that develops knowledge and skills required of a Certified Industrial Maintenance Mechanics. Topics include orientation to the trade, tools of the trade, pumps, valves and drivers and rigging. Co-requisite: EIT 201 or instructor approval. Two lecture; eight lab. DBN.

EIT 231 • Mechanical Maintenance II

6 credits

Second course in a sequence of four that develops knowledge and skills required of a Certified Industrial Maintenance Mechanics. Topics include basic layouts, introduction to ferrous metal piping practices, valves, introduction to bearings, and low- and high-pressure systems and auxiliaries. Prerequisites: EIT 230 or Certified in NCCER Industrial Maintenance Mechanic Level ONE. Two lecture; eight lab. DBN.

EIT 232 • Mechanical Maintenance III

6 credits

Third course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Maintenance Mechanics. Topics include advanced trade math, precision measuring tools, installing bearings and couplings, conventional alignment, and installing belts, chains and mechanical seals. Prerequisite: EIT 231 or certified in NCCER Industrial Maintenance Mechanic Level TWO. Two lecture; eight lab. DBN.

EIT 233 • Mechanical Maintenance IV

6 credits

Fourth course in a sequence of four that develops knowledge and fundamental skills required of Certified Industrial Maintenance Mechanics. Topics include preventive maintenance, advanced blueprint reading, pneumatic systems, reverse and laser alignment, and introduction to supervision. Prerequisite: EIT 232 or certified in NCCER Industrial Maintenance Mechanic Level THREE. Two lecture; eight lab. DBN.

EIT 235 • Integrated Manufacturing Systems

4 credits

Interfacing and integrating manufacturing components and unit operations. Prerequisite: EIT 200; Co-requisite: EIT 220. Two lecture; four lab. DBN.

EIT 241 • Hydraulic Troubleshooting

4 credits

Physical principles of force, pressure, fluid flows and troubleshooting. Two lecture; four lab. DBN.

EIT 242 • Industrial Maintenance Electrical and Instrumentation Technician Level I

6 credits

First course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers orientation and tools of the trade, craft-related mathematics, and pumps, valves, drivers and lubrication. Co-requisite: EIT 201 or instructor permission. Two lecture; eight lab. DBN.

EIT 243 • Industrial Maintenance Electrical and Instrumentation Technician Level II

6 credits

Second course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers industrial safety for E&I technician, electrical theory, hand bending, tubing, conductors and cables. Prerequisite: EIT 242 or instructor approval. Two lecture; eight lab. DBN.

EIT 244 • Industrial Maintenance Electrical and Instrumentation Technician Level III

6 credits

Third course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers hazardous locations, electronic components, controls, E&I drawings and layouts and machine bending. Prerequisite: EIT 243 or instructor approval. Two lecture; eight lab. DBN.

EIT 245 • Industrial Maintenance Electrical and Instrumentation Technician Level IV

6 credits

Fourth course in a sequence of four that develops knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers standby emergency equipment, basic process, control elements, transducers, transmitters, PLC's, tuning and troubleshooting. Prerequisite: EIT 244 or instructor approval. Two lecture; eight lab. DBN.

Paramedicine (EMT)

EMT 104 • Healthcare Provider CPR and First Aid
0.5 credit
Designed to certify the student in CPR (Health Care Provider level) and First Aid (American Heart Association or ASHI). One-half lecture. Both fall and spring semesters.

EMT 130 • Emergency Medical Technician Preparatory Course
3 credits
Introduction to medical terminology with basic anatomy and physiology of the human body as cornerstones to providing care in the pre-hospital environment. Includes Basic Life Support at the Health Care Provider level. Prerequisite: Next Gen. ACCUPLACER Reading Score of 249 or higher. Three lecture. Both fall and spring semesters.

EMT 131 • Emergency Medical Technician – Basic
8 credits
Students learn skills to recognize and properly treat illness and injury in the pre-hospital setting. Successful completion of the course provides eligibility to take the certification exam through the National Registry of EMTs and apply to the Arizona Department of Health Services certification as an EMT Basic. Prerequisites: Next Generation ACCUPLACER Reading Score of 249 or higher. Current Basic Life Support Healthcare Provider. Must be 18 years of age before the end of class. Successful completion of EMT 130 Emergency Medical Technician Preparatory Course is required unless documented proof of prior experience or equivalent class and successful completion of course final or documented proof of prior experience and program coordinator permission. Eight lecture; one and one quarter clinical. Both fall and spring semesters.

Before Enrolling:
To qualify for enrollment in EMT 131, you must have your current Healthcare Provider CPR credentials, a negative TB test result within the last 6 months, a current Tdap, MMR x2, and Hep B immunizations or signed waiver.

EMT 133 • EMT – Basic Refresher
2 credits
34-hour continuing education that fulfills the EMT National Continued Competency Program (NCCP) core and state/local requirements. Additionally fulfills the requirements for the State of Arizona Department of Health Services' recertification as an EMCT. Prerequisite: Must be currently certified as an EMCT-B in the state of Arizona or by Program Coordinator permission. 1.4 lecture. 1.2 lab. Both fall and spring semesters.

Before Enrolling:
To qualify for enrollment in EMT 133, you must have a current Basic Life Support card.

EMT 135 • EMT IVC
1 credit
Designed for the EMCT BASIC to develop intravenous skills, providing an enhanced level of care for improved patient outcomes. Prerequisites: Current certification as an EMCT-B in the State of Arizona. Requires written approval from the

EMCT EMS provider agency and from an administrative medical director who agrees to provide medical direction. 0.5 lecture; 0.5 lab; one clinical. DBN.

EMT 240 • Basic Electrocardiogram (ECG) and Pharmacology
3 credits
Content includes cardiac electrophysiology, basic heart rhythms, introduction to pharmacologic management and medication calculations. Three lecture. Spring semester.

EMT 241 • Advanced Life Support (ALS) Refresher
3 credits
48-hour continuing education that fulfills the EMT National Continued Competency Program (NCCP) core and state/local requirements. Additionally fulfills the requirements for the State of Arizona Department of Health Services for recertification as an EMCT-P. Prerequisite: Must be certified as an EMCT-P in the state of Arizona and hold a current Basic Life Support (BLS) card, an Advanced Life Support (ACLS) card, and either Pediatric Advanced Life Support (PALS) card or Pediatric Education for Pre-Hospital Professionals (PEPP) card. Or by Program Coordinator permission. Three lecture. Both fall and spring semesters.

EMT 246 • Paramedic Training I
20 credits
Develops advanced level knowledge and skills for recognition and appropriate management of illness and injury in a variety of settings. Successful completion of the course provides eligibility to take the exam through National Registry of EMTs and apply to the Arizona Department of Health Services as a Paramedic. Prerequisites: Next gen. ACCUPLACER score of 249 or higher. Successful completion of EMT 240. Arizona State certified EMCT Basic in good standing for at least one year. Current Basic Life Support Healthcare Provider Level certification. Please see application for specific health requirements. Sixteen lecture; fourteen clinical. Fall semester.

Before Enrolling: Students must complete an application prior to enrolling. Students must also provide either a DPS Fingerprint Clearance Card** or an application for card prior to course registration to meet Department of Health Services requirements. There is a $75 application fee and a fingerprinting fee may also apply. Learn how to apply at: *https://www.npc.edu/file/download/38674*.

EMT 247 • Paramedic Training II
22 credits
Develops advanced knowledge and skills for recognition and appropriate treatment of illness and injury in a variety of settings. Prerequisites: Next Generation ACCUPLACER score of 249 or higher. Successful completion of EMT 246. Arizona State certified EMCT Basic in good standing for at least one year. Current Basic Life Support Healthcare Provider Level certification, current Advanced Cardiac Life Support certification, and Pediatric Life Support certification. Please see application for specific health requirements. Sixteen lecture; eighteen clinical. Spring semester.

English (ENL)

ENL 101 • College Composition I
3 credits   SUN# ENG 1101

A course in the basic principles of college-level reading and writing. The course includes several academic essays and a short research paper. Prerequisite: Satisfactory placement, or CCP 082. Three lecture. Both fall and spring semesters; summer.

ENL 102 • College Composition II
3 credits   SUN# ENG 1102

A course in critical reading and writing, including literary analysis, documented critical essays, other critical writing, and a research paper. Prerequisite: 'C' or better in ENL 101. Three lecture. Both fall and spring semesters; summer.

ENL 109 • Technical Writing
3 credits

Surveys the basic principles of preparing reports and other work-related documents. The emphasis will be generating professional documents used in engineering, science, and business. Prerequisite: ENL 101. Three lecture.

ENL 210 • Screenplay Writing
3 credits

Students study the history, form, format and style of the screenplay genre, observe film clips; read screenplay models and movie reviews; write a movie review; and write a treatment and first act of an original screenplay script. As a final project, students read and/or direct their scripts. Three lecture. DBN.

ENL 220 • World Literature I
3 credits

A survey of world literature, ending with the Renaissance Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 221 • World Literature II
3 credits

 A survey of world literature since the Renaissance Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 224 • English Literature I
3 credits

A survey of significant writers, works, and developments in English Literature from the pre-Middle Ages through the Restoration and 18th Century. Meets the common program requirements for English majors. Three lecture. DBN.

ENL 225 • English Literature II
3 credits

A survey of the significant writers, works, and developments in English Literature from the Romantic Movement to the Modern/Post-Modern period. Meets the common program requirements for English majors. Three lecture. DBN.

ENL 230 • American Literature I
3 credits

A survey of selected readings in American literature from the colonial period to 1865. Prerequisite: 'C' or better in ENL 101 or instructor permission. Three lecture. DBN.

ENL 231 • American Literature II
3 credits

A survey of readings in American literature from 1865 to the present. Prerequisite: 'C' or better in ENL 101 or instructor permission. Three lecture. DBN.

ENL 234 • Native-American Literature
3 credits

Introduction to Native-American literature, including the relationship between oral traditions and literacy fiction, drama, poetry and non-fiction writing. Prerequisite: Satisfactory placement. Three lecture. DBN.

ENL 236 • Creative Writing I
3 credits

Elements of fiction, poetry, creative non-fiction, or drama, depending upon instructor choice. Emphasis on basic rules of form, creative expression, and critical, effective revision. Three lecture.

ENL 237 • Creative Writing II
3 credits

Continuing practice in the elements of fiction, poetry, creative non-fiction, and/or drama. Emphasis on knowledge of chosen genre/sub-genre, creative expression, critical, effective revision, and submitting for publication. Prerequisite: ENL 236. Three lecture. Fall semester.

ENL 238 • Women's Literature
3 credits

Explores the changing roles of women in terms of culture, rhetoric, religion, education, and relationships through their writing and also examines biases and stereotypes that have defined women's roles in the past and in the present. Prerequisite: Satisfactory reading and writing placement. Three lecture. DBN.

ENL 291 • Children's Literature
3 credits

Review of children's literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Elementary curriculum supported and developed through literature. Prerequisite: ENL 101 or instructor permission. Three lecture. Spring semester.

Film and Digital Video (FDV)

FDV 115 • Introduction to Graphic Communication Technology
3 credits

Introduction to the conceptualization, visualization and production of graphic communications using the computer as designer, illustrator and photographer's tool in digital applications. Two lecture; two lab. DBN.

FDV 116 • Computer Photographic Imaging
3 credits

Introduction to digital editing of images and the process of digital imaging through the use of digital editing applications. Basic foundation in the use of Adobe Photoshop software as a photographic and design tool for digital imaging. Two lecture; two lab. DBN.

FDV 118 • Two-Dimensional Computer Design
3 credits

Introduction to two-dimensional digital imaging. Basic foundation in the use of Adobe Illustrator software as an illustrator and designer's tool. Two lecture; two lab. DBN.

FDV 119 • Digital Page Layout and Design
3 credits

Introduction to digital page layout and design using industry standard layout and design software. Basic foundation in the production of professional document types using Adobe InDesign software. Two lecture; two lab. DBN.

FDV 130 • Video Production
3 credits

Study and practice of basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing and field production. Two lecture; two lab. DBN.

FDV 140 • Video Editing
3 credits

Introduction to the theories, history and practices of editing. Students will work with nonlinear video editing stations to gain experience editing and learning the concepts, procedures and challenges of this art form. Two lecture; two lab. DBN.

FDV 150 • Introduction to Film
3 credits

Introduction to the history, ideology and aesthetics of film, film theory and film criticism. Prerequisite: Satisfactory placement. Three lecture. DBN.

FDV 160 • Digital Audio For Film/TV
3 credits

Practical, hands-on experience in recording and editing audio for film and digital video productions. Develops skills using microphones, digital recorders and digital audio workstations. Overview of principles of audio for motion pictures. Emphasis on how to achieve professional results in creating a soundtrack for film and television productions. Two lecture; two lab. DBN.

FDV 210 • Screenplay Writing
3 credits

Students study the history, form, format and style of the screenplay genre, observe film clips; read screenplay models and movie reviews; write a movie review; and write a treatment and first act of an original screenplay script. As a final project, students read and/or direct their scripts. Three lecture. DBN.

FDV 220 • Film Aesthetics
3 credits

Provides in-depth study of common aesthetic techniques used in the making of films and digital videos. Focus on the filmmaker's decision process and how it affects the critical reception of the final film. Prepares students to undertake their own film/video projects by introducing them to the audio-visual language of film. Prerequisite: Satisfactory placement for general education in reading and writing. Three lecture. DBN.

FDV 260 • Digital Video Production Projects
3 credits

Production of the student's own short video project. Builds and expands upon production skills learned in FDV 130 and FDV 210. Skill development in scriptwriting, camera, design, lighting, sound and the myriad skills involved in producing and directing one's own work. Prerequisite: Instructor permission. One and a half lecture; four and a half lab. DBN.

FDV 270 • Digital Video Post-Production Projects
3 credits

Post-production of student's own short video project initiated in FDV 260. Builds and expands upon post-production skills learned in FDV 140 and FDV 160. Topics include advanced non-linear video editing, advanced digital audio editing and preparing finished work for screening and distribution. Prerequisite: Instructor permission. One and a half lecture; four and a half lab. DBN.

Fire Science (FRS)

FRS 101 • Principles of Fire and Emergency Services Administration
3 credits

Overview into the organization and management of fire and emergency services departments. Emphasis is placed on fire and emergency service, ethics and leadership from the perspective of the company officer. Three lecture. Both fall and spring semesters; Fall semester.

FRS 103 • Firefighter I
6 credits

Covers basic firefighting skills for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction follows NFPA Standard 1001 and the Arizona Center for Fire Service Excellence to become eligible for Firefighter I certification. An approved agency sponsorship is preferred, but not required. Five lecture; two lab. Both fall and spring semesters; summer.

FRS 105 • Firefighter II
4 credits

Covers basic firefighting skills for the new fire department recruit or individual seeking to enter the fire service workforce. Instruction follows NFPA Standard 1001 and the Arizona Center for Fire Service Excellence to become eligible for Firefighter II certification. An approved agency sponsorship is preferred, but not required. Co-requisite: FRS 110. Three lecture; two lab. Both fall and spring semesters; summer.

FRS 110 • Hazardous Materials for First Responder
2 credits

Basic information and skills needed for appropriate response to hazardous materials emergencies. Follows state and national standards for the response, identification, safety, and containment of a hazardous materials incident. Two lecture. Both fall and spring semesters; summer.

FRS 126 • Rope Rescue I
1 credit

Overview of foundational techniques and concepts in fire service rope rescue. One lecture. Fall semester.

FRS 127 • Rope Rescue II
1 credit

Covers basic and advanced skills in technical litter evacuations in vertical environments. Prerequisite: FRS 126. One lecture. Fall semester.

FRS 128 • Rope Rescue III
1 credit

Covers teamwork, rescue leadership and application of all rope rescue skills in real-life exercises. Prerequisite: FRS 127. One lecture. Fall semester.

FRS 130 • The Incident Command System
1 credit

Overview of the Incident Command System (ICS). Meets the needs of fire officers and managers who use, deploy, implement, and/or function within an ICS. One lecture. DBN.

FRS 132 • Fire Investigation I
3 credits

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Prerequisites: FRS 200, FRS 202, FRS 207 or instructor permission. Three lecture. DBN.

FRS 135 • Fire Protection Hydraulics and Water Supply
3 credits

Examines theoretical knowledge to understand principles of water use in fire protection and apply hydraulic principles to analyze and solve water supply problems. Prerequisite: Demonstration of a competency in high school-level algebra (or the equivalent) at a grade of "C" or better or instructor permission. Two and one half lecture; one lab. Spring semester.

FRS 137 • Strategies and Tactics
3 credits

Principles of fire ground control through utilization of personnel, equipment and extinguishing agents. Three lecture. Both fall semester.

FRS 138 • Legal Aspects of Emergency Services
3 credits

An overview of federal, state and local laws that regulate emergency services, including a review of national standards, regulations and consensus standards. Three lecture. DBN.

FRS 139 • Confined Space Operations
3 credits

Overview of various types of confined space situations that a student may respond to during the course of their duties. Provides basic skills in recognizing and operating at a confined space event. Two and a half lecture; one lab. Both fall and spring semesters.

FRS 141 • Fire Service Communication
3 credits

Overview of written and oral communication skills in the Fire Service. Students give presentations and write incident reports, daily logs, investigative documents, and personnel documents. Prerequisite: ENL 101 or instructor permission. Three lecture.

FRS 150 • Wildland Firefighter
2 credits

Overview of skills for the wildland firefighter. Topics include tools, equipment, fire behavior, safety procedures, and tactics. Leads to certification for entry-level wildland firefighter positions. Two lecture. Both fall and spring semesters.

FRS 200 • Fire Behavior and Combustion
3 credits

An overview of the theories and fundamentals of how and why fires start, spread and are controlled. Three lecture. Fall semester.

FRS 201 • Fire Protection Systems
3 credits

Focuses on information relating to the features of design and operation of fire alarm systems. Three lecture. Spring semester.

FRS 202 • Principles of Emergency Services
3 credits

This course provides an overview to fire protection, career opportunities, culture and history of emergency services; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; introduction to fire strategy and tactics. Three lecture. Fall semester.

FRS 203 • Fire Prevention
3 credits

Summarizes the fundamental knowledge relating to the field of fire prevention. Students learn the history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education. Three lecture. Fall semester.

FRS 207 • Building Construction for Fire Prevention
3 credits

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations and operating at emergencies. Three lecture. Spring semester.

FRS 208 • Principles of Fire and Emergency Services Safety and Survival

3 credits

Summarizes the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral changes throughout the emergency services. Three lecture. Fall semester.

French (FRE)

FRE 100 • Beginning French Conversation

3 credits

Introduction to French through emphasis on phonology, basic structures and vocabulary manipulation. Three lecture. DBN.

FRE 101 • Elementary French I

4 credits   SUN# FRE 1101

Focus on speaking and understanding French through an audio-aural approach comprised of dialogues, pattern drills, grammar, and situation. Reading and writing skills are introduced. Prerequisite: Satisfactory placement. Four lecture. DBN.

FRE 102 • Elementary French II

4 credits   SUN# FRE 1102

Continuation of FRE 101. Emphasis continues on the four basic skills of hearing, speaking, reading and writing. Augmented basic vocabulary, new grammatical structures and increased focus on culture. Prerequisite: FRE 101. Four lecture. DBN.

Geography (GEO)

GEO 110 • World Regional Geography

3 credits

Basic physical, cultural and economic elements and their integration on a world and regional basis. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

GEO 111 • Physical Geography

4 credits

Study of Earth's formative processes, including atmospheric, hydrologic, volcanic and glacial. The effects of the Earth's formative processes on the landscapes, climate, vegetation and soils are examined as are the impact of human activity on these processes. Prerequisite: Satisfactory placement. Three lecture; three lab. DBN.

GEO 120 • Human Geography

3 credits

Systematic study of human use of the earth; including spatial organization of economic, social, political and perceptual environments. Prerequisite: Satisfactory placement or instructor permission. Three lecture. Fall semester.

Geology (GLG)

GLG 101 • Introduction to Geology I – Physical Geology

4 credits   SUN# GLG 1101

Physical geologic concepts and principles pertaining to Earth's structure, composition and changes. Prerequisite: Satisfactory placement. Three lecture; three lab. Both fall and spring semesters.

GLG 102 • Introduction to Geology II – Historical Geology

4 credits

Historical geologic concepts and principles pertaining to Earth's origin and development. Prerequisite: GLG 101. Three lecture; three lab. Spring semester.

GLG 110 • Natural Disasters

4 credits

Natural processes, hazards, and disasters affecting life on Earth. Topics include climate change, meteorite impacts, mass extinctions, earthquakes, landslides, tsunamis, floods, and volcanic eruptions. Prerequisite: Satisfactory placement. Three lecture; three lab. Fall semester.

GLG 203 • Dinosaurs

4 credits

A review of dinosaur evolution, their taxonomy, ecology, and physiology. Presents basic scientific techniques used to understand dinosaurs. Prerequisite: Satisfactory placement. Three lecture; three lab. Fall semester.

German (GER)

GER 101 • Elementary German I

4 credits   SUN# GER 1101

Systematic approach to develop the skills of comprehension, speaking, reading, and writing. Fundamentals of grammar, basic vocabulary, and conversation. Prerequisite: Satisfactory placement. Four lecture. DBN.

GER 102 • Elementary German II

4 credits   SUN# GER 1102

Emphasis continues on the four basic skills introduced in German 101: comprehension, speaking, reading, and writing. Augmented basic vocabulary, new grammatical structures, more conversation, and increased focus on culture. Prerequisite: GER 101. Four lecture. DBN.

Health and Physical Education (HPE)

HPE 101B • Beginning Yoga

1 credit

An introduction to basic yoga poses, breathing techniques, principles of relaxation and body awareness designed to increase flexibility, strength, to create better concentration and promote feelings of relaxation. Two lab. Fall and spring semester; summer.

HPE 101C • Intermediate Yoga
1 credit

Students will build upon skills learned in beginning yoga, refining postures, breathing and meditation. Pranayama techniques and intermediate level Asanas will be introduced. Discussion of yoga philosophy will be interwoven with physical practice. Prerequisite: HPE 101B or instructor permission. Two lab. Fall and spring semester; summer.

HPE 104 • Personal Health
3 credits

Students gain an understanding of health issues critical to their well-being. Including body functions in health and disease, maintaining and improving one's health, means of preventing disorders, understanding common diseases, and the importance of proper curative measures. Topics include global health issues and their comprehensive impact on society. Three lecture.

HPE 112 • Introduction to Sports Medicine
3 credits

Students learn introductory insights into the athletic training profession: emergency care, daily training room procedures, etc. Students learn prevention, recognition, evaluation, treatment and rehabilitation of athletic injuries, taping skills, and CPR skills. Three lecture.

HPE 113 • Foundations of Strength and Conditioning
3 credits

Introduction to basic strength and cardiovascular training principles including structures and function of the cardiorespiratory system and the integrated fitness assessment. Topics include the importance of core, balance, resistance, plyometric, and speed, agility and quickness trainings, and causes of symptoms of chronic health conditions. Three lecture.

HPE 116 • Introduction to Exercise Science and Physical Education
3 credits

Students learn introductory concepts to the disciplines and professions associated with exercise science/kinesiology, including an overview of historical and philosophical foundations. Three lecture.

HPE 120 • Sports Performance Training
3 credits

Students acquire basic knowledge in flexibility training, cardiorespiratory training, core training, balance training, plyometric training, and speed, agility, and quickness training. Students also learn about therapeutic exercise and interventions, pain management, and reconditioning. Three lecture.

HPE 131 • Sports Psychology
3 credits

Exploration of psychological factors that influence sport performance and coaching behaviors along with the psychological effects that sport and exercise involvement have on the participant. Includes an introduction to sport and exercise psychology, psychological principles of behavioral development, social psychological dimensions of sport and exercise, personality assessment. Three lecture.

HPE 140 • Contemporary Sports Management
3 credits

Introduces local, national, and international sport, legal issues, and ethics in sport management, and its influence on society and culture. Explores the similarities and differences in sport management practices and application. Covers the history of the sports industry, terminology, and career opportunities. Three lecture.

HPE 146 • Personal Training
3 credits

Students learn about the essentials to personal fitness training and are introduced to the human movement system, the Optimum Performance Training (OPT). Topics include assessment; exercise technique and training instruction; program design; client relations, behavioral coaching; and professional development, practice, and responsibility. Prepares students to test as a certified personal trainer. Prerequisite: HPE 113 or instructor permission. Three lecture.

HPE 157 • Kinetic Anatomy
3 credits

Provides foundational knowledge of the human movement system (kinetic chain), which includes musculoskeletal interplay. Exploration of anatomical factors that will enhance "hands-on" experiences, teaches anatomical structures, presents common anatomical conditions, and provide basic vocabulary of anatomy. Three lecture.

HPE 162 • Exercise Physiology
4 credits

Principles of exercise science applied to physical fitness. Covers major factors related to the function of the human body with emphasis placed on anatomy/physiology, exercise, and biomechanics. Three lecture; two lab.

HPE 178 • Professional Activities in Weight Training
2 credits

Fundamental methods of instructing and leading fitness activities, including strength and conditioning activities. One lecture; two lab.

HPE 179 • Professional Activities in Aerobic Training
2 credits

Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Explains core competencies identified by professional certification agencies. One lecture; two lab.

HPE 181 • Fitness and Performance
1 credit

Students learn appropriate performance and movement standards and the role of rehabilitation in optimal performance through observations of student athletes' on-field participation. One half lecture; one lab.

HPE 200 • Rehabilitative Techniques
3 credits

Provides a basic understanding of the theory and clinical skills necessary to function as an entry-level physical therapy aide in a variety of rehabilitation settings. Three lecture.

HPE 210 • Prevention and Care of Athletic Injuries

3 credits

Covers basic knowledge and understanding of the principles of sports medicine, the care and treatment of athletic trauma, and the use of proper conditioning principles for the prevention of injury. Three lecture.

HPE 250 • Physical Therapy Technician

3 credits

Prepares students with the necessary skills and techniques to become a physical therapy technician. Students receive hands-on instruction in helping patients who are recovering from all types of injuries and illnesses. Topics include innovative orthopedic techniques, neurological and pediatric rehabilitation, pain management therapy, and rehabilitation equipment. Two and a half lecture; one lab.

Health Sciences (HES)

HES 101 • Basic Technical Mathematics

3 credits

Covers practical mathematical skills needed in a wide variety of trade and technical areas. Course includes a review of fractions, decimals, percents, measurement, basic algebra, and a brief overview of geometry and trigonometry. Prerequisite: satisfactory placement. Three lecture. Both fall and spring semesters; summer.

HES 102 • Health Career Occupations

3 credits

Supports discovery of career opportunities in healthcare occupations. Fosters development of critical thinking skills using problem solving models. Three lecture. DBN.

HES 103 • Direct Care Worker

4 credits

Prepares the direct care worker (DCW) to provide assistance in a home setting with the focus on skills development in performing personal care tasks and home management. Prerequisites: Satisfactory Reading placement score and current CPR card. Three lecture; two lab. DBN.

HES 109 • Phlebotomy

4 credits

Covers the theory and practice of phlebotomy. Students learn how to obtain, handle, and process specimens through various processes while maintaining patient safety and confidentiality. For an additional fee, prepares eligible students for the Phlebotomy Technician Certification exam through National Center for Competency Testing (NCCT). Prerequisites: HES 170. Two lecture; four lab. Both fall and spring semesters.

Before Enrolling:

Proof of required immunizations, (HEP B, MMR, and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required. Students must be 18 years of age with high school diploma or equivalent, or instructor permission. Satisfactory Placement - (reading skills - bottom zone).

NOTE: Students completing the NPC Phlebotomy course will meet NCCT education/training eligibility requirements for Phlebotomy Technician NCPT Certification. Students must still take and pass the national exam to become certified.

HES 110 • Forensic Law Enforcement Phlebotomy

3 credits

Theory and practice of basic phlebotomy for law enforcement officers. Prepares students to obtain forensic blood specimens with venipuncture. Covers phlebotomy protocols, procedures, and techniques along with drawing, preparing, packaging, transporting, documenting, and reporting blood specimens. Prerequisites: HES 170 or EMT 131 and/or permission of Program Director/Program Coordinator. DPS Level I Fingerprint Clearance Card, current health care provider CPR card, current negative TB skin test or negative chest X-ray, hepatitis B series proof of immunity or waiver, MMR and varicella immunization proof of immunity or waiver, be 18 years of age with high school diploma or equivalent, or instructor permission. Two lecture; three lab. Both fall and spring semesters.

HES 120 • Law and Ethics of the Health Care Professional

3 credits

Overview of medical law and ethics relevant to the health care professional, including patient consents, invasion of privacy, malpractice, government regulation, confidentiality and the environment of health care institutions. Three lecture. Both fall and spring semesters.

HES 145 • Nutrition

3 credits

Essential nutrients and their relationship to health and the body's use of those nutrients. Includes studies of therapeutic diets and medical conditions for which they are prescribed. Discusses dietary guidelines and federal Recommended Dietary Allowance (RDA) in effective meal planning and nutritional evaluation. Three lecture. Both fall and spring semesters.

HES 170 • Medical Terminology for Clinical Health Professionals

3 credits

Introduction to medical word roots, combining forms, prefixes, and suffixes needed to become familiar with medical terms used in healthcare settings. Three lecture. Both fall and spring semesters.

HES 180 • Basic Pharmacology

3 credits

Body systems approach focusing on drug classifications. Includes basic math review, dosage calculations and medication administration methods. Prerequisite: HES 101 or MAT 101 or MAT 109 or higher. Three lecture. Spring semester.

HES 190 • Human Body in Health and Disease

4 credits

Basic concepts of human biology including anatomy, physiology, biochemistry, cytology, histology and pathology of body systems across the lifespan. Does not meet Nursing Program prerequisites. Co-requisite: HES 170. Three lecture; three lab. Fall and spring semesters.

HES 201 • Microbiology for Healthcare Professionals

4 credits

An introduction to microbiology in the context of a professional healthcare environment. Topics are specific to the surgical technology field and sterile processing of instruments. Provides the foundation for understanding the spread, treatment, and prevention of infectious disease. Prerequisite: HES 170. Three lecture; three lab.

History (HIS)

HIS 101 • World History: Prehistory to 1450 CE

3 credits

Survey of the rise of complex societies, the formation of classical civilizations worldwide, cross-cultural exchange, technological and environmental change, oceanic exploration and the origins of the modern world. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

HIS 102 • World History: 1450 CE to Present

3 credits

Survey of world history from 1450 CE to the present including such topics as: empires, globalization, colonization, nationalism, slavery, exploration, global economic changes, industry, revolution and world wars. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

HIS 105 • U.S. History to 1877

3 credits   SUN# HIS 1131

Survey of the history of the United States from its beginning through the Civil War and Reconstruction. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

HIS 106 • U.S. History Since 1877

3 credits   SUN# HIS 1132

Survey of the history of the United States from the post-Civil War Reconstruction period to the present. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

HIS 110 • Southwestern History

3 credits

History of the U.S. Southwest with an emphasis on the history of Arizona, moving from prehistory to Puebloan and other Native American cultures, the arrival of the Spanish, Americans and 20th century developments. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 114 • Introduction to Mexican-American History

3 credits

Covers Mexican-American life in historical context since the Spanish Conquest in the 1500s. Includes defining Mexican-American ideologies and realities from an interdisciplinary perspective. Also includes Mexican-American history and culture within the world systems of Native Americans, New Spain, Mexico and the United States. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 115 • Navajo History

3 credits

Examines Diné history beginning with anthropological theories about prehistoric migrations to and acculturation in the Southwest, later European contact and ending with current events. Includes an overview of legal, judicial and governmental issues and interrelationships. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 155 • European History to 1750

3 credits

Traces the origin and development of Western Europeans and their institutions from prehistory through the Enlightenment. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 156 • European History since 1700

3 credits

Traces the origin and development of Western Europeans and their institutions and ideas from the Enlightenment to the present. Prerequisite: Satisfactory placement. Three lecture. DBN.

HIS 201 • History of Women in America

3 credits

Thematic survey of women's lives in North America with an emphasis on the impact of gender across lines of race, ethnicity, religion and nationality. Prerequisite: Satisfactory placement. Three lecture. DBN.

Honors Colloquia (HON)

HON 101 • Honors Colloquium I
HON 102 • Honors Colloquium II
HON 201 • Honors Colloquium III
HON 202 • Honors Colloquium IV

1 credit each

The Honors Colloquium is the academic component of the NPC President's Scholars Program. These are theme-based courses designed to enhance critical inquiry of a particular theme from a wide variety of academic viewpoints. Each course is one lecture. HON 101 & 201 are fall semester; HON 102 & 202 are spring semester. (Enrollment restricted to NPC President's Scholars.)

Human Development (HDE)

HDE 100 • Career Awareness and Exploration
3 credits
Overview of approaches to career exploration. Topics include Northland Pioneer College academic requirements, career information research, career and educational plan development, decision-making, and values clarification. Standardized assessments help students determine occupational interests, aptitudes, and personalities. Three lecture. DBN.

HDE 103 • Workforce Readiness I
2 credits
Provides instruction and practice with workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information. Also instructs in the practice of Work Discipline, Teamwork, Managerial Potential, and Customer Service. Includes Arizona Career Readiness Certification preparation and assessment. One lecture; two lab. DBN.

HDE 104 • Workforce Readiness II
2 credits
Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis is placed on developing a functional Resume and refining interview skills Prerequisite: Satisfactory placement. One lecture; two lab. DBN.

HDE 105 • Success Strategies for College
3 credits
Introduces students to college life with a focus on general skills for success. Students learn to access a variety of resources that facilitate academic success, persistence and critical thinking skills. Three lecture. Both fall and spring semesters.

HDE 106 • Workforce Skills I
3 credits
Enhances soft skills necessary for success in the workplace. Instruction and practice are provided in the areas of Reading for Information, Applied Mathematics, and Locating Information, as they are applied directly in the workplace. Two lecture; two lab. Fall semester; DBN

HDE 107 • Workforce Skills II
3 credits
Advanced workforce skills in three key subject areas: Reading for Information, Applied Mathematics, and Locating Information plus skills in Customer Service, Problem Solving and Critical Thinking. Emphasis will be placed on developing a functional Résumé and refining interview skills. Prerequisite: Successful completion of CCP 106/HDE 106 or CCP 103/HDE 103 or instructor permission. Two lecture; two lab. Spring semester; DBN.

HDE 111 • College Readiness I
1 credit
Introduces early college students to effective study skills and tools that support success in college courses. Provides guidance and support to fully develop academic and life skills that promote learning, understanding, critical thinking, and perseverance to increase college success. One lecture.

HDE 112 • College Readiness II
1 credit
Introduces early college students to effective study skills and tools that support success in college courses. Reviews strategies and expectations of college level reading and writing, including the use of credible sources and proper citations. One lecture.

HDE 113 • College Readiness III
1 credit
Introduces early college students to effective study skills and tools that support success in college courses. Provides guidance and resources for school and life balance, physical and mental health, cultural competence, college and career planning, degree options at NPC, transfer possibilities to Arizona public universities, goal setting, and scholarship options. One lecture.

HDE 114 • College Readiness IV
1 credit
Introduces college students to effective study skills and tools that support success in college courses. Provides guidance and resources in financial literacy for college, including creating a budget, completing the FAFSA application for Federal Student Aid, and identifying and describing the various types of federal financial aid. One lecture.

Humanities (HUM)

HUM 150 • Humanities in the Western World I
3 credits
A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from classical Greece to the Renaissance. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

HUM 151 • Humanities in the Western World II
3 credits
A critical reading/writing/thinking-centered, integrated humanities course, emphasizing landmarks in the cultural heritage of Western civilization from the Renaissance to the present. Prerequisite: Satisfactory placement. Three lecture. Fall semester.

Industrial Arts (INA)

INA 103 • Furniture Making I
3 credits

Design, fabrication and finishing of basic types of wood furniture explored. Includes: shop safety, materials, tools, project design and planning. Furniture components, dimensioning, joinery, assembly and surface preparation demonstrated. Two lecture; two lab. DBN.

INA 104 • Furniture Making II
3 credits

Advanced course in design, fabrication/production, preparation and finishing of custom wood furniture. Prerequisite: INA 103. Two lecture; two lab. DBN.

INA 105 • Woodworking I
3 credits

Introduction to basic materials, tools and techniques to produce wood projects. Topics include shop safety, use and care of hand tools/portable power tools/woodworking machinery, designing and drawing wood projects, common wood identification and selection, surfacing/jointing/cross cutting/ ripping lumber, dado and rabbet techniques, fasteners, clamping, gluing, joinery, assembly, surface preparation and finishing. Two lecture; two lab. DBN.

INA 106 • Woodworking II
3 credits

Overview of the materials, tools, and techniques used to produce wood projects at an intermediate level. Covers the use and care of specialty woodworking power tools and machinery. Shop safety is covered for all stages of project designs from drawings to lumber identification to joinery and finishing. Prerequisite: INA 105. Two lecture; two lab. DBN.

INA 205 • Woodworking III
3 credits

Forming and joining processes for wood projects. Topics include lathe safety, center to center turned pieces, faceplate turnings, advanced router applications, shaper safety, piecework production, custom moldings and trim production, parquetry and inlays, exotic wood identification and utilization and alternate methods of finishing. Prerequisite: INA 106. Two lecture; two lab. DBN.

INA 206 • Woodworking IV
3 credits

Production woodworking. Topics include project selection, production planning, replication methods for radial arm saw/ table saw/band saw/lathe/shaper/portable power tools, jig design and manufacture, fixture design and manufacture, service of woodworking portable power tools and machinery, alignment techniques, shop layout for production and finish matching and control. Prerequisite: INA 205. Two lecture; two lab. DBN.

Industrial Technology Trades (ITT)

ITT 100 • Craft Core Skills
4 credits

Introduction to the industrial workplace. Covers jobsite safety, construction mathematics, hand and power tools, construction and industrial drawings, basic rigging, and material handling. Students also learn basic communication and employability skills. Three lecture; two lab.

ITT 101 • Electrical, Instrumentation and Mechanical Fundamentals I
3 credits

Develops knowledge and skills required of Certified Electrical and Instrumentation or Mechanical Technician. Covers orientation and tools of the trade, craft-related mathematics, and pumps, valves, drivers & lubrication. Co-requisite: ITT 100. Two lecture; two lab.

ITT 102 • Electrical, Instrumentation and Mechanical Fundamentals II
3 credits

Develops knowledge and skills required for a Certified Electrical and Instrumentation or Mechanical Technician. Covers pumps and drivers, valves, introduction to test instruments, material handling and rigging, mobile support equipment and lubrication. Sets the foundation for a more detailed study in the trade of choice. Co-requisite: ITT 101. Two lecture; two lab.

ITT 110 • Power Industry Fundamentals and Safety
2 credits

Prepares trainees to enter the electrical energy production and distribution field. Covers the methods by which electricity can be produced, including fossil fuels, nuclear energy, and renewable energy. Students complete the 10-hour Occupational Safety and Health Administration (OSHA) certification and Managing Electrical Hazards curriculum. Two lecture.

ITT 113 • Electrical and Instrumentation I
3 credits

Develops the knowledge and skills required of Certified Electrical and Instrumentation Technician. Covers industrial safety for E&I technician, electrical theory, hand bending, tubing, conductors, and cables. Prerequisite: ITT 102 Two lecture; two lab.

ITT 114 • Electrical and Instrumentation II
3 credits

Develops the knowledge and skills required of a Certified Electrical and Instrumentation Technician. Covers electrical and instrumentation test equipment, flow, pressure, level and temperature measurement and control, clean, purge and test practices and, instrumentation drawings and documents. Co-requisite: ITT 113 Two lecture; two lab.

ITT 131 • HVAC I

3 credits

Introduces the basic principles of HVAC technology and operation. Covers trade mathematics, basic electricity, and cooling system technology and operation. Co-requisite: ITT 100. Two lecture; two lab.

ITT 132 • HVAC II

3 credits

Covers the fundamentals of heating and air distribution systems. Topics include copper tubing soldering, brazing, carbon steel threading, and grooved systems joining. Co-requisite: ITT 131. Two lecture; two lab.

ITT 133 • HVAC III

3 credits

Provides HVAC training covering alternating current, compressor, refrigerants and oils, leak detection, and system evacuation, recovery, and charging. Prerequisite: ITT 132. Two lecture; two lab.

ITT 134 • HVAC IV

3 credits

Provides HVAC training covering heat pump installation and control, basic maintenance, chimneys, flues, vents, and duct systems. Additional topics include commercial airside systems, air quality equipment, and hydronic systems. Co-requisite: ITT 133. Two lecture; two lab.

ITT 153 • Mechanical Maintenance I

3 credits

Develops knowledge and skills required of certified industrial maintenance mechanics. Topics include basic layouts, pipes, valves, bearings, and low-pressure steam systems. Prerequisite: ITT 102. Two lecture; two lab.

ITT 154 • Mechanical Maintenance II

3 credits

Develops the knowledge and skills required of certified industrial maintenance mechanics. Topics include high pressure steam systems and auxiliaries, distillation towers and vessels, heaters, furnaces, heat exchangers, cooling towers, fin fans, and tube work. Co-requisite: ITT 153. Two lecture; two lab.

ITT 171 • Alternative Energy I

3 credits

Introduction to alternative energy. Covers the growing need for alternative energy along with its primary sources including biomass, nuclear, solar, and wind. Co-requisites: ITT 100 and ITT 110. Three lecture.

ITT 172 • Alternative Energy II

3 credits

Completes the introductory material on nuclear energy and discusses its future in power generation. Covers solar photovoltaic power and wind energy. Prerequisite: ITT 171. Two lecture; two lab.

ITT 215 • Electrical and Instrumentation III

3 credits

Develops the knowledge and skills required of certified Electrical and Instrumentation Technician. Covers hazardous locations, electronic components, controls, E & I drawings, distribution, transformers, conductors, and grounding. Prerequisite: ITT 114. One and one half lecture; three lab.

ITT 216 • Electrical and Instrumentation IV

3 credits

Develops the knowledge and skills required of Certified Electrical and Instrumentation Technicians. Covers grounding, tubing layout, machine bending, controls, and motor operated valves. Co-requisite: ITT 215. Two lecture; two lab.

ITT 217 • Electrical and Instrumentation V

3 credits

Provides knowledge and skills required of a Certified Electrical and Instrumentation Technician. Covers standby and emergency equipment, basic process control elements, transducers and transmitters, instrumentation calibration and configuration, pneumatic control valves, actuators and positioners, and loop checks. Prerequisite: ITT 216. Two lecture; two lab.

ITT 218 • Electrical and Instrumentation VI

3 credits

Provides knowledge and skills required of a Certified Electrical and Instrumentation Technician. Covers loops, data networks, Programmable Logic Controllers (PLCs), and Distributed Control Systems (DCS). Co-requisite: ITT 217. Two lecture; two lab.

ITT 235 • HVAC V

3 credits

Develops a deeper understanding of HVAC principles and practices. Covers fasteners, hardware and wiring terminations, control circuits, motors, cooling systems, and gas heating systems. Prerequisite: ITT 134. Two lecture; two lab.

ITT 236 • HVAC VI

3 credits

Advanced HVAC preparation for working with oil heating, oil heating accessories, and other heating and refrigeration systems. Covers customer relations.. Co-requisite: ITT 235. Two lecture; two lab.

ITT 237 • HVAC VII

3 credits

Advanced HVAC preparation for water treatment. Covers energy conservation, building management, air quality and balance, start-up and shut-down systems, and construction drawing applications. Prerequisite: ITT 236. Two lecture; two lab.

ITT 238 • HVAC VIII

3 credits

Conclusion of the HVAC technician series. Covers the designs of commercial and industrial refrigeration systems and alternative and specialized heating and cooling systems. Additionally prepares students for crew leadership. Co-requisite: ITT 237. Two lecture; two lab.

ITT 255 • Mechanical Maintenance III

3 credits

Develops the knowledge and fundamental skills required of certified industrial maintenance mechanics. Topics include advanced trade mathematics, precision measuring tools, bearings, and couplings. Prerequisite: ITT 154. Two lecture; two lab.

ITT 256 • Mechanical Maintenance IV

3 credits

Develops the knowledge and fundamental skills required of Certified Industrial Maintenance Mechanics. Topics include setting baseplates and pre-alignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. Co-requisite: ITT 255. Two lecture; two lab.

ITT 257 • Mechanical Maintenance V

3 credits

Develops the knowledge and fundamental skills required of certified industrial maintenance mechanics. Topics include preventive maintenance, advanced blueprint reading, pneumatic systems, and reverse alignment. Prerequisite: ITT 256. Two lecture; two lab.

ITT 258 • Mechanical Maintenance VI

3 credits

Develops the knowledge and fundamental skills required of certified industrial maintenance mechanics. Topics covered include reverse alignment, laser alignment, supervisory skills, troubleshooting, and repairing pumps and gearboxes. Co-requisite: ITT 257. Two lecture; two lab.

ITT 271• Introduction to Solar Photovoltaics

3 credits

An introduction to solar photovoltaics. Covers the basics of solar power generation and the harnessing and transmission of solar energy for domestic and commercial uses. Helps prepare students for the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaics Associates Exam. Prerequisite: ITT 171. Two lecture; two lab.

ITT 281 • Wind Turbine Maintenance I

3 credits

Covers the fundamentals of wind energy generation and safety practices. Topics include climbing towers, electrical theory, basic electrical circuits, electrical test equipment, and wiring. Prerequisite: ITT 100 and ITT 110. Two lecture; two lab.

ITT 282 • Wind Turbine Maintenance II

3 credits

Covers advanced principles of wind energy. Topics include alternating current, three phase systems, circuit breakers and fuses, switching devices, power distribution systems, fasteners, bearings, lubrication, and hydraulic systems. Prerequisite: ITT 281. Two lecture; two lab.

Information and Communication Technology (ICT)

ICT 095 • Skills for Online Learning

0.5 credit

Examination and practice of rudimentary skills necessary f or successful online learning. One-quarter lecture; one-half lab. DBN.

ICT 096 • Teaching Online Learning

1 credit

Prepares students to teach ICT 095; covers rudimentary skills necessary for successful online learning and teaching. One-half lecture; one lab. DBN.

Instructional and Professional Development (IPD)

IPD 275 • Instructional Skills Workshop

2 credits

Review of basic ideas regarding teaching and current instructional practices. Participants work closely with peers to explore individual differences in contemporary learning environments, implement inclusive teaching and facilitation practices, and experiment with new instructional strategies, technologies, and engagement techniques.

Languages (LAN)

LAN 160 • Beginning American Sign Language

3 credits

Emphasis on learning of the language of signs and cultural information about the people who use American Sign Language (ASL). Three lecture. DBN.

LAN 161 • Intermediate American Sign Language

3 credits

Continuation of Beginning American Sign Language. Emphasis on learning sign language and cultural information about the people who use American Sign Language (ASL). Prerequisite: LAN 160. Three lecture. DBN.

LAN 171 • Navajo I

4 credits

Introduction to the Navajo language, with emphasis on developing the skills of listening, speaking, reading and writing. Stress on basic grammar, pronunciation, vocabulary and culture. Four lecture. Fall semester.

LAN 172 • Navajo II

4 credits

Continuation of Navajo I. Emphasis on the vocabulary, verbs and sentence structures commonly used in the Navajo language. Prerequisite: LAN 171. Four lecture. Spring semester.

LAN 201 • Navajo III
4 credits

Introduces recipes for traditional food and the significance of the nutritional value. Identifies titles of people who are involved in educational circles. Includes vocabulary regarding games and traditional and nontraditional occupations. Encourages using the Navajo language between students and the instructor. Prerequisite: LAN 172. Four lecture. DBN.

LAN 202 • Navajo IV
4 credits

Extension of LAN 201 involving a variety of writing and oral activities covering the Navajo verb structure. Mastering a variety of Navajo words and writing complex sentences. All instruction and interaction is in Navajo, except when making connections with other languages. Prerequisite: LAN 201. Four lecture. DBN.

LAN 260 • Advanced American Sign Language
3 credits

Advanced emphasis on learning the language of signs and cultural information about the people who use American Sign Language (ASL). Prerequisite: LAN 161. Three lecture. DBN.

LAN 261 • American Sign Language Grammar/Culture
3 credits

A comprehensive evaluation of syntax, grammar, and culture related to American Sign Language. Includes an emphasis on linguistic, social, educational, and political issues in deaf culture. Special emphasis on the cultural and philosophical attitudes shared with other minority groups. Prerequisite: LAN 161. Three lecture. DBN.

LAN 262 • Conversational American Sign Language
3 credits

Strengthens student's ability to communicate using American Sign Language. Helps build vocabulary. All work is given without verbal instruction. Prerequisite: LAN 260. Three lecture. DBN.

Mathematics (MAT)

MAT 101 • Basic Technical Mathematics
3 credits

Covers practical mathematical skills needed in a wide variety of trade and technical areas. Course includes a review of fractions, decimals, percents, measurement, basic algebra, and a brief overview of geometry and trigonometry. Prerequisite: satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 103 • Business Mathematics
3 credits

An introduction to the practice in mathematics of fundamental business operations and applications including payroll, finance, interest, loans, and investments. Prerequisite: satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 109 • Algebra I: Introductory
3 credits

An overview of the fundamental skills of arithmetic and algebra, using techniques for handling algebraic expressions and solving linear equations/inequalities, with an emphasis on developing problem-solving strategies when solving applications. Prerequisite: satisfactory placement. Three lecture. Both fall and spring semesters; summer..

MAT 112 • Algebra II: Intermediate
3 credits

Extends the understanding of basic algebraic concepts and skills with an emphasis on factoring, exponents, complex numbers, operations of rational and radical expressions, and solving techniques for applications on quadratic, rational, exponential, and logarithmic equations. Prerequisite: MAT 109 or satisfactory placement. Three lecture. Both fall and spring semesters; summer..

MAT 142 • College Mathematics with Contemporary Applications
3 credits   SUN# MAT 1142

An emphasis on developing quantitative skills and reasoning abilities covering management science, statistics, data analysis, probability, and social choice Prerequisite: MAT 109 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 152 • Advanced Algebra
3 credits   SUN# MAT 1151

Algebraic concepts with an emphasis on solving real-life applications that includes a review of basic algebra, equations, inequalities, functions, polynomials, rational, radical, exponential and logarithmic functions as well as sequences, series and combinatorics. Prerequisites: MAT 112 or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 160 • Introduction to Statistics
4 credits

Overview of statistical methods used in collecting, tabulating, analyzing, and presenting data. Topics include frequency distributions, measures of central tendency, elementary probability, statistical inference, ANOVA, and statistical software. Prerequisites: MAT 152 or Instructor's permission. Four lecture.

MAT 161 • Algebra-based Mathematics for Elementary Teachers I
3 credits

Topics include teaching critical thinking skills, problem solving, mathematical algorithms, number theory and proportional reasoning. Prerequisites: MAT 142 or MAT 152. Three lecture. Fall semester; summer.

MAT 162 • Algebra-based Mathematics for Elementary Teachers II
3 credits

Topics include teaching measurement, analyzing data, algebra, plane and coordinate geometry, probability and statistics. Prerequisite: MAT 161. Three lecture. Spring semester; summer.

MAT 189 • Pre-Calculus Algebra/Trigonometry
3 credits

Algebraic and trigonometric concepts with an emphasis on solving real-life applications that includes trigonometric functions, analytic trigonometry, vectors, systems of equations and inequalities, matrices and analytic geometry. Prerequisites: MAT 152 with "C" or better or satisfactory placement. Three lecture. Both fall and spring semesters; summer.

MAT 211 • Technical Calculus
4 credits   SUN# MAT 2212

Foundations of differential and integral calculus that includes applications in business, management, economics, life science, and social science. Topics include applications of functions, derivatives, exponential and logarithmic functions, integration, and multivariate calculus. Prerequisite: MAT 152. Four lecture. DBN.

MAT 221 • Calculus I
4 credits   SUN# MAT 2220

An introduction to limits, continuity, differential and integral calculus of single variable functions and related applications. Prerequisite: MAT 189. Four lecture. Both fall and spring semesters.

MAT 231 • Calculus II
4 credits   SUN# MAT 2230

Topics include integration of proper and improper integrals with applications in geometry, science, engineering, mathematical modeling with differential equations, infinite series and analytic geometry. Prerequisite: MAT 221. Four lecture. Both fall and spring semesters.

MAT 241 • Calculus III
4 credits   SUN# MAT 2241

Topics include three-dimensional space, vector-valued functions, partial derivatives, multiple integrals and topics in vector calculus. Prerequisite: MAT 231. Four lecture. Summer.

Mathematics for Educators (MTE)

MTE 101 • Mathematics Literacy for Early Childhood Educators
3 credits

Covers the philosophy, methods, techniques, and materials employed in mathematics instruction of young children. Reviews math skills such as counting and cardinality, operations and algebraic thinking, number and operations in base ten, measurement and data, and geometry to help early childhood teacher candidates problem-solve and develop their own math literacy. Provides teacher candidates with the content knowledge and skills required to design effective, differentiated, instructional strategies aligned with PreK-3rd grade mathematics standards. Three lecture.

MTE 301 • Methods and Mathematical Practices for K-8 Teaching
3 credits

Covers the philosophy, methods, and materials employed in mathematics instruction in K-8 classrooms. Reviews relevant mathematics skills to help teacher candidates problem-solve and develop their own math literacy. Provides teacher candidates with the content knowledge and skills required to design effective, differentiated instructional strategies aligned with K-8 Arizona mathematical standards. Prerequisite: MAT 162. Three lecture.

Medical Assistant (MDA)

MDA 124 • Clinical Procedures I
5 credits

Theory and skill development of clinical procedures, includes infection control, vital signs, patient history, physical exam, positioning and draping, patient education and assisting in various medical specialties. Prerequisites: BIO 160 or HES 190; HES 170. Three lecture; six lab. Fall semester.

MDA 125 • Clinical Procedures II
5 credits

Theory and skill development of clinical procedures. Dosage calculation, medication administration, medical asepsis, sterilization and disinfection, electrocardiograms, minor surgery, office lab testing and career skills and development. Prerequisites: MDA 124; EMT 104 (or equivalent); HES 101 or MAT 101 or MAT 109 or higher. Co-requisites: BUS 119, HES 180. Three lecture; six lab. Spring semester.

MDA 126 • Medical Assistant Externship
4 credits

Paid or unpaid internship in an ambulatory healthcare setting performing administrative/clinical and phlebotomy procedures. Includes comprehensive review for RMA, NCMA and NCCT certification exams. Prerequisites: Must have completed MDA 125 with grade of "C" or better no earlier than the previous academic year or instructor permission, One lecture; nine clinical. Summer semester.

Before Enrolling:

Proof of required immunizations, (HEP B, MMR, and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required.

Music (MUS)

MUS 100 • Northland Master Chorale
1 credit

Mixed-voice choral ensemble focused on the learning and performance of traditional choral repertoire. Requires diligence in learning music and in collaborating with fellow choir members. Course develops healthy vocal production and utilizes auditory and music reading skills. For first-year choral students. Instructor permission required. May be repeated for credit. Prerequisite: Instructor permission. Two lab. DBN.

MUS 118 • Vocal Performance Techniques
2 credits

Focus on the performance of vocal jazz repertoire in mixed ensembles. Emphasis on learning music, minor research of pieces and public performance. Enrollment requires small audition and instructor permission. May be repeated for credit. Prerequisite: Instructor permission; concurrent enrollment with MUS 100. One lecture; two lab. DBN.

MUS 121 • Soundcheck
1 credit

Vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Participation requires a flexible schedule, travel as part of performance tours, diligence in learning music and cooperative collaboration. May be repeated for credit. Prerequisite: Audition and instructor permission required. Two lab. DBN.

MUS 123 • Musical Theatre Ensemble
2 credits

Ensemble that performs smaller contemporary musical theatre productions, revues and song cycles. Features individual vocal coaching and increased solo opportunities. Requires diligence in learning music, developing vocal capabilities and working together with fellow ensemble members. May be repeated for credit. Prerequisite: Audition and instructor permission required One lecture; two lab. DBN.

MUS 129 • Vocal Ensembles
1 credit

Offers opportunities for vocalists to sing solos and form duets, trios, sextets, octets and other mixed vocal ensembles. Provides opportunities for performances and personal enjoyment. May be repeated for credit. Prerequisite: Instructor permission. DBN.

MUS 130 • Instrumental Ensembles
1 credit

Opportunities for instrumentalists to form string, brass, and woodwind combinations. May be repeated for credit. Prerequisite: Audition required. Two lab. DBN.

MUS 135 • Music Theory I
3 credits

Beginning intensive study of fundamentals of music and materials. Includes written exercises, original writing and the analysis of musical examples. Also covers beginning writing in four-part choral texture, structure of tonality, doubling and spacing of triads in root position and inversions and cadences. Three lecture. DBN.

MUS 136 • Music Theory II
3 credits

Continuation of MUS 135 including intermediate writing in four-part choral textures: non-harmonic tones, melodic harmonization, instrumental styles, seventh chords, borrowed chords, and secondary dominants. Prerequisite: MUS 135. Must be taken concurrently with MUS 138. Three lecture. DBN.

MUS 137 • Ear Training I
1 credit

Includes sight-singing, dictation, keyboard exercises, and related skills, all designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory I. Two lab. DBN.

MUS 138 • Ear Training II
1 credit

Continuing sight-singing, dictation, keyboard exercises, and related skills designed to develop the student's musical ear to the highest possible degree. Course coincides with Music Theory II. Prerequisite: MUS 137. Two lab. DBN.

MUS 150 • Music Appreciation
3 credits

A nontechnical introduction to elements of music and music composers of the Medieval, Renaissance, Baroque and Classical eras. Prerequisite: Satisfactory placement. Three lecture. Spring semester.

MUS 155A • Music Applied – Voice
1 credit

Instructor works one-on-one with vocalist to improve the fundamentals of singing and apply them to vocal performance. Other topics covered are foreign language, diction and proper vocal technique. Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155B • Music Applied – Piano
1 credit

Piano lessons, depending on the student's playing ability. Prerequisite: Instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155C • Music Applied – Guitar
1 credit

Lessons on the guitar, depending on the student's abilities. Prerequisite: Instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155D • Music Applied – French Horn

1 credit

Focuses on the fundamentals of French Horn performance as applied to solo, chamber and large ensemble playing. Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155E • Music Applied – Trumpet

1 credit

Focuses on the fundamentals of trumpet performance as applied to solo, chamber and large ensemble playing. Prerequisite: Audition and instructor permission. One credit equals a 30-minute lesson. May be repeated for credit. DBN.

MUS 155F • Music Applied – Violin

1 credit

Focuses on the fundamentals of Violin performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson. May be repeated for credit. Prerequisite: Audition and instructor's permission. DBN.

MUS 155G • Music Applied – Flute

1 credit

Focuses on the fundamentals of Flute performance as applied to solo, chamber and large ensemble playing. One credit equals a 30-minute lesson. May be repeated for credit. Prerequisite: Audition and instructor's permission. DBN.

MUS 160 • Introduction to Conducting

2 credits

A study of fundamental gesture technique, score-reading, and interpretation. Prerequisite: MUS 135 or instructor permission. One lecture; two lab. DBN.

MUS 200 • Advanced Northland Master Chorale

1 credit

Requires Northland Master Chorale singers in their second year to exhibit further leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. Prerequisite: MUS 100 and instructor permission. Two lab. DBN.

MUS 221 • Soundcheck II

1 credit

Advanced vocal jazz and a cappella ensemble focused on learning and performance of contemporary, jazz and pop music. Emphasizes leadership skills, increased vocal production and increased music learning and performance capabilities. May be repeated for credit. Prerequisite: MUS 121, audition and instructor permission. Two lab. DBN.

MUS 235 • Music Theory III

3 credits   SUN# MUS 2222

A continuation of Music Theory II. Includes introductory studies of formal organization, 18th-Century counterpoint, and score analysis. Begins exploration of chromaticism. Prerequisite: MUS 136; must be taken concurrently with MUS 237. Three lecture. DBN.

MUS 236 • Music Theory IV

3 credits

A continuation of Music Theory III covering advanced harmonic materials such as chromaticism, modulation, and 20th-Century techniques. Prerequisite: MUS 235; must be taken concurrently with MUS 238. Three lecture. DBN.

MUS 237 • Ear Training III

1 credit   SUN# MUS 2222

Sight-singing, dictation, keyboard exercises, and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory III. Prerequisite: MUS 138. Two lab. DBN.

MUS 238 • Ear Training IV

1 credit   SUN# MUS 2223

Sight-singing, dictation, keyboard exercises, and related skills designed to develop the student's musical ear to the highest degree possible. Coincides with Music Theory IV. Prerequisite: MUS 237. Two lab. DBN.

MUS 250 • World Music

3 credits

Introduces students to global wealth of vernacular musics; explores interaction between music and other aspects of cultural expression from areas around the world. Through studying historical and contemporary musical heritages, students come to know, relate to and understand a broad range of cultural and artistic perspectives. Prerequisite: Satisfactory placement. Three lecture. DBN.

MUS 261 • Advanced Choral Conducting

2 credits

A detailed study of rehearsal techniques, musical components, and baton expressiveness as related to choral conducting. Topics include score reading, accompaniment, and performance practice. Prerequisite: MUS 160. One lecture; two lab. DBN.

MUS 262 • Advanced Instrumental Conducting

2 credits

A detailed study of rehearsal techniques, musical components, and baton expressiveness as related to instrumental conducting. Topics include score reading, accompaniment and performance practice. Prerequisite: MUS 160. One lecture; two lab. DBN.

MUS 275 • Music Composition I

3 credits

Focus on composition of various exercises and original music. Additional topics include study of 20th-Century compositions and performance of new works. Students wishing to take this course should contact instructor. Three lecture. DBN.

MUS 276 • Music Composition II

3 credits

Continuation of MUS 275. Students wishing to take this course should contact instructor. Prerequisite: MUS 275. Three lecture. DBN.

MUS 285 • Band
1 credit

Focus on performance of the concert band repertoire, requiring diligence in learning music and study of fundamentals, includes minor research of pieces and public performance. May be repeated for credit. Two lab. Prerequisite: Audition required. DBN.

MUS 287 • Jazz Band
1 credit

Study and performance of jazz band literature and appropriate jazz techniques. Requires diligence in learning music, minor research of pieces, and public performance. May be repeated for credit. Two lab. Prerequisite: Audition required. DBN.

Nursing (NUR)

NUR 105 • Nursing Calculations
1 credit

This course is designed to present mathematics necessary to convert between the American and metric systems of measurement, intake and outtake calculations, drug dosage calculations and determining IV flow rates in multiple formats, pediatric dosages. Prerequisite: Admission to Nursing Program. One lecture. DBN.

NUR 116 • LPN to RN Transition
3 credits

For licensed practical nurses preparing to enter the Associate Degree Nursing (ADN) Program. Emphasis is on ensuring students are prepared to enter the ADN Program in the third semester. Knowledge gaps will be identified, nursing skills updated, and current trends in nursing explored. Prerequisite: Admittance to the LPN-RN program. Three lecture. Spring semester.

NUR 117 • Pharmacology I
2 credits

Introduces student to use of pharmacological agents and provides theoretical development of competence in the safe and accurate administration of medications. Prerequisite: Enrollment in Nursing Program or instructor permission. Two lecture. Fall semester.

NUR 118 • Pharmacology II
2 credits

Extends student knowledge in the use of pharmacological agents. Theoretical development of competences in the safe and accurate administration of intravenous, pediatric, psychotropic and obstetric medications, as well as parenteral nutrition. Prerequisite: NUR 117; enrollment in Nursing Program or instructor permission. Two lecture. Spring semester.

NUR 121 • Nursing I
8 credits

Focus on practice in the nursing student role with emphasis on the client's admission to and movement within the health care system, the student's development as a caring, competent nurse within the legal/ethical framework of the profession, and development of critical thinking and communication skills. Prerequisite: Admission into nursing program. Four lecture; eight clinical; four lab. Fall semester.

NUR 122 • Nursing II
8 credits

Focus on nursing care for individuals and families with chronic health conditions in well-defined practice settings. Emphasis on basic management concepts and continued development of critical thinking, nursing judgment and skills. Prerequisites: NUR 117 and NUR 121. Four lecture; eight clinical; four lab. Spring semester.

NUR 123 • Paramedic to Nurse Bridge Course
11 credits

This intensive course introduces the experienced paramedic to nursing process, critical reasoning, concept mapping, basic CNA and advanced nursing skills, medication calculations and administration, nutrition, a review of acute disease processes, theoretical development of clinical and cultural competencies and safe and accurate nursing practice. Prerequisites: Current paramedic certification and minimum of one year of active paramedic experience; Nursing Program prerequisites; admission to the Nursing Program; Co-requisites: NUR 117 and NUR 118. Eight lecture; nine clinical lab. DBN.

NUR 125 • Practical Nurse Completion
2 credits

Preparation for the NCLEX-PN examination through comprehensive critical content review, practice questions with rationales, and development of a study plan. Emphasis is on strengthening critical thinking skills and test-taking strategies for a practical nurse. Prerequisite: Co-enrollment or completion of NUR 122. Two lecture. Spring semester.

NUR 219 • NCLEX Review Seminar
2 credits

Preparation for the NCLEX-RN examination through comprehensive critical content review, practice questions with rationales, and development of a study plan. Emphasis will be placed on the current NCLEX-RN Test Plan. Prerequisite: Co-enrollment or completion of NUR 222. Two lecture. Spring semester.

NUR 221 • Nursing III
8 credits

Focus on nursing care of individuals and families experiencing developmental milestones. Includes group theory and nursing therapeutics related to parenteral therapy, assisting the client through acute health care issues, concepts in critical thinking, organizational skills and psychosocial nursing. Prerequisites: Successful completion with a 'C' or better in NUR 122, BIO 205; and PSY 240. Four lecture; eight clinical; four lab. Fall semester.

NUR 222 • Nursing IV
8 credits

Focus on the impact of acute health care conditions on individuals, families and groups. Emphasis is on synthesis and application of nursing therapeutics as students continue to develop in the role of the professional nurse with an introduction to organizational transitions. Prerequisite: NUR 221. Four lecture; eight clinical; four lab. Spring semester.

NUR 291 • RN Refresher
8 credits

Designed for the RN whose license has lapsed. Updates nursing knowledge and skills including medication administration and intravenous therapy. Candidate applies to the Arizona State Board of Nursing for licensure upon completion. Student responsible to negotiate placement in health care agency for 160 hours precepted clinical experience during the course. Prerequisite: Student must acquire a temporary RN license for refresher course prior to first day of class. Five lecture; ten clinical. Both fall and spring semesters.

Nursing Assistant Training (NAT)

NAT 101 • Nursing Assistant Training
5 credits

Prepares students to assume the role and responsibilities of a nursing assistant within community health settings with a focus on long-term care. Complies with federal (OBRA) guidelines and preparation for the Arizona State Board of Nursing certification examination. Prerequisite: Satisfactory reading and math placement, Healthcare Provider CPR and First Aid certification (EMT 104, or equivalent). All students undergo random urine drug screening prior to clinical. Three lecture; three lab; three clinical. Both fall and spring semesters; summer.

> **Before Enrolling:**
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> Student must have a current negative TB test, have completed a Hep B, MMR, and Varicella immunization series, and a COVID-19 vaccination. A clinical agency-approved COVID-19 waiver MAY be available.
>
> To qualify for enrollment in NAT 101, students must also provide a DPS Fingerprint Clearance Card** prior to course registration to meet Department of Health Services requirements. There is a $75 application fee and a fingerprinting fee may also apply. Learn how to apply at: *https://www.npc.edu/file/download/38674*

Pharmacy Technician (PHT)

PHT 103 • Pharmacy Technician I
7 credits

Provides an in-depth overview of pharmaceutical principles and practice related to the role of the pharmacy technician. Provides preparation for the Pharmacy Technician Certification Examination (PTCE). Prerequisites: Satisfactory Placement [requires reading score Next Gen. ACCUPLACER 249+/Classic Accuplacer 73+/ASSET 41+/COMPASS 81+ and numerical score]; must be at least 18 years of age and have a high school diploma or equivalent. Keyboarding skills equivalent to 20 words per minute. Co-requisite: EMT 104 Healthcare Provider CPR and First Aid and HES 170 Medical Terminology for Clinical Health Professionals or equivalent. Seven lecture.

PHT 104 • Pharmacy Technician II
8 credits

An overview of each body system and the medications used to treat common conditions that afflict each system. Provides preparation for the Pharmacy Technician Certification Examination (PTCE) and 120-hour pharmacy internship. Prerequisites: EMT 104 Healthcare Provider CPR and First Aid or equivalent, HES 170 Medical Terminology for Clinical Health Professionals or equivalent, PHT 103 Pharmacy Technician I, current DPS Fingerprint Clearance Card and a Pharmacy Technician Trainee license issued by the Arizona State Board of Pharmacy. Proof of legal US residency is required to obtain trainee license. All students undergo random urine drug screening prior to clinical. Six lecture, 7.5 lab.

> **Before Enrolling:**
>
> Proof of required immunizations (Hep B, MMR and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required. All Pharmacy Technician students must obtain a Pharmacy Technician Trainee license issued by the Arizona State Board of Pharmacy. Proof of legal US residency is required to obtain trainee license. *** **NOTE:** Students completing the NPC course will meet PTCB's 2022 education/training eligibility requirements for CPhT Certification. Students must still take and pass the national exam to become certified.

Philosophy (PHL)

PHL 101 • Introduction to Philosophy
3 credits   SUN# PHI 1101

Introduction to and analysis of selected philosophical issues, including ideas which have shaped Western thought: knowledge, causality, the existence of God, morality, the nature of persons, free will, the good life, the ideal community, and the nature of reality. Reading and critical discussion of both classical and contemporary texts. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

PHL 103 • Introduction to Logic and Critical Thinking
3 credits   SUN# PHI 1103

An introduction to the basic concepts of deductive and inductive logic. Covers informal fallacies, validity, and soundness. Students learn elementary symbolic logic, methods of inductive reasoning, and basics of scientific method. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

PHL 105 • Introduction to Ethics
3 credits   SUN# PHI 1105

Introduction to moral philosophy and problems of practical ethics; analysis of philosophical problems in ethics and political philosophy, e.g., virtue and integrity, rights vs. social utility, nature of law and state. Reading and critical discussion from sources representative of moral philosophers of both the classical and contemporary periods. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

PHL 150 • Comparative World Religions
3 credits   SUN# REL 1101

Introduces the major religions of the world. Prerequisite: Satisfactory Placement. Three lecture. DBN.

Physics (PHY)

PHY 111 • General Physics I
4 credits   SUN# PHY 1111

Algebra-based course that explores the fundamental laws of physics with an emphasis on kinematics, dynamics, Newton's laws, work, energy, momentum, and the conservation laws. Prerequisite: MAT 189 or satisfactory placement. Three lecture; three lab. DBN.

PHY 112 • General Physics II
4 credits   SUN# PHY 1112

Continuation of PHY 111 with concentration on thermodynamics, vibrations and wave motion, electricity and magnetism, light and optics, and topics in modern physics. Prerequisite: PHY 111. Three lecture; three lab. DBN.

Political Science (POS)

POS 110 • United States Government
3 credits   SUN# POS 1110

General survey of the constitutional bases, organizations and functioning of the United States government and political processes. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

POS 112 • Navajo Government
3 credits

Survey of the development of Navajo Tribal Government since its creation in early 20th Century. Examines the legal and political bases of tribal government, the structure and functions of tribal powers and services, fiscal changes, and administrative growth. Includes political relations, developments, and transitions relating to state and federal government. Three lecture. DBN.

POS 221 • Arizona Constitution and Government
1 credit

Surveys the Arizona Constitution, with special attention to operation of state and local government. Course is intended to satisfy Arizona's requirement for teacher certification. One lecture. Both fall and spring semesters; summer.

POS 222 • U.S. Constitution
1 credit

Survey of US Constitution from philosophical and historical roots to modern structure. Course is intended to satisfy Arizona's requirement for teacher certification. One lecture. Both fall and spring semesters; summer.

Psychology (PSY)

PSY 101 • Introduction to Psychology
3 credits   SUN# PSY 1101

Provides an overview of the basic fundamentals of psychology. Specifically, it surveys the science of psychology, including history and systems, physiology, development, sensation and perception, learning theory, abnormal psychology, personality, memory and cognition. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

PSY 230 • Introduction to Psychological Statistics
3 credits

Basic concepts in descriptive and inferential statistics, emphasizing applications to psychology. Prerequisites: PSY 101 or PSY 240 and MAT 142 or MAT 152 or equivalent placement scores in mathematics. Three lecture. DBN.

PSY 240 • Developmental Psychology
3 credits

A survey of the issues and concepts dealing with age-related behavior and developmental changes during each different period of our life span from conception through old age and death. Current research in human development includes the physical, cognitive and psychosocial development of each period of the life span. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters; summer.

PSY 250 • Social Psychology
3 credits

Introduction to major theories and research findings of social psychology. Including theoretical perspectives of social psychology, understanding self and others, social cognition, attitudes and persuasion, social influence, interpersonal relations, aggression, prejudice and group processes. Prerequisite: Satisfactory placement. Three lecture. DBN.

PSY 270 • Abnormal Psychology
3 credits

Provides an overview of the field of Abnormal Psychology. Students survey the issues and concepts dealing with various aspects of abnormal psychology, explore issues surrounding the history of abnormal psychology and present day treatment of psychological disorders, discuss various theoretical models of abnormality, and describe psychological disorders as identified in the Diagnostic Statistical Manual. Prerequisite: Satisfactory placement. Three lecture. DBN.

PSY 290 • Research Methods in Psychology
4 credits

Basic concepts in research methodology, emphasizing applications to psychology. Prerequisite: PSY 230. Four lecture. DBN.

Sociology (SOC)

SOC 101 • Introduction to Sociology
3 credits   SUN# SOC 1101

Fundamentals of sociology, organization of human groups and society and processes of interaction and social change. Prerequisite: Satisfactory reading, writing and math placement. Three lecture. Both fall and spring semesters.

SOC 121 • Social Problems
3 credits   SUN# SOC 2250

A sociological exploration of selected social problems. Prerequisite: Satisfactory placement. Three lecture. DBN.

SOC 212 • Sex and Gender in Society
3 credits

Social processes that shape the construction of gender in society. The role of major social institutions in these processes, including distinguishing sex and gender, gender identity, sexual orientation and gender inequality. Prerequisite: Satisfactory reading and writing placement. Three lecture. DBN.

SOC 215 • Ethnicity and Race
3 credits   SUN# SOC 2215

Examines the social construction of race and patterns of ethnic relations with an emphasis on the social histories and contemporary diversity of ethnic groups in the United States. Analyzes concepts of prejudice and discrimination, segregation and assimilation. Prerequisite: Satisfactory reading and writing placement. Three lecture. DBN.

SOC 225 • Sociology of the Family
3 credits

Analyzes families, marriage, and other intimate relationships in various social and historical settings. Prerequisite: Satisfactory placement. Three lecture. DBN.

Spanish (SPA)

SPA 100 • Beginning Spanish Conversation
3 credits

Emphasizes basic sentence structure, pronunciation, vocabulary, and practical usage. Designed for developing speaking and listening abilities. Little emphasis on grammar. Three lecture. DBN.

SPA 101 • Elementary Spanish I
4 credits   SUN# SPA 1101

Introduction to the Spanish language emphasizing basic grammar, pronunciation, vocabulary, and culture. Prerequisite: Satisfactory placement. Four lecture. Both fall and spring semesters.

SPA 102 • Elementary Spanish II
4 credits   SUN# SPA 1102

A continuation of the study of fundamental linguistic patterns in SPA101. Continued emphasis on comprehension, speaking, reading, and writing in Spanish. Prerequisite: SPA 101. Four lecture. Both fall and spring semesters.

SPA 201 • Intermediate Spanish I
4 credits   SUN# 2201

Consolidate and augment dexterity in the four basic communicative skills: comprehension, speaking, reading, and writing in Spanish. Further development of Spanish vocabulary and cultural awareness. Prerequisite: SPA 102. Four lecture. DBN.

SPA 202 • Intermediate Spanish II
4 credits   SUN# 2202

Systematic expansion to strengthen the communicative skills of listening, speaking, reading, and writing in Spanish. A continued emphasis on vocabulary and cultural enrichment. Prerequisite: SPA 201. Four lecture. DBN.

SPA 218 • Advanced Spanish Practicum
3 credits

Increased proficiency in Spanish for advanced students. The area of concentration -be it grammar, conversation, reading, composition, or intense review - depends on the need of each student. Prerequisite: SPA 202. Three lecture. DBN.

Speech, Theatre and Film (SPT)

SPT 110 • Fundamentals of Oral Communications
3 credits   SUN# COM 1100

Theory and practice in the organization, preparation and delivery of communication. Special attention to elements of interpersonal communication, constructive criticism, conflict management and small group process. Three lecture. DBN.

SPT 115 • Interpreter's Theatre
3 credits

Theory and performance in interpreter's theatre. An effective vehicle for understanding literature, developing skills in oral interpretation and bringing enjoyment and enrichment to both the interpreters and the audience. Performance portion of the course is a touring group available to perform for area schools and organizations. Three lecture. DBN.

SPT 120 • Public Speaking
3 credits

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. Three lecture. DBN.

SPT 130 • Introduction to Theatre
3 credits

An introductory survey course of theatre from its earliest known beginning(s) to the present day. Students are exposed to drama from a variety of historical and ethnic backgrounds. The course focuses on the aesthetic and humanistic aspects of theatre within historical and contemporary contexts. Prerequisite: Satisfactory placement. Three lecture. Both fall and spring semesters.

SPT 140 • Principles of Drama
3 credits   SUN# THE 2220

Focuses on the analysis of structural elements of major dramatic forms and styles and how they inform interpretive decisions related to theatrical production. Emphasis on studying representative plays, ranging from the classical to contemporary eras. Three lecture. DBN.

SPT 150 • Introduction to Film
3 credits

Introduction to the history, ideology and aesthetics of film, film theory and film criticism. Prerequisite: Satisfactory placement. Three lecture. DBN.

SPT 156 • History of Television I
3 credits

An overview of the historic evolution of American television programming from the late 1940s to 1990. Students learn the economic, political, social and cultural influence of television in American society. Prerequisite: Satisfactory placement. Three lecture. DBN.

SPT 157 • History of Television II
3 credits

An overview of the historic evolution of American television programming from 1990 to the present. Students learn the economic, political, social and cultural influence of television in American society. Prerequisite: Satisfactory placement. Three lecture. DBN.

SPT 170 • Introduction to Acting
3 credits

Background in the theatre, and a variety of approaches to acting. Identification and preparation of a role. How to begin a characterization and how to act with other characters on stage. Basic work done with voice and movement. Two lecture; two lab. DBN.

SPT 171 • Intermediate Acting
3 credits

A continuation of acting training with the use of Meisner techniques designed to develop self-awareness, rehearsal skills and application of action to a dramatic text. Prerequisite: SPT 170 or instructor permission. Two lecture; two lab. DBN.

SPT 175 • Theatre Dance
1 credit

Basic movement styles and dance terminology for students wishing to participate in musical theatre or dance productions. Includes anatomy study and some dance history. Two lab. DBN.

SPT 178 • Stage Makeup
3 credits

Focuses on the essentials of stage makeup, including straight, character and special types of makeup. The effects of stage lighting on makeup are also examined. Possible opportunities for production experience, where students apply the techniques learned in the course on actors cast in NPC drama or musical productions. Two lecture; two lab. DBN.

SPT 180 • Introduction to Stage Lighting
3 credits

Emphasizes play script analysis in association with lighting color and angle theory. Course includes basic design communication tools such as drafting. Lab is based on developing color, intensity, texture and beam angle in association with mood and place context of a play. Two lecture; two lab. DBN.

SPT 185 • Introduction to Scene Design
3 credits

Emphasizes analysis of a play script subject to the development of stage scenery, developing drafting and drawing skills necessary to effectively communicate as a designer and skills necessary to construct a working model for a play script. Two lecture; two lab. DBN.

SPT 190 • Introduction to Costume Design
3 credits

Basic principles of costume design and construction and a survey of selected historical periods. Students develop drawing skills necessary to effectively communicate as a designer and complete a costume design project as part of a production experience. Two lecture; two lab. DBN.

SPT 200 • Play Production I
3 credits

Techniques and materials used in theatrical production: directing, acting, lighting, stagecraft, makeup, costume, and management. Emphasis placed on performance of a play for an audience. Six lab. DBN.

SPT 201 • Play Production II
3 credits

Continuation of Play Production I, students are assigned roles and/or positions on technical committees. Additional focus placed on the function of directing, character analysis, and technical theatre. Emphasis on performance of a play or musical for an audience. Prerequisite: SPT 200 or instructor permission. Six lab. DBN.

SPT 210 • Intermediate Public Speaking
3 credits

Emphasis on in-depth study of communication theory, introduction to argumentation and debate, and the organization, preparation, and delivery of a variety of speech types. Prerequisite: SPT 120 or instructor permission. Three lecture. DBN.

SPT 220 • Technical Theatre
3 credits

The study and utilization of design and construction techniques for theatre. Includes the areas of lighting design and wiring, scenery design and construction, costume design and construction and stage management. Two lecture; two lab. DBN.

SPT 230 • Video Production
3 credits

Study and practice of basic principles and techniques of video production: audio, lighting, camera, video recording, graphics and sets, producing, directing and field production. Two lecture; two lab. DBN.

SPT 240 • Video Editing
3 credits

Introduction to the theories, history and practices of editing. Students will work with nonlinear video editing stations to gain experience editing and learning the concepts, procedures and challenges of this art form. Two lecture; two lab. DBN.

SPT 251 • Teaching Theatre for Youth
3 credits

Provides students educational theory on learning styles, insight into theatrical games and activities designed for children to help them practice basic theatre performance and technical activities, including acting, singing, dancing and technical theatre areas such as set building, makeup and costumes. Two lecture; two lab. DBN.

SPT 252 • Playwriting
3 credits

Introduction to playwriting. Emphasis placed on composition of action, plot development, and character development. Students write a series of short scripts. Two lecture; two lab. DBN.

SPT 265 • Directing
3 credits

Basic principles and techniques of stage direction: play selection, play analysis, stage composition and design, casting, blocking and business, technical coordination, rehearsal and final production. Direction of scenes or one-act required. Prerequisites: SPT 200, SPT 220 or instructor permission. Two lecture; two lab. DBN.

SPT 275 • Acting for the Musical Theatre
3 credits

Development of performance skills for the actor interested in musical theatre, with an emphasis on the singing voice, physical movement, and acting preparation for interpreting songs. Two lecture; two lab. DBN.

Student Topics (STU)

STU 098x • College Success Strategies
0 credit

Student learn to access various college resources, guidance and support from faculty, staff and peers to fully develop academic and life skills. Emphasis placed on increasing student success through personal growth, study skills development, and educational planning. Topics to promote learning, understanding, critical-thinking skills and perseverance in college. One lecture. DBN.

Surgical Technology (SGT)

SGT 117 • Pharmacology for Surgical Technology
3 credits

Presents role of the surgical technologist in safe handling of drugs according to standard policies and best practices. Includes drug classifications and uses, federal and state pharmacy regulations. Covers labeling, dosage calculation and methods of administration. Emphasizes complications and safety issues of medication administration. Prerequisite: Admission into the Surgical Technology Program. Three lecture.

SGT 121 • Surgical Sterile Techniques and Instrumentation

2 credits

Introduction to surgical technologist profession and practice. Applies principles of microbiology to decontamination, inspection, sterilization, packaging and storage of reusable surgical instruments and devices. Prerequisites: EMT 104 or equivalent; DPS Fingerprint Clearance Card, immunization records. One lecture; one lab; two clinical. All students undergo random urine drug screening prior to clinical.

> **Before Enrolling:**
> Proof of required immunizations (Hep B, MMR and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required.

SGT 122 • Surgical Techniques

4 credits

Introduction to the hospital environment, the role of the surgical technologist, fundamental principles and practices in surgical techniques, safe patient care and knowledge to identify, select and safely use equipment and supplies in the operating room. Co-requisite: SGT 121. Three lecture; three lab.

SGT 221 • Perioperative Procedures

4 credits

Develops fundamental understanding of perioperative environments, roles of surgical team members, and surgical patient processes. Includes a clinical experience in sterile processing environment. Prerequisite: SGT 121. Co-requisite: SGT 222. Three lecture; three lab.

SGT 222 • Surgical Concepts and Specialty Procedures

4 credits

Classroom presentations and laboratory demonstrations of surgical procedures with review of anatomy and related pathophysiology. Operating room procedures, instrumentation and equipment in surgical specialties including genitourinary, ophthalmic, otolaryngology, maxillofacial, plastic/reconstructive, orthopedic, vascular, thoracic/pulmonary, cardiac, pediatric, neurosurgery and emergency trauma. Prerequisite: SGT 121 Co-requisite: SGT 221. Three lecture; three lab.

SGT 223 • Surgical Technology Clinical Practicum I

5 credits

Students assume role as surgical technologist in a live operating room setting applying learned skills. Prerequisites: SGT 117, SGT 121, SGT 122, SGT 221, SGT 222. Seventeen clinical.

> **Before Enrolling:**
> Proof of required immunizations (Hep B, MMR and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required.

SGT 224 • Surgical Technology Clinical Practicum II

10 credits

Continuation of SGT 223 providing student opportunities to develop proficiency by serving in First and Second Scrub roles on surgical cases of increasing complexity to advance toward entry-level graduate achievement. Prerequisite: SGT 223. Thirty-one clinical.

> **Before Enrolling:**
> Proof of required immunizations (Hep B, MMR and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required.

SGT 229 • Surgical Technologist Review Seminar

1 credit

Preparation for the Certified Surgical Technologist examination (CST-ERC) through lecture, analysis of practice questions, development of a study plan and taking practice exams. Prerequisite: SGT 223. One lecture.

Therapeutic Massage Program (TMP)

TMP 107 • Overview for Alternative and Complementary Medicine

3 credits

Exploration of the definition of health and the mind-body-spirit-emotional connection. Identify the strengths and limitations of alternative therapies and alternative health professionals. Introduction to history and techniques of various massage therapies and how to research and discern the value of therapeutic modalities. Three lecture. Fall semester.

TMP 108 • A & P with Kinesiology Techniques I

4 credits

The study of human anatomy and physiology with emphasis on the central nervous system, muscles and specific normal muscular structural functions, deviations, the body's energy systems, the pain cycle, kinesiology theories, and massage therapy benefits, indications and contraindications. Prerequisite: DPS Level I Fingerprint Clearance Card. Three lecture; three lab. Fall semester.

> **Before Enrolling:**
> Proof of required immunizations (Hep B, MMR and Varicella), current negative TB test, Health Care Provider CPR/First Aid card, and DPS Level 1 Fingerprint Clearance Card. A COVID-19 vaccination and/or Flu vaccination, or clinical agency approved waiver/declination may be required.

TMP 109 • A & P with Kinesiology Techniques II

4 credits

Continues the study of structure and function of the human body systems related to therapeutic massage. Introduces assessment skills, applied kinesiology, the modalities of healing, therapist role with other health care professionals, and mastery of fundamental massage techniques appropriate to specific muscle areas and those

of special populations. Prerequisite: TMP 108. Three lecture; three lab. Fall semester.

TMP 111 • Pathology for Massage Therapists
3 credits

Student develops skills to work with special population including those with abnormal conditions and disabilities. Three lecture. Fall semester.

TMP 112 • Business and Communication for Massage Therapy
3 credits

Relevant financial, legal, business and ethical skills necessary to start and maintain a profitable massage therapy business. Knowledge of client intake forms, charting, business forms, contracts, insurance and billing, marketing, licensing, ADA compliance, financial record keeping, informed consent and client confidentiality, job search, résumé skills, effective communication and problem-solving techniques. Three lecture. Spring semester.

TMP 205 • Applied Therapeutic Massage
4 credits

Introduces historical and functional knowledge of massage therapy skills, ethical and legal responsibilities, client physical and emotional assessment, postural assessment, proper body mechanics and client draping, Swedish Massage techniques, types of muscular releases, joint motions and range of motion, Trigger point therapy, pain and pain pathways, benefits of stretching. Co-requisites: TMP 107, 109, 111 and 112. Three lecture; three lab. Spring semester.

TMP 214 • Massage Techniques
4 credits

Mechanics of popular and effective techniques and clinical settings utilized in massage therapy, use of appropriate equipment and supplies. Introduces research methodologies relating to research and case studies, explores a variety of massage techniques including Lymphatic, Thai, Pregnancy, Infant, Geriatric, Fibromyalgia, Sports, Deep Tissue, Seated, Medical, Spa, Neuromuscular therapies. Prerequisite: TMP 205. Three lecture; three lab. Spring semester.

TMP 221 • Body/Mind Therapy
3 credits

Explore historical and fundamental psychological dimensions of nurturing touch relating to massage therapy. Learn boundaries and limits, therapist self-care, how the body expresses emotional patterns and emotional release, and psychological contraindications to therapy. Increase understanding of mental health conditions/disorders, discover the value of making client referrals and per collaboration. Three lecture. Spring semester.

TMP 240 • Massage Therapy Clinical Practice
4 credits

Refines technical massage therapy skills, with emphasis on the student's development as a therapist within the legal/ethical framework of the profession. Interpersonal skills to establish working rapport with clients, peers and other health care practitioners. Includes 160 hours of hands-on experience by practicing massage and spa protocols with public clientele. Prerequisites: TMP 214 and 221. One lecture; ten practicum. Summer.

Welding (WLD)

WLD 100 • Safety and Math
2 credits

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. Two lecture. Fall and spring semester; summer; DBN.

WLD 130 • Metal Art
3 credits

Introduction to various forms of metal artwork techniques including basic blacksmith forging, scrollwork, bending, forming of sheet metal into armour and other implements. Also features elements of armour and weapons history by touching on the styles found in different countries. One -lecture; four lab. Fall and spring semester; DBN.

WLD 131 • Metal Armour Fabrication
3 credits

Skills enhancement in various forms of metal artwork techniques, specifically chasing, engraving, etching and beginning inlay work (soldering style inlay and puzzle style inlay). Skills are applied to brass, copper, steel or iron. Objective is the practice of shaping and forming of steel armour. Student will build a set of armour and enhance its surface with inlaying techniques. Prerequisite: WLD 130. One lecture; four lab. Fall and spring semester; DBN.

WLD 134 • Fundamentals of Plastic Welding
3 credits

Introduces theories pertaining to thermoplastics, welding techniques, plastic identification processes, fusion welding, chemical welding processes, and thermoset plastics. Prerequisites: ATO 116 or CON 100 or CON 107 or WLD 100 or instructor permission. Three lecture. Fall and spring semester; DBN.

WLD 170 • Metal Preparation, Quality and Alignment
2 credits

The student will be exposed to welding quality control methods, metal preparation techniques and alignment. Additionally, fitting and welding base metal joints. Co-requisite: WLD 100 or instructor permission. Two lecture. Fall and spring semester; DBN.

WLD 171 • Welding Cutting Processes

2 credits

Students are introduced to oxy-fuel cutting (OFC), plasma arc cutting (PAC), and carbon arc cutting (CAC). Co-requisite: WLD 100 or instructor permission. Two lecture. Fall and spring semester; DBN.

WLD 172 • SMAW ARC

3 credits

The student is introduced to: shielded metal arc welding (SMAW) and its equipment setup; shielded metal arc welding beads and fillet welds using only shielded metal arc welding technology. Co-requisite: WLD 100 or instructor permission. Half lecture; five lab. Fall and spring semester; summer; DBN.

WLD 173 • SMAW Open Root Plate

2 credits

Students are introduced to shielded metal arc welding, open V-Groove welds using appropriate equipment, advanced training in the fabrication of out of position welding (using shielded metal arc welding), and open V-Groove welds using appropriate equipment. Co-requisite: WLD 100 and WLD 172 or instructor permission. Half lecture; three lab. Fall and spring semester; summer; DBN.

WLD 174 • SMAW V-Groove with Backing

2 credits

Shielded metal arc welding groove welds with backing and their manufacture uses and the use of shielded metal arc welding equipment. Co-requisite: WLD 100 and WLD 172 or instructor permission. One lecture; two lab. Fall and spring semester; summer; DBN.

WLD 175 • GMAW Plate

3 credits

An introduction to: gas metal arc welding (GMAW) equipment and filler metals; gas metal arc plate and the fabrication of GMAW fillet welds on plate in all positions. Co-requisite: WLD 100 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 176 • FCAW Plate

3 credits

An introduction to: flux cored arc welding (FCAW) equipment and filler metals and the fabrication of FCAW fillet welds and groove welds using the flux cored arc welding process. Co-requisite: WLD 100 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 177 • GTAW (TIG) Plate

3 credits

A comprehensive study of gas tungsten arc welding (GTAW) equipment and filler metals and the fabrication of groove welds in mild steel plate with the GTAW process. Co-requisite: WLD 100. One lecture; four lab. Fall and spring semester; summer; DBN.

WLD 178 • Metallurgy, Drawing, and Symbols

2 credits

The student is introduced to physical characteristics and mechanical properties of metal. Additionally, pre-heating and post-heating weld heat treatment requirements as related to

specific base metal types are explored. Students are introduced to weld detail drawing and welding symbols. Co-requisites: WLD 100 and WLD 170 or instructor permission. Two lecture. Fall and spring semester; DBN.

WLD 179 • AWS Prep

2 credits

Prepares the student to meet the requirements of the AWS Level I Entry Level Welder, requirements more comprehensive than the NPC general welding curriculum. When linked with WLD 200, WLD 179 prepares the student to sit for the nine-part AWS national certification exam. Prerequisite: Level I & II Certificate of Proficiency or instructor permission. Half lecture; three lab. Fall and spring semester; DBN.

WLD 200 • AWS Certification

4 credits

This is the final certification requirement as an American Welding Society Entry Level Welder (Level I). Successful completion of this course earns the student the AWS Entry Level Welder certification as required by AWS EG2.0. Prerequisite: All welding 100-level courses in the Level I and II Certificates of Proficiency or instructor permission. Three lecture; two lab. Fall and spring semester; DBN.

WLD 280 • GMAW (MIG) Pipe

3 credits

Introduces the student to gas metal arc welding pipe along with GMAW equipment and filler metals appropriate for the fabrication of pipe welded joints. Co-requisites: WLD 100 and WLD 175 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 281 • FCAW Pipe

3 credits

Introduces the student to flux cored arc welding pipe along with FCAW equipment and filler metals appropriate for the fabrication of pipe welded joints. Co-requisites: WLD 100 and WLD 176 or instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 282 • GTAW CS Pipe

3 credits

Introduces the student to gas tungsten arc welding open root pipe along with GTAW equipment and filler metals appropriate for the fabrication of carbon steel pipe welded joints. Co-requisites: WLD 100 and WLD 177 or instructor permission. One lecture; four lab. Fall and spring semester; summer; DBN.

WLD 283 • GTAW LA and SS Pipe

3 credits

Introduces the student to gas tungsten arc welding open root pipe along with GTAW equipment and filler metals appropriate for the fabrication of stainless steel and low alloy pipe welded joints. Co-requisites: WLD 100 and WLD 177 or instructor permission. One lecture; four lab. Fall and spring semester; summer; DBN.

WLD 284 • SMAW CS Pipe

3 credits

The performance of open root pipe welds in the 1G, 2G, 5G, and 6G positions using shielding metal arc welding is explored. Specifically, fast freeze electrodes for the root pass and low

hydrogen electrodes for the fill and cover passes will be covered. Co-requisites: WLD 100 and WLD 173 or instructor permission. One-Half lecture; five lab. Fall and spring semester; summer; DBN.

WLD 288 • Advanced Topics in Welding: Aluminum
6 credits

Instruction in how to weld one of the most difficult alloys: Aluminum. Learning the set up of GMAW and GTAW equipment for welding aluminum plate and pipe. Trainees clean and prepare coupons for welding; avoiding problems often encountered in aluminum welding processes. Prerequisite: All courses in Welding Certificates of Proficiency Levels I, II, and III or instructor permission. Two lecture; eight lab. Fall and spring semester; DBN.

WLD 290 • Welding Fabrication
3 credits

Instruction in welding fabrication for advanced student welding projects, using welding detailed drawings. Projects are completed from documents. Prerequisite: Instructor permission. Two lecture; two lab. Fall and spring semester; summer; DBN.

WLD 291 • Internship for Welding
2 credits

Hands-on experience working as an employee with a local welding business and coordinated by Northland Pioneer College Welding Department. Prerequisite: WLD 100 and instructor permission. Ten practicum. Fall and spring semester; DBN.

Workshops and Special Project Courses

The following list of courses are available and applicable in every departmental area and may carry the departmental prefix. Such courses are not described in the preceding Course Description section since their descriptions (below) are the same for all similarly numbered courses.

198 • Internship
1 to 16 credits

An on-the-job training program for students to earn college credit for learning achieved on the job. Learning is demonstrated through student completion of employer, student (employee) and NPC instructor-approved written learning objectives relating to the student's job, career goals and academic major. DBN.

099/199 • Workshop
0.5 to 6 credits

Courses designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of students involved. DBN.

298 • Portfolio
1 to 3 credits

Supervised special project in field of study designed for application to professional/technical and academic studies. Students participate in an in-depth, critical evaluation of their own work as it relates to competencies developed during their program. Development of a portfolio of individual performance consisting of assessment and examples demonstrating success in communication, problem solving, decision making and technical competencies. DBN.

299 • Special Topics
0.5 to 4 credits

A course designed to meet the needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training. DBN.

Administration, Faculty and Emeriti

Navajo County Community College District Governing Board

Pictured left to right are: (standing) Kristine Laughter, Derrick Leslie, Everett Robinson (Chair); (seated) Rosabel "Rosie" Sekayumptewa, Frank Lucero (Secretary).

Kristine Laughter
District 1
Elected 2021, Chair 2022, 2023

Rosabel "Rosie" Sekayumptewa
District 2
Appointed 2023

Frank Lucero
District 3
Elected January 2013; Chair 2017 - 2021
Secretary 2024

Everett Robinson
District 4
Appointed 2019, Secretary 2021 to 2023
Chair 2024

Derrick Leslie
District 5
Elected 2018

Administration (Year Hired)

Dr. Michael Solomonson (2000)
Interim President/Vice President for Learning and Student Services, Title IX Coordinator
A.A., Waldorf College
B.A., Northwestern College
M.A., Kansas State University
Ph.D., University of Nebraska Lincoln

Maderia Ellison (2007)
Vice President for Administrative Services, Chief Financial Officer
B.A., Fort Lewis College
M.P.A., Western International University

Michael Jacob (2022)
Associate VP Chief Information Officer
B.S., Brigham Young University, Idaho
M.B.A., Idaho State University

Christine M. Schaefer (2023)
Associate Vice President of Human Resources
B.S., Thomas Edison State College, Trenton, NJ
SPHR
SHRM-SCP

Administrative Staff

Marletha Baloo (2004)
Director of Financial Aid
A.G.S. Northland Pioneer College

Craig Boston (2020)
Director of Small Business Development Center
B.S., Grand Canyon University

Richard Chanick (2019)
Workforce and Economic Development Officer
B.S., United States Air Force Academy

Sarah Clark (2024)
Behavioral Health Program Coordinator
B.S., Brigham Young University

Luann Crosby (2016)
Director of Library Services
B.S., Brigham Young University
M.A., University of Arizona

Charles DiCarlo (2024)
Director of Enterprise and Data Systems
B.S., University of Maryland, UC
M.S., Northeastern University
M.B.A./Entrepreneurship, USC, Marshall School of Business

Scott Flake (2020)
Controller
BAcc., MAcc., Southern Utah University

Lance Heister (2023)
Director of Total Rewards
B.A., Virginia Tech
M.A., Northern Arizona University

Joshua Jeffery (2022)
Interim Director of Early College Programs
A.A, Clackamas Community College
B.A., Warner Pacific College
M.T.S., Vanderbilt University
M.A., University of Tennessee

Russell Kupfer (2023)
Director of Financial Services
BAcc., M.A.I.S, Arizona State University

Chad Kreuger (2023)
Director of Public Safety Education

Dr. Allison Landy (2016)
Associate Dean of Educator Preparation Programs
B.A., North Central College
M.Ed., Arizona State University
Ed.D., Northern Arizona University

Dr. Wei Ma (2020)
Dean of Instructional Innovation
M.A., Ball State University
Ph.D., Ball State University

Kathryn Matott (2020)
Director of Communications
B.S., University of Wisconsin
M.A., Eastern New Mexico University

Melody Niesen (2018)
Dean of Arts and Sciences
B.A., M.A., University of Idaho

Frank Pinnell (2004)
Director of CTE Program Development & Sustainability
A.A., Northland Pioneer College

Northland Pioneer College Administrative Staff

Jeremy Raisor (2012)
Dean of Career and Technical Education
B.A., M.B.A., Utah State University

Joshua Rogers (2014)
Director of Student Services
B.S., M.B.A., University of Phoenix

Dr. Tabitha Stickel (2022)
Associate Dean, College and Career Preparation
B.S., Oregon State University
M.Ed., Teachers College, Columbia University
Ph.D., Pennsylvania State University

Debra Stuart (2023)
Director of Technical Services
A.A.S., B.S., Brigham Young University

Tonya Thacker (2023)
Title III Project Director/Native American Student Success
B.S., University of New Mexico
M.A., New Mexico State University

Nicole Ulibarri (2008)
Director of Employee Relations /Apache County Coordinator
B.S., M.B.A., Western Governor's University

Justin White (2014)
Director of Facilities & Transportation
A.A.S., Arapahoe Community College
A.S., Arizona State University Ira. A. Fulton School of Engineering

Betsy Ann Wilson (2014)
Executive Director, NPC Friends & Family
B.S., University of Arizona

Dr. Judy Yip-Reyes (2017)
Director of Institutional Effectiveness
B.A., University of Hong Kong
M.A., Kent State University
Ph.D., University of Southern California

Ruth Zimmerman (2017)
Dean of Nursing
B.S. Arizona State University
M.S. University of Phoenix

Northland Pioneer College Faculty

Rachel Arroyo-Townsend (2019)
Faculty: Business; BUS/ECN Department Chair
B.S., Northern Arizona University
M.B.A., University of Phoenix

Stacy Ashcraft (2012)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Carlos Baki (2023)
Faculty in Behavioral Health
B.A. M.A.,
Graduate Certificate Program in Psychology, Western
New Mexico University

Kathleen Berlyn (2021)
Faculty: Biology
A.A., Phoenix College, Liberal Arts
B.S., Arizona State University
Ph.D., University of Arizona

Harshika Bhatt (2019)
Faculty: College and Career Preparation
ABus, Northland Pioneer College
B.S., Thomas Edison State College
M.Ed., Moreland University

Fred Boggs (2021)
Faculty: Nursing Assistant Training
A.S., Scottsdale Community College
B.S., University of Arizona

Dr. Michael Broyles (2020)
Curriculum Coordinator
B.A., Arizona State University
M.A. Arizona State University
Ph.D., Arizona State University

Brian Burson (2006)
Faculty: Mathematics
A.A., Central Arizona College
B.A., Arizona State University
M.Ed., Northern Arizona University

Cathleen Burson (2017)
Faculty: Education and College and Career Preparation
A.A., Central Arizona College
B.S., M.Ed., Northern Arizona University

Don Butler (2023
Faculty in Automotive Technology
A.A., Central Arizona College

Mark Camisa (2022)
Faculty: Criminal Justice
A.A., Shasta College
B.S., California University of Chico
M.S., Central Washington University

Candy Canter (2018)
Faculty: Medical Assistant
B.S.N., Grand Canyon University

Rachel Channell (2022)
Faculty: Behavioral Health
B.S., M.S., Brigham Young University

Autom Christensen (2007)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Ruth Creek-Rhoades (2012)
Faculty: Education and College and Career Preparation
B.A., M.Ed., Northern Arizona University

Dana Copland (2022)
Faculty: Allied Health
A.S., Trocaire College
B.S., State University of New York
M.S., D'Youville College

Lindsey Cummins (2021)
Faculty: Cosmetology

Andi DeBellis (2022)
Faculty: Instructional Designer
B.S., M.A., Georgetown University

John Deaton (1979)
Faculty: Political Science
B.A., M.A., California State University Chico
Additional Studies: Northland Pioneer College
Grand Canyon University, University of Phoenix
Northern Arizona University

Shandiin Deputee (2013)
Faculty: College and Career Preparation
A.A., Northland Pioneer College
B.A., Arizona State University

Chloe Fagotti (2005)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Renee Freese (2019)
Faculty: Allied Health
A.A.S., Northland Pioneer College
B.S.N., Grand Canyon University
M.S.N., Grand Canyon University

Northland Pioneer College Faculty

Brian Gardner (2007)
Faculty: Emergency Medical Technology
A.A.S., Northland Pioneer College

Cyli Geisler (2022)
Faculty: Welding

James Gil (2020)
Faculty: Mathematics
B.N.S., Seoul National University
M.A., University at Buffalo

Magdalene Gluszek (2011)
Faculty: Art
B.A./B.F.A., State University of New York College
M.F.A., University of Florida

Dr. Amy Grey (2014)
Faculty: History and Social Sciences
B.A., Mills College;
M.A., Northern Arizona University
Ph.D., University of Arizona

Daniel Groeneveld (2020)
Faculty: Computer Information Systems
A.A., Northland Pioneer College

Dr. Richard Harris (2011)
Faculty: Spanish
A.A., Mesa Community College
B.A., M.A., Arizona State University
Ed.D., North Central University

Sam L. Harris (2014)
Faculty: Automotive Technology
A.A., Northland Pioneer College

Aaron Hatch (2022)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Eleanore Hempsey (2013)
Faculty: Biology
B.S., University of Redlands
M.Phil., University of Cambridge
Ph.D., University of Ulster, Coleraine

Alexander Henderson (2020)
Faculty: Mathematics
B.A., M.S., University of Nevada, Reno
Ph.D., University of California, Riverside

Nichole Hendricks (2020)
Faculty: English Language Acquisition for Adults
A.A., Northland Pioneer College
B.A., Northern Arizona University

Anthony Hill (2015)
Faculty: College and Career Preparation
A.A.S., Northland Pioneer College
B.S., Arizona State University
M.Ed., University of Phoenix

Dr. Susan Hoffman (2018)
Faculty: Biology
A.A., St. Petersburg Junior College
B.S., Avila College
Ph.D. University of South Florida

William Holly (2022)
Faculty: History
B.A. Central Washington University
M.A. Central Washington University

Randall Hoskins (2003)
Faculty: Welding
A.A.S., Northland Pioneer College

Michelle Hunt (2007)
Faculty: Nursing
B.S.N., Grand Canyon University
M.S.N., University of Phoenix

Dawn Johnson (2007)
Faculty: College and Career Preparation
A.A., Northland Pioneer College
B.A., Northern Arizona University

Michael Lynn Johnson (2022)
Faculty: Sports Medicine
B.S., Northern Arizona University
D.O., University of St. Augustine

Ryan T. Jones (1998)
Faculty: English
B.A., M.A., University of Utah

Deborah Keith (2006)
Faculty: Nursing
A.S.N., Wallace State Community College – Selma
B.S.N., University of Auburn at Montgomery
M.S.N., University of Phoenix

Wesley King (2014)
Faculty: Welding
B.S., Northern Arizona University

Charlene Klingel (2022)
Faculty: Business
B.B.A., University of South Africa
M.B.A., University of the People

Kurry Klingel (2018)
Faculty: Business
B.B.A., Franklin University
M.B.A., Marylhurst University
D.B.A., California Southern University

Evgeniy Kukalov (2022)
Faculty: Geology
B.S., Novosibirsk State University, Russia
Ph.D., Michigan Technological University

Shanna Kukla (2020)
Practicum Supervisor
B.S, M.S.N., Lesley University

Joyce Kuhn (2022)
Faculty: Nursing Assistant Training
B.S.N., Grand Canyon University

Glenna LaVoie (2017)
Faculty: Cosmetology

Jeffrey LeFevre (2023)
Faculty in Energy & Industrial Technician
B.S., University of Arizona

James Leslie (2021)
Faculty: Welding

Patricia Lopez (2011)
Faculty: Biology
B.S., Louisiana Technical University
M.S., University of Arizona

Maria Masci (2022)
Faculty: Spanish
M.ED., Northern Arizona University
M.A., University of Siena
M.A., University of Lynchburg
B.A., Randolph College

Elizabeth McKey (2021)
Faculty: Nurse Assistant Training/Program Coordinator
B.S.N., M.S.N., Western Governors University

Jennifer Merritt (2022)
Faculty: Computer Information Systems
B.S, M.S., University of Phoenix

Jorge Meza (2015)
Faculty: Construction Technology

Mathew Moore (2017)
Faculty: Medical Assistant
Doctor of Chiropractic, Parker University

Latonya Motley (2020)
Faculty: Educational Technology
A.A.S., Fayetteville Technical Community College
B.A.A.S., St. Edwards University
M.S., California State University, Fullerton
Education Specialist, Wayne State University

Donald Tyler Myers (2022)
Faculty: Nursing
A.S.N., Eastern Arizona College
B.S.N., Grand Canyon University

Ryan Orr (2022)
Faculty: English
B.I.S., M.A., Arizona State University
A.A., Northland Pioneer College

Frank Pinnell (2005)
Faculty: Welding
A.A.S., Northland Pioneer College

Michelle Prentice (2020)
Faculty: EMS Program Coordinator
B.A.S., B.S., Northern Arizona University

Dr. Shan Qin (2020)
Faculty: Chemistry/Biology
B.S., M.S., Huazhong Agricultural University
Ph.D., Institute of Hydrobiology, Chinese Academy of Sciences

Jesse Reeck (2022)
Faculty: College and Career Preparation
B.A., University of North Carolina at Chapel Hill
M.A., Duke University

Clay Rice (2023)
Faculty in Welding
A.A., Western New Mexico University

Robin Rickli (2023)
Faculty in Anthropology
B.A., Northern Arizona University
M.A., Northern Arizona University

Richard Carson Saline (2022)
Faculty: Theater & Speech
B.F.A., University of Oklahoma
M.F.A., University of Idaho

Ferryn Sam (2011)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Joanne Samuel (2019)
Faculty: Nursing
A.S.N., Laramie County Community College
B.S.N., M.S.N., Grand Canyon University

Dr. Gary Santillanes (2016)
Faculty: Philosophy
A.A., Central New Mexico Community College
B.A., University of New Mexico
M.A., Texas Tech University
Ph.D., Binghamton University

Dr. Inez Schaechterle (2015)
Faculty: English
B.S., M.S., M.A., University of Nevada - Reno
Ph.D. Bowling Green State University

Shawntel Skousen (2024)
Faculty: English

Dr. David Smith (2005)
Faculty: Biology
B.S., University of Arizona
M.S., University of Bridgeport
Ph.D., Brigham Young University

Bill Solomon (2004)
Faculty: Fire Science
B.S., Arizona State University

Dylan Stiegemeire (2024)
Faculty in Political Science

Jeffrey Strong (2016)
Faculty: Mathematics
B.A., M.A., Brigham Young University

Scott Waite (2022)
Faculty: Chemistry
B.S., University of Arizona
Ph. D., University of Utah

Dr. Chun-Hung Wang (2020)
Faculty: Chemistry/Biology
B.S., M.S., Ming-Hsiung, Chia-Yi, Taiwan, Republic of China
Ph.D., Washington State University

Kalisa Wilson (2022)
Faculty: Computer Information Systems
B.S., University of Phoenix
M.S., Full Sail University
M.S., Capella University

Xu "Shirley" Xie (2020)
Faculty: Mathematics
A.A., Northland Pioneer College
B.B.A., Northern Arizona University
M.S., Emporia State University

Peterson Yazzie (2011)
Faculty: Art
A.A., B.A., Institute of American Indian Arts
M.A., University of New Mexico

Section VI
Emerti, Staff

Emeriti (Year Hired)

Anne Abbey (1991)
Administrative Assistant to the President
Business & Community Education Director
B.S., Northern Arizona University

David R. Abel (1977)
*Faculty: Psychology and Physical Education/
ASNPC Faculty Advisor*
B.S., M.A., Northern Arizona University
Additional Studies: Northern Arizona University

Loyelin Aceves (1993)
Community and Corporate Learning Specialist
A.A.S., Northland Pioneer College

Theresa Artz-Howard (1999)
Faculty: Nursing Assistant
A.G.S., Northland Pioneer College
B.S.N., M.S.N., University of New Mexico
Additional Studies: Arizona State University
Western Michigan University, Phoenix College South
Mountain Community College
Estrella Mountain Community College

Donna Ashcraft (1986)
Faculty: English
B.G.S., University of Iowa; M.A., Norwich
University; Additional Studies: University of Iowa
Northern Arizona University
Texas Tech University, Northland Pioneer College

JoAnn Barnes-Slocum (1994)
Graphic Designer and Publication Specialist
A.A.S., Northland Pioneer College

Elizabeth Batson (2000)
Records and Registration Clerk, Veterans Certifying Official

Peggy Belknap (1990)
Dean of Career and Technical Education
A.A., Northland Pioneer College
B.G.S., M.Ed, Northern Arizona University

Lorraine Benally (1995)
Center Manager, Kayenta
A.A., Northland Pioneer College

Vicki Bessinger (1996)
Bookstore Manager
A.G.S., Northland Pioneer College
A.A.S., Northland Pioneer College

Eric Bishop (2006)
Director of Information Services
A.A.S., Gateway Community College
B.S., Devry University; M.S., Boston University

Eli Blake (1998) Deceased 2020
Faculty: Mathematics
B. S., New Mexico Institute of Mining and
Technology
M.S., New Mexico Institute of Mining and
Technology

Beaulah Bob-Pennypacker (1994)
Director of Financial Aid
B.G.S., Northern Arizona University

James R. Boblett (1976)
Faculty: Psychology
B.S., M.A., Northern Arizona University
Additional Studies: Arizona State University

Catherine Borum (1976) Deceased 2001
Faculty: Administrative Information Services
A.A., Stephens College; B.S. and M.B.A., UCLA Additional Studies: Northern Arizona University Arizona
State University

Lynn Browne-Wagner (2006)
Faculty: Emergency Medical Technology
A.D.N., Scottsdale Community College
B.S.N., Arizona State University
M.S.N., Walden University

Gail Campbell (2013)
Associate Dean of College and Career Preparation
B.S., Colorado State University
M.A., University of New Mexico

Dr. Patrick Canary (2002)
Faculty: Biology
Dean of Arts and Sciences
B.S., M.S., Cleveland State University; Ph.D.
West Virginia University

Curtis Casey (2000)
Faculty: Welding/Program Coordinator
A.A.S., Maricopa Tech College

Michael Chance (2002)
Information Services Support Technician
A.A.S., Northland Pioneer College

Tracy Chase (2007)
Faculty: Business and Computer Information Systems
A.A., Northland Pioneer College
B.S., University of Phoenix

Leslie Collins (2000)
Academic Advisor
B.S., M.Ed., Arizona State University

Emeriti

Lois Coltrin (1985)
Faculty: Administrative Information Services
B.S., Brigham Young University
M.A., Northern Arizona University

Janice Cortina (2010)
Faculty: College and Career Preparation
B.S., Northern Arizona University
M.S., Walden University

Kim Crossland (1991)
Financial Aid Advisor/Technician
A.A., Northland Pioneer College

Myrtle Dayzie-Grey (2000)
Center Manager
A.G.S., Northland Pioneer College
A.A., Dine College

Jill M. Diemer (1984)
Faculty: Computer Information Services
A.A.S., Northland Pioneer College
B.S., Ball State University
M.F.A., Indiana University
Additional Studies: University of Arizona

Joel C. Eittreim (1979)
Director, Extended Learning Services
B.S., M.A., Arizona State University
Certification in Economic Development Finance Professional

Shirley Eittreim (1981)
Faculty: Administrative Information Services
B.A., M.A., Arizona State University
Additional Studies: Arizona State University
Northern Arizona University

Claude Endfield (1988)
Faculty: Early Childhood Education
A.A.S., A.A., Northland Pioneer College
B.S., Arizona State University
M.A., Nova University

Marva Fellows (1990)
Academic Advisor & Veterans Programs
A.A.S., Northland Pioneer College

Barbara S. Frawley (1992)
Secretary, Disability Resource & Access Office
A.A.S., Northland Pioneer College

Heidi Fulcher (1986)
Dean: Developmental Services
A.A., Scottsdale Community College
B.A., M.Ed., Arizona State University
Additional Studies: Appalachian State University

Ronald Goulet (1994)
Faculty: English
B.S. Northern Arizona University
M.A., San Francisco State University

Dr. Barry Graham (2000)
Faculty: Mathematics
B.A., Pacific Union College
M.A., Ph.D., University of California

Martin Grubb (1980) Deceased 2001
Faculty: Business
B.A., San Fernando State College
M.B.A., University of Phoenix

V. Blaine Hatch (2000)
Vice President for Administrative Services
B.A., M.B.A., Brigham Young University

Richard "Dick" Heimann (2003)
Faculty: Education
B.A., M.A., Arizona State University

Dr. Eric Henderson (2004) Deceased 2020
Faculty: Social and Behavioral Sciences
B.A., Portland State University
J.D., Ph.D., University of Arizona

Phillip Hiatt (1996)
Maintenance III

Cynthia Hildebrand (1981)
System Analyst

Emma Hillend (2003)
Assistant to the Campus Manager
A.A., A.A.S., Northland Pioneer College

Barbara Hockabout (2000)
Faculty: English
B.A., University of California – Berkeley
M.A., Gonzaga University; Additional Studies
University of Idaho, California State University

Tracy Holt-Mancuso (2010)
Director of Small Business Development Center
B.S., University of Phoenix
M.B.A., Grand Canyon University

David Huish (1996)
Director of Construction
B.A., Arizona State University
M.A., Northern Arizona University

Joyce Hunt (1980)
Payroll Supervisor
A.A.S., Northland Pioneer College

Janet Hunter (1996)
Faculty: Administrative Information Services
B.S., Pennsylvania State University
M.S., M.B., Virginia Polytechnic Institute and State University
Additional Studies: Northland Pioneer College, Northern Arizona University

Cynthia Hutton (2003)
Faculty: Biology
A.S., Holyoke Community College
B.A., M.A., Mount Holyoke College

Rickey Jackson (2004)
Dean of Arts and Sciences
A.A., Central Arizona College
B.S., M.Ed., Northern Arizona University

Dr. James S. Jacob (2001)
Faculty: Biology
B.S., M.S., Stephen F. Austin State University
Ph.D., University of New Mexico

Susan Jamison (2008)
Faculty: Nursing
B.S.N., University of Arizona
M.S., Northern Arizona University

Dr. Sandra Johnson (2003)
Faculty: Education
B.A., Dana College; M.Ed., Ed. Specialist
Ph.D., University of Arizona;
Additional Studies: University of Alaska
Western Michigan University
University of Oregon
Weber State College, University of Phoenix

Dana Jolly (2005)
Faculty: Nursing
B.S., Emory University
M.S.N., University of Arizona

Kenneth Keith (2005)
Faculty: Industrial Technology and Program Coordinator
B.S., M.S, University of Phoenix

Charles Kermes (1986)
Faculty: Sociology; Dean of Business & Technology
Associate Dean for Instructional Support, Project Director for School to Work, Coordinator of Career Planning and Placement
B.A., State University of New York at Buffalo
M.A., Syracuse University

Lynda Klingler (1991)
Library Media Tech
B.S., Oregon State University

Rose Kreher (2001)
Administrative Assistant to the V.P. of Learning
B.A., University of Colorado
M.A., University of Denver

Janice Kraai (1989)
Faculty: Developmental Services
B.A., University of Michigan
M.A., University of Arizona

Leonard Lee (1981)
Maintenance II
A.A.S., Northland Pioneer College

Dr. Clifton Lewis (1974)
Faculty: Foreign Languages
B.A., Brigham Young University
M.A., Ph.D., University of New Mexico

Hallie Lucas (2000)
Administrative Assistant for Learning
A.A.S., Northland Pioneer College

Dr. Eugene Luke (1974)
Faculty: English
B.A., Ph.D., North Texas State University
M.A., University of Wisconsin

Gary Mack (1992)
Faculty: Mathematics
B.S., Northern Arizona University
M.S., University of Arizona
Additional Studies: Northern Arizona University

Carol Maddin (1980)
Academic Advising Coordinator
Faculty: Human Development
B.S., Central Missouri State College
M.S., University of Missouri-Kansas City
Additional Studies: Loyola University
Arizona State University
Colorado State University

Brenda Manthei (1988)
Faculty: Biology
Dean of Science and Mathematics
B.A., M.A., New Mexico Institute of Mining and Technology
Additional Studies: Northern Arizona University

Ana Marquez (1995)
Assistant to the Campus Manager
B.A., Arizona State University
A.A., Arizona Western College

Renee Maxwell (1989)
Records & Registration Clerk

Emeriti

Dr. Debra McGinty (2016)
Dean of Nursing and Allied Health
B.S., University of Cincinnati
M.N., University of Washington
M.B.A., University of Phoenix
Ph.D., University of Arizona

Kathy McPherson (2001)
Campus Manager
A.A., Northland Pioneer College

Dr. Jac Morse (1983)
Business Department Chair,
Director Extended Education Division
Faculty: Business and Computer Science
B.A., M.A., Ph.D., Arizona State University

Thomas W. Nagle, Jr. (1995)
Faculty: Business
B.A., Northern Arizona University
M.B.A., National University, San Diego

Shannon Newman (2000)
Faculty: Mathematics
B.A., Chatham College
M.Ed., Northern Arizona University

Dr. David Nichols (1974)
Associate Dean, Instructional Support Services
B.S., M.S., Brigham Young University
Ed.D., Northern Arizona University

Joseph Nickolas (1975)
Faculty: Biology
B.S., East Stroudsburg University
M.S., Arizona State University

Lynn Oldham (2003)
Faculty: Biology
Maintenance II

Donald A. Olsen (1974)
Director of Business Affairs/Dean of Business Services
B.A., Brigham Young University
B.S., Arizona State University
Additional Studies: University of Arizona

Susan Olsen (1987)
Campus Manager
A.G.S., Northland Pioneer College
B.A., Northern Arizona University

Vicki Owen (1996)
Academic Advisor
A.A., Northland Pioneer College

Dr. Arvin Palmer (1975)
Administration: Dean of General Education/
Extended Services, Dean of Instruction, Vice President
Faculty: History, Geography and Political Science;
College Historian.

B.A., M.A., Arizona State University
Ph.D., Claremont Graduate University
Additional Studies: Arizona State University
University of Missouri, University of Colorado
University of Arizona, University of Minnesota

Theresa Parker (2002)
Faculty: Cosmetology
A.A.S., Northland Pioneer College

Dr. Gary Passer (1992)
President (1997-2004; 2005-2006)
Vice President of Instruction Services
Faculty: Sociology
B.A., Iowa Wesleyan College
M.A., Ph.D., University of Iowa
Additional Studies: University of Wisconsin
Iowa State University

Penny Albright Petersen (1975)
Director of Community Relations/Publications
Faculty: Speech and Theatre
B.A., M.A., Arizona State University
Additional Studies: University of Arizona

Ronald Petersen (1980)
Director of Student Services/Dean of Student Services/Marketing
B.A., University of Washington
M.Ed., University of Toledo

Randy Porch (1988)
Faculty: Geology
B.S., M.S., M.Ed., Northern Arizona University

Neil Rabe (1994)
Maintenance Supervisor

Colleen Readel (2009)
Lead Campus Manager
A.A.S., Northland Pioneer College

Dr. Gary Reyes (2001))
Faculty in Psychology
A.S., Womm. College of the Air ForWe
B.A., Park College
M.A., Chapman University
PhD., Northern Arizona University

Barry Richins (1975)
Faculty: English
B.S., Northern Arizona University
M.A., Illinois State University
Additional Studies: Brigham Young University
Arizona State University, University of Iowa

Emeriti

James G. Richmond (1983) Deceased 2010
Faculty: Construction Technology
B.S., Oregon State University
M.A., Northern Arizona University
Additional Studies: Linn-Benton Community
College (Albany, OR), University of Oregon – Eugene

Everett Robinson (1994)
Media Relations Coordinator
A.A., Phoenix College
A.A.S., Northland Pioneer College
B.U.S., University of New Mexico

Larry Romo (1994)
System Analyst/Programmer
A.A.S., Pima Community College
B.S., University of Arizona

**Allen Rothlisberg (1975) Deceased 1999
(Awarded Posthumously)**
Coordinator: Library Services
Faculty: Library Media Technology
B.A., San Diego State College; M.S., Our Lady of the
Lake College; Additional Studies: Northern Arizona
University, University of Arizona, and University of
Oklahoma

Bobbi Sample (2004)
Human Resources Generalist
A.A.S., Northland Pioneer College
B.S., Arizona State University

Dorothy "Dottie" Sanderson (1978) Deceased
Administrative Assistant to the President

Dale Schicketanz (1976)
Faculty: Photography
A.A., Southwestern College
B.A., San Diego State University
M.A., California State University - Fresno

Douglas Seely (2001)
Faculty: Computer Information Systems
B.Ed., University of Lethbridge
Additional Studies: Oregon State University
Northern Alberta Institute of Technology

Terese Shavat (1998)
Assistant to the V.P. for Administrative Services, CFO
A.A.S., Northland Pioneer College

A. Dan Simper (1975)
Director of Personnel/Registrar
B.S., Brigham Young University
M.S., University of California –Davis
Additional Studies: Brigham Young University
University of California – Davis

Dr. Jeanne Swarthout (2001)
President
B.A., Arizona State University
M.A., Florida State University
Ph.D., Arizona State University

Lee Sweetman (1979)
Faculty: Art/Department Chair
B.F.A., M.A., Northern Arizona University

Dr. Charles M. Sypolt (1974) Deceased 2011
Faculty: History
B.A., University of California at Berkeley
M.A., Chico State University
Ph.D., University of Wyoming
Additional Studies: California State University – San
Jose

JoAnn Taylor (1989)
Director of Marketing and Public Relations
B.S. University of Missouri at Kansas City

Marili Thomas (1974)
Faculty: Administrative Information Services
B.A., Adams State University (Colorado)
M.A., Northern Arizona University
Additional Studies: Adams State College

Ronald Troutman (1976) Deceased 2016
Satellite Program Facilitator; Navajo County Programs Coordi-
nator; Chief GED Examiner; Coordinator of Alternative
Learning; Faculty: Forestry, Basic Skills
B.S., Northern Arizona University

MiAnna J. Tyler (1983)
Campus Manager

Dr. Marvin L. Vasher (1977)
President (1977-1990), Faculty: History
B.S., Eastern Michigan University
M.A., University of Michigan
Ed.D., Laurence University (California)
Additional Studies: University of Idaho,
University of Washington

Mark Vest (2001)
President
B.A., M.A., University of Kentucky
M.A., Ohio State University

Bobette Welch (1999)
Administrative Assistant, Dean of Arts & Sciences
A.A.S., Northland Pioneer College

Margaret White (1991)
Library Media Technician
A.G.S., Northland Pioneer College

Emeriti

James E. Wilson (1978)
Coordinator of Law Enforcement Academy
Legal Assistant Program; Correctional Program
Criminal Justice Program
Faculty: Law Enforcement, Administration of Criminal Justice
A.A.S., Northland Pioneer College
Additional Studies: Phoenix College
Eastern Arizona College

Patricia A. Wolf (1986)
Dean of Liberal Arts, Faculty: Art
B.F.A., Bethany College
M.S., University of Kansas
Additional Studies: Adams State College, Kansas State College, Pittsburgh State University, University of Kansas

Joan Valichnac (1988)
Faculty: College and Career Preparation
B.A., Arizona State University
M.A., Northern Arizona University
Additional Studies: Arizona State University, Appalachian State University

Student Rights and Responsibilities

Section VII
Student Rights

Student Rights and Responsibilities

Policies and Procedures Impacting Students

Updates to this information can be found on the NPC website, *www.npc.edu/policies-procedures.*

Affirmative Action & Title IX

Northland Pioneer College is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age, Vietnam Era Veterans' status or disability in admission or access to, or treatment or employment in its educational programs or activities. The college is required by Title IX of the Education Amendment of 1972 and the regulations adopted pursuant thereto in the Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1974 not to discriminate in such manner.

Attendance

Upon admission to NPC, a student assumes the responsibility of completing each course for which he or she is registered. The student is expected to attend all sessions of the classes in which he or she is enrolled. Any student who has three absences without excuses acceptable to the instructor, medical or otherwise, may be dropped from the class, with the exception of Title IX protections for pregnant and/or parenting students. Students who miss the first two meetings of the class may also be dropped. After a student has been dropped from the class for unexcused absences, an appeal for reinstatement will be considered only under extenuating circumstances.

Communicable Diseases

"Communicable disease" means an infectious disease that is spread from person to person through casual contact, exposure to body fluids, or respiratory droplets. Examples of communicable diseases include, but are not limited to: tuberculosis (TB), measles, German measles (rubella), hepatitis, meningitis, influenza, Severe Acute Respiratory Syndrome (SARS), norovirus, human immunodeficiency virus infection and acquired immunodeficiency syndrome (HIV/AIDS) and exotic pathogens (e.g., Ebola and certain strains of influenza).

Students with communicable diseases may pose a threat to the health and safety of students and staff. In responding to such threats, the college will strive to maintain a balance between the need to control communicable diseases and the need to protect students' legal rights. No student or employee shall knowingly expose students or other employees to a communicable disease.

Decisions regarding the educational status of students with communicable diseases generally will be made on a case-by-case basis in accordance with this policy and its administrative regulation. For all designated communicable diseases, the college will fully comply with all reporting, exclusion, and contact control measures required by the Arizona Department of Health Services and the Navajo and Apache County Health Departments.

When college officials have sufficient reason to believe that a student or employee has contracted a communicable disease and that through transmission, there is potential harm and/or risk to other students and employees, the student or employee will be required to be evaluated by medical professionals at their expense within a designated time frame. Should the student or employee not follow through with a medical evaluation within the designated time frame, they will be removed from all college activities/responsibilities until medical evaluation is attained.

Students or employees who have a communicable disease shall be excluded from the college only if he or she presents a direct threat to the health or safety of others as determined by a medical evaluation, as recommended by the Centers for Disease Control and Prevention, and as required by the Arizona Department of Health Services and the Navajo and Apache County Health Departments. Reasonable accommodation will be utilized when there is medical justification that the transmission of the disease is highly doubtful and/or the risk of further exposure or injury to other students and employees is improbable.

The right to privacy and confidentiality of any student or employee who has contracted a communicable disease will be respected. Employees and students must maintain the confidentiality of medical records and medical information pursuant to state and federal law. Disclosure of medical condition will only occur to the extent required to minimize the health risks to other students and employees. The President or designee will determine appropriate disclosure of information.

[NPC Procedure #2751, based on Policy #1058]

Plan for Crime Awareness and Campus Security

Procedure 2555

NPC shall comply with all federal and state laws concerning crime awareness and campus security. Northland Pioneer College's plan for compliance is set forth in this Procedure.

Student Rights and Responsibilities

Plan for Crime Awareness and Campus Security Continued

A. Reporting Crimes and Emergencies Occurring on or next to Campus.

Employees, students and all other persons are to report criminal actions or other emergencies occurring on campuses or centers in Navajo and Apache Counties by taking the following steps:

Dial 911. Use pay or public telephone at the campus/center as appropriate. Pay/public telephone availability is as follows:

- Hopi Center: Public phone in student lounge/lobby.
- Kayenta Center: Public phone in the center office.
- Little Colorado Campus: Public phones in student lounge and learning center lobby.
- Painted Desert Campus: Public phone in the student center lounge.
- Silver Creek Campus: Public phone in learning center lobby.
- St. Johns Center: Public phone in the center office at the front desk.
- Springerville/Eagar: Center: Public phone in the center office.
- White Mountain Campus: Public phones in Aspen Center hallway, Aspen Center office, learning center lobby, Goldwater hallway, Ponderosa lobby, and student lounge.
- Whiteriver Center: Public phone in the student lounge.

2. Report the criminal action or emergency to the appropriate campus or center manager. The reporting individual should complete a Campus Security Incident Report Form and Cover Sheet. The campus/center manager will forward copies of the Campus Security Incident Report Form and Cover Sheet to the Vice President for Learning and Student Services, the Vice President for Administrative Services, and, as needed, local law enforcement. Northland Pioneer College allows anonymous reporting on the Campus Security Incident Report Form provided by NPC and delivered to the campus/center manager or the Vice President for Learning and Student Services.

3. Should campus/center manager or staff be unavailable, the reporting individual should contact the Vice President for Learning and Student Services (800) 266-7845, ext. 6217 or his/her administrative assistant (800) 266-7845, ext. 6216. Reporting individuals may also notify any college employee of any criminal action or emergency. The college employee should then make official notification to the college of the criminal action or emergency by completing step 2 above.

4. All students are encouraged to preserve evidence of sexual assaults. Some evidence is perishable and prompt action must be taken to ensure a viable prosecution of the perpetrator. All students and employees are encouraged to report any sexual assault to the authorities by following the procedure outlined in subsection "A" including calling 911 and reporting any incident using the Campus Security Incident Report Form and Cover Sheet. If a student desires assistance in contacting local law enforcement authorities, NPC staff shall promptly provide such assistance. (See also NPC Procedure 2110.)

5. NPC does not maintain a campus police department or a campus security department at this time.

B. Security and Access to Campus Facilities

Northland Pioneer College personnel shall ensure that all classroom facilities remain locked when not in use, and only those persons authorized to attend classes or to utilize NPC facilities, i.e. students, faculty, staff and those authorized through an approved facility request form to utilize specific facilities, shall have access to NPC facilities.

NPC does not have any on-campus residence halls at the time of adoption of this procedure. If NPC obtains on-campus residence halls in the future, the security of on-campus residence halls on Northland Pioneer College shall be the responsibility of the housing administrator and residence hall head residents. Off-campus contract residence hall security shall be the responsibility of the contract provider and the individual students. On- and off-campus residence hall students are encouraged to keep their individual rooms locked at all times and are not to keep items of excessive value in their rooms. In addition, all residence hall students are to receive a copy of the residence hall contract that deals specifically with safety and security considerations while living in campus housing.

The Campus Sexual Violence Elimination (SaVE) Act

The Campus Sexual Violence Elimination (SaVE) Act addresses sexual misconduct on college campuses.

Covering both students and college employees, SaVE clearly defines the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking and requires additional reporting, starting academic year 2014-15, on the annual Clery Campus Crime Statistics report (see *www.npc.edu/crime-statistics*).

Northland Pioneer College prohibits these crimes against our students and employees. How NPC will handle and investigate these crimes can be found by following the *SaVE* link on the Clery Campus Crime Statistics Web page, listed above.

Student Rights and Responsibilities

Campus Law Enforcement Continued

C. Campus Law Enforcement

The college shall work closely with local law enforcement agencies to ensure that proper investigations are conducted and reported to the college. The college will encourage and seek the prosecution of all criminals. Northland Pioneer College designated liaison personnel shall maintain an ongoing working relationship with state and local police agencies. Northland Pioneer College designated liaison personnel shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations.

Northland Pioneer College students, staff and faculty are encouraged to report to the proper police jurisdiction agency, any and all crimes. If the crime occurs on campus/center locations, it should be reported to the campus/center managers pursuant to subsection A of this procedure.

Any student, staff or faculty member who becomes aware of a crime, or who is the victim of a crime, should make an accurate and prompt report of that crime, in order to ensure successful police action. Pastoral or ecclesiastical leaders are encouraged to suggest voluntary confidential reporting by victims of crimes as set forth in this procedure.

D. Crime Prevention Awareness and Education

1. The annual disclosure of crime statistics.

The Vice President for Learning and Student Services shall prepare and disseminate, as required by law and Northland Pioneer College Policy and Procedure, the annual disclosure required. The terms of this procedure shall be included in the annual report. Northland Pioneer College personnel will gather and maintain statistics for the calendar year in which crimes are reported concerning the occurrence of criminal activity for each and all campuses/centers sites for the following criminal offenses reported to either college personnel or local law enforcement agencies:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible sex offenses
- Nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Northland Pioneer College personnel will also gather statistics concerning on-campus arrests and campus disciplinary action for:

- Liquor Law Violations;
- Drug Law Violations; and
- Illegal weapons possessions.

Crimes shall be reported by category of prejudice and by location based on the following breakdown:

- On campus;
- Of the crimes on campus, the number of crimes that took place in dormitories or other residential facilities for students on campus;
- In or on a non-campus building or property; and
- On public property.

No statistical report shall contain any information that would identify a victim. The report need not contain any reports from pastoral or ecclesiastical leaders unless the report is made voluntarily and includes permission to include the report in the statistics.

Northland Pioneer College shall gather from local law enforcement and maintain statistics concerning the occurrence of criminal activity of students at off-campus locations involving student organizations. Off-campus student organizations are those student organizations officially approved and regulated by Northland Pioneer College.

The college will request, through local law enforcement agencies, copies of any and all police reports, concerning incidents or crimes that occur at off-campus student organization locations, which involve students or staff from NPC. College personnel and/or designated liaison personnel shall be responsible to monitor and keep record of all such reports.

All students and employees shall be given the opportunity to learn how to contact appropriate law enforcement officials, the practices and procedures which are used by college officials in the reporting of crimes, and encouraged to be responsible for their own safety and the security of others by being notified of this procedure and the yearly internet publication of the "Crime Awareness and Campus Security" report. (see *www.npc.edu/crime-statistics*) Students shall be informed of the report and of the importance of security concerns through information provided in the College Catalog and at any orientation for students. Employee security training shall be included at least annually in employee training and in new employee orientation. Any programs provided by local law enforcement shall be advertised in such training and orientations.

A letter informing local ecclesiastical leaders of the availability of confidential crime reporting at NPC shall be sent annually to such local leaders.

Campus Law Enforcement Continued

2. Warning reports to members of the campus community.

    NPC will immediately and without delay notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus (as defined in the Clery Act). Please note that, should such a warning compromise efforts to contain the emergency, they may be withheld by NPC in accordance with the Act.

    If the immediate dissemination would facilitate safety and security because the crimes are considered to represent a threat to students and employees, the college shall disseminate information relating to the crimes indicated in subsection "D" of this procedure on a case-by-case basis through campus information systems, newsletters, bulletin boards or other informational systems and methods that will facilitate prevention of similar crimes. The college will not disseminate information obtained from reports to pastoral or ecclesiastical leaders unless the victim agrees to voluntarily release the information. No report or informational statement made under this subsection shall include any identifying information about a victim or the accused.

    The Residence Hall Administrator, or if the college has no on-campus housing at the time, the Vice President for Learning and Student Services shall hold regular meetings to inform students of the continued need for security practices, including the protection of their personal property.

3. College Community Emergency Notification Process

    Each event will be evaluated to determine the notification method. They may include:

    - Community Alert System (RAVE)
    - Email
    - Text Messaging

    NPC will test the emergency response and evacuation procedures annually. Testing may be pre-announced or not and will be documented on the NPC website. (also see How to Keep Informed, page 50.)

4. Rape, acquaintance rape and other forcible and non-forcible sex offenses.

    NPC provides information about sexual harassment, rape, acquaintance rape and other forcible and non-forcible sex offenses through its dissemination of its procedure against sexual harassment in the College Catalog, the Employee Handbook and student and employee orientation and training.

    The following services exist for assistance of victims of sexual assaults: Navajo County or Apache County Attorney Victim Services and Navajo County or Apache County Crime Victim's Compensation Fund; Community Counseling Center. Contact information for these services is available at the Vice President for Learning and Student Services office. No on-campus counseling is available.

    NPC Procedure 2110 provides for discipline up to and including termination or expulsion for violations of NPC's policy against sexual harassment and assault. In accordance with Northland Pioneer College Procedure 2110 NPC provides appropriate action, including but not limited to, changes in a victim's academic and living situations (for NPC affiliated housing) if requested by a victim and they are reasonably available.

    Notwithstanding any other NPC procedure, an alleged victim of a forcible or nonforcible sexual assault is entitled to have representation at any hearing or proceeding involving the incident on the same basis as the accused, and both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

    Arizona sex offender registration information can be found at the current Arizona Department of Public Safety Sex Offender Information Site, at the time of revision of this procedure found at ***www.azdps.gov/services/public/offender***. Some sex offender information is only disseminated locally. The local agency for disseminating sex offender information is the Navajo County Sheriff's Office. Their contact information is PO Box 668, Holbrook AZ 86025, phone (928) 524-4300.

E. Use, and Sale of Alcoholic Beverages and Illegal Drugs.

    See Northland Pioneer College Procedures 2624, 2625, 2750 and Policy 1560. NPC students are expected and required to report to school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug and alcohol free, healthful, safe and secure environment.

    (Based on Policy #1350; see also Procedure #2510]

Drug-Free Student Environment

A Matter of Substance

The Drug-Free Schools and Communities Act of 1989

On Dec. 12, 1989, President George H. W. Bush signed the Drug-Free Schools and Communities Act Amendments of 1989. Essentially these amendments require that institutions, such as Northland Pioneer College who contract with or receive grants from federal agencies, certify that they will meet certain requirements for providing a drug-free environment.

Student Rights and Responsibilities

Drug-Free Schools Act Continued

The governing board and administration believe strongly in the right of students to learn in an environment that is free from illegal drugs and alcohol use. The college expects to comply fully with the act and is taking the following steps to ensure a drug- and alcohol-free environment.

1. Drug- and alcohol-free student workplace environment policy #1560 and procedure #2624 have been developed and approved by the governing board.

2. The college will comply with the amendments by taking a position that conforms to its requirements.

3. Each student will be informed to the college's position on maintaining a drug- and alcohol-free work environment.

4. Students are expected and required to report to school in appropriate mental and physical condition. It is NPC's intent and obligation to provide a drug- and alcohol-free healthful, safe and secure school environment.

5. The college prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and alcohol on college premises or while participating in any college activity.

6. Violations will be referred to the Vice President of Learning and Student Services for action in accordance with Procedure #2602 – Student Non Academic Code of Conduct, (see page 203). Disciplinary sanctions will be imposed, consistent with local, state and federal law. Violations may result in probation, suspension from school or expulsion. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.

7. The college recognizes drug and/or alcohol dependency as illnesses and major health problems. The college also recognizes drug and alcohol abuses as potential health, safety and security problems. Students needing help in dealing with such problems are encouraged to seek it, either through their own resources or by requesting help or referral through the advising office. Conscientious efforts to seek help will not jeopardize a student's enrollment.

8. Serious violations will result in students being reported to local law enforcement officials for appropriate local, state or federal action. Prosecution can result in fines, prison terms or both.

Drug and Alcohol Abuse

What are the Costs? What are the Dangers?

The monetary effects of drug and alcohol abuse on individuals in this country run into billions of dollars annually. Abuse of controlled substances has direct costs of increased medical expenses in addition to the indirect cost associated with increased sick days, lower productivity, poor work performance and drug-related crimes.

Estimates of the percentage of accidents attributable to drug and alcohol abuse are in the 50 percent range. This includes automobile, home and work-related accidents. Many of these accidents result in death, serious injury or permanent disability to their victims. And, it is noteworthy that it is not always the substance abuser who is the victim of such accidents. Frequently it is the coworker, the family member, the passenger in the other car who is injured or killed as a result of another person's substance abuse.

Northland Pioneer College places a high value on its students and recognizes that they have a right to learn in a safe environment, free from drugs and alcohol. The college will make every effort to provide this kind of environment through the support and enforcement of its Drug-Free Policy.

Substance Abuse Problems

Need Help?

If you have a problem with drug or alcohol dependency and wish to get help you may contact a Northland Pioneer College academic advisor. Your request for assistance will be held in strictest confidence and you will be referred to one of the following community agencies: (Area Code 928)

Change Point Integrated Health
Holbrook, 524-6126
Show Low, 537-2951
Snowflake/Taylor, 536-6869
Winslow, 289-4658

Community Information & Referral Services
Dial 2-1-1 within Arizona (877) 211-8661 from anywhere

Hopi Health Care Center
737-6000

Little Colorado Behavioral Health Centers
St. Johns 337-4301 • Springerville 333-2683

Navajo Nation Department of Behavioral Health Services
674-2190

White Mountain Apache Tribe
Rainbow Center, 338-4858

Description of Health Risks Associated
with Use of Illicit Drugs and Abuse of Alcohol

There are severe health risks involved or associated with the use of illicit drugs and the abuse of alcohol, and the college has reference materials available to any person who is concerned about his/her use of illicit drugs or alcohol or involving the

Health Risks and Drug Abuse Continued

conduct of any other person. These references are available by contacting the advising offices. Health risks associated with commonly used illicit drugs and alcohol are listed hereafter.

1. Marijuana or Hashish

    Marijuana, which is also known as pot and comes from the cannabis plant, may have the following effects: It is harmful to unborn children during pregnancy, can lead to lung disease, can inhibit short-term memory, can slow reaction time, can impair visual tracking, can speed up heartbeat and lead to high blood pressure, can break down immune system or depress immune system; and most important, frequent use is linked to cognitive impairment (an inability to think abstractly and understand concepts.)

2. Hallucinogens

    The hallucinogens (drugs that produce changes in perception, mood and thought) include Ecstasy, LSD, mescaline, psilocybin, DMT and STP. PCP, a dissociative anesthetic, has similar effects. The effects of LSD are unpredictable and may range from euphoria and heightened sensory awareness to hallucinations, panic reactions and flashbacks. PCP is a very dangerous drug that also has terribly unpredictable effects involving development of psychotic states or severe depression. Medical treatment is necessary in cases of severe hallucinogen reactions.

3. Depressants, Barbiturates and Tranquilizers

    Depressants, barbiturates and tranquilizers have depressing effects on the central nervous system and can lead to physical and psychological dependence. These drugs are popular and are overused by Americans.

4. Cocaine

    Cocaine is an "upper" derived from the leaves of the South American coca plant. It is an expensive drug used by people in many professions, despite its illegal status. Regular use can lead to depression, weight loss, paranoia and hallucinations. These effects are the more positive ones associated with cocaine and are similar to those caused by amphetamines. Cocaine is a powerful drug that over stimulates the central nervous system and produces an artificial euphoria. Even the occasional user takes dangerous chances, but chronic use can create a harmful dependency that affects behavior and multiplies health risks. To make matters worse, cocaine tricks people into feeling better than they are, making it possible for them to put on a "superhuman" exterior, while inside they may be suffering. Similar effects may be obtained from the closely related substance known as crack.

5. Opiates

    The opiates — opium, its derivatives (Morphine, heroin and codeine) and the synthetically produced drug methadone

— have sedative and analgesic effects. Heroin is the opiate that is of most concern to law-enforcement officials. Initially an extremely pleasant drug, heroin use quickly leads to dependence and increasingly larger quantities must be taken simply to ward off withdrawal symptoms. The exposure orientation holds that addiction results simply from exposure to the drug over time.

6. Amphetamines

    Amphetamines, methamphetamine, crank or ice are sometimes known as "speed" or "uppers." Other forms of amphetamines are prescribed by doctors to suppress appetite and relieve mild depression. For people who have neurological and behavior disorders, amphetamines can be harmful. But amphetamine abuse in a normal person can lead to full-blown psychosis as well as to milder effects such as insomnia, restlessness, irritability, difficulty in concentrating, agitation and confusion.

7. Alcohol

    There are several typical patterns to alcohol abuse: regular, daily use of large quantities; regular, heavy drinking confined to such periods as weekends; and unpredictable binge drinking. Alcohol abuse is often called problem drinking, whereas alcohol dependence is referred to as alcoholism. There is an extremely wide range of problems associated with alcohol abuse. Health risks may include hallucinations, strokes, nerve and muscle damage, alcoholic hepatitis, cirrhosis of the liver, cancer and many others, including death. The connection between alcohol and fatal road accidents makes this drug one of, if not the, most dangerous of drugs.

Drug-Free Workplace

1. Employees who fail to abide by the terms and conditions of Policy #1560 (Drug-Free Workplace) shall be subject to the Due Process Policy and Procedure of the college (#1056 and #1020). Violation of this policy may result in disciplinary action up to and including terminations. In addition, there may be possible legal consequences for some violations.

2. An employee must inform his or her supervisor of a conviction no later than five days after criminal conviction for illegal drug activity occurring on or off college premises while conducting college business. Failure to report such conviction will subject the employee to the Due Process Policy and Procedure as specified above.

3. Any employee reasonably believed to constitute a risk to persons or property while operating any college equipment will not be permitted to do so. Any employee asked not to operate college equipment or drive a personal vehicle because of impairment, but who insists, will be advised that the college will immediately report this to the appropriate law

Drug Free Workplace Continued

enforcement agency, when applicable.

4. Any employee with a drug or alcohol problem is encouraged to seek help. Such may be sought through the employee's own resources or through his/her supervisor, the director of human resources or other agencies. An employee's request for assistance does not jeopardize his or her job rights. However, the seeking of such help does not prevent disciplinary action under any college policy violation for impaired job performance.

Drug Prevention Program Alcohol and Drug Policy and Prevention

The Crime Awareness and Campus Security Report is available through the NPC website at *www.npc.edu/crime-statistics* and in written form upon request. A printed copy of all information available on this website may be obtained by contacting the Vice President for Learning and Student Services, at (800) 266-7845, ext. 6217, or email *vplss@npc.edu*.

Release of Educational Records

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian.

Students should submit to the record custodian or appropriate college staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate college staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Limitation on Right of Access

Northland Pioneer College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before Jan. 1, 1975.
3. Records connected with an application to attend Northland Pioneer College or a component unit of Northland Pioneer College if that application was denied.

4. Those records which are excluded from the FERPA definition of educational records.

Annual Notification of FERPA Rights

Students will be notified of their FERPA (Family Educational Rights and Privacy Act) rights by publication in the college Catalog and on the NPC website, *www.npc.edu/FERPA-rights*.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. Students should submit to the college registrar a written request that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
3. Students may ask the college to amend a record that they believe is inaccurate. The student should write the college official responsible for the record, clearly identify the part of the record requested to be changed and specify why it is inaccurate.
4. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Navajo County Community College District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
7. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Student Rights and Responsibilities

Release of Educational Records Continued

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Northland Pioneer College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education
    400 Maryland Avenue, SW
    Washington, D.C. 20202-4605

Notice of Release of Educational Records to Other Institutions

In accordance with FERPA regulation §99.34, Northland Pioneer College may release education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. The college may disclose these records without prior consent, unless a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

Notice of Directory Information

Northland Pioneer College has designated the following items as directory information: student name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, photographs, audio or video recordings and the most recent previous school attended. The college may disclose any of these items without prior consent, unless a student notifies NPC's Records and Registration Office in writing to the contrary by the end of the second week of classes of the fall semester, or the second week of spring or summer semester if student was not enrolled fall semester.

> **Students (as well as former students and alumni) must notify the NPC Records and Registration Office EVERY YEAR if they do not want their directory information disclosed.**

Equal Opportunity, Harassment and Nondiscrimination

Policy 2110

This policy can be found in it's entirety on the NPC website, **www.npc.edu/policies-procedures.**

Northland Pioneer College, consistent with its commitment to provide a healthy working and learning environment for all professors, staff members and students, will not tolerate sexual harassment or discrimination that violates federal or state law.

I. Definitions

A. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Arizona regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Northland Pioneer College has adopted the following definition of Sexual Harassment in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual Harassment is:

• unwelcome,

• sexual, sex-based and/or gender-based,

• verbal, written, online and/or physical conduct.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or 2015 (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

B. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Northland Pioneer College's policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law. Northland Pioneer College does not tolerate discriminatory harassment of any employee, student, visitor, or guest.

Northland Pioneer College will act to remedy all forms of discriminatory harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When discriminatory harassment rises to the level of creating a hostile environment, Northland Pioneer College may also impose sanctions on the respondent through application of the grievance process, below.

A hostile environment is one that unreasonably interferes with, limits, or denies an individual's educational or

Equal Opportunity, Harassment and Non-Discrimination Continued

employment access, benefits, or opportunities.

This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive.

Northland Pioneer College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected status. Addressing such conduct will not result in the imposition of discipline under Northland Pioneer College's policy, but may be addressed through respectful conversation, remedial actions, education, effective conflict resolution, and/or other informal grievance mechanisms. For assistance with conflict resolution and other informal resolution techniques and approaches, employees should contact the Chief Human Resource Officer, and students should contact the Director of Student Services.

II. Reporting Discrimination, Harassment and/or Retaliation

A. Duty to Report

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using any of the following options:

1. Report directly to the EEO/Title IX Coordinator or Deputies:

<u>Dr. Michael Solomonson</u>
Vice President for Learning and Student Services
Title IX Coordinator
Office of Vice President for Learning and Student Services
1611 S Main Street, Performing Arts Center, Rm 114
Snowflake, AZ 85937 • (928) 536-6217
michael.solomonson@npc.edu

<u>Nicole Ulibarri</u>
Title IX Deputy Coordinator – Employees
EEO and ADA/504 Coordinator
Office of Human Resources
Tiponi Community Center, Human Resources Room 302,
Painted Desert Campus, Holbrook • (928) 524-7871
nicole.ulibarri@npc.edu.

<u>Josh Rogers</u>
Director of Student Services
Title IX Deputy Coordinator – Students
Office of Student Services
Student Center, Room 109, Sliver Creek Campus, Snowflake •
(928) 536-6227
joshua.rogers@npc.edu

2. Report online, using the reporting form posted at **www.npc.edu/title-ix.**
3. Report to any supervisor or instructor.

Reports may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed above for the Title IX Coordinator, or by any means that results in the Title IX Coordinator receiving the person's report.

All reports are acted upon promptly, and every effort is made by Northland Pioneer College to preserve the privacy of reports.

B. Anonymous Reporting

Reports may also be made anonymously, without identification of the complainant. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous complainants typically limit the Northland Pioneer College's ability to investigate, respond, and provide remedies, depending on what information is shared. Additionally, all employees of Northland Pioneer College, with the exception of those who are designated as confidential resources, are mandated reporters and must promptly share all known details of a report with the Title IX Coordinator. Confidentiality and mandated reporting are addressed more specifically below.

Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following conduct is also prohibited as forms of discrimination when the act is based upon the complainant's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within Northland Pioneer College community, when related to the admission, initiation, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

- Bullying, defined as
  1. Repeated and/or severe aggressive behavior likely to

Other Civil Rights Offenses Continued

intimate or intentionally hurt, control, or diminish another person, physically or mentally that is not speech or conduct otherwise protected by the 1st amendment.

2. Intimate Partner Violence (commonly referred to as dating, domestic, or relationship violence) is defined as verbal, physical, or emotional violence or abuse between those who are involved in, or have been involved in, an intimate interaction or relationship.

Peer-to-Peer Distribution of Intellectual Property

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), Northland Pioneer College is hereby providing this annual disclosure of information related to the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property.

College users are reminded that federal copyright laws apply to many forms of intellectual property, including copyrighted music and videos. This warning applies to printed and digital materials. Users must not engage in illegal music, video or movie downloads. When it is determined that a user is suspected of distributing copyrighted materials without proper authorization, NPC's Information Services division will conduct a thorough investigation of the circumstances and may then refer the matter to the appropriate vice president for action.

It should be noted that Digital Millennium Copyright Act (DMCA) notices that come from outside the college are based on investigations that have already been conducted. Federal and state officials have the authority to prosecute offenders based on the evidence they possess relative to the incident. The jurisdiction of such officials supersedes that of any Northland Pioneer College disciplinary action.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at **www.copyright.gov**, especially their FAQ's at **www.copyright.gov/help/faq**.

NPC has additional information resources available online:

NPC Procedure 2201: Computer and Electronic Access and Usage: **www.npc.edu/procedure-2201**

NPC Procedure 2131: Peer-to-Peer File Sharing: **www.npc.edu/procedure-2131**

General copyright information: **copyright.columbia.edu**

Legal Sources for Online Content (music, videos, etc.) **www.educause.edu/focus-areas-and-initiatives/policy/legal-sources-online**

Photo and Videotape Notice

NPC takes photos and video footage of students throughout the year. These images often include students in classrooms, study areas, music and theater productions and other events. NPC reserves the right to use these images as part of its publicity and marketing efforts. Students who enroll at NPC do so with the understanding that these images might include them and might be used in college publications and for publicity.

For any course presented via interactive instructional video each student's voice, physical presence and participation in classroom activities will be transmitted to distance-learning sites. Similarly, student's participation in internet courses, including written assignments, could be accessible to others via the internet. By registering for these classes each student agrees that the transmission of his/her voice, presence, assignments and participation in these classes will not be in violation of his/her personal rights and each student hereby releases any claim for the use of such for the duration of the class.

Student Appeal of Grade

Procedure 2666

A student who believes that an unfair grade has been awarded may appeal the grade by sequentially following the steps

Student Appeal of Grade Continued

described below. Any appeal must be initiated no later than five (5) weeks from the start of the semester immediately following the awarding of a grade. (A summer session does not constitute a "semester.")

A grade may be changed without an instructor's consent, but only if evidence demonstrates beyond a reasonable doubt that the grade awarded represents a significant injustice to the student, and only by following these procedures. If the student receives a satisfactory decision at any stage in the process, the Records & Registration Office will be directed to modify the student's transcript accordingly.

Step I:
The student will request a meeting with the instructor, giving notice that the appeal process is initiated. If a mutually satisfactory understanding is reached, the process is concluded. If not, the student may proceed to Step II.

Step II:
The student may consult with an advisor regarding the appeal. The advisor will attempt to mediate between the student and instructor. If a mutually satisfactory understanding is reached, the appeal process is concluded. If not, the student may proceed to Step III.

Step III:
The student may appeal to the dean of the appropriate division within five working days of completing Step II. The dean will request a written statement from the student prior to the conference, indicating the basis for the appeal.

The dean will then assume a mediating role, convening a conference with the student, instructor, and anyone else believed capable of assisting in reaching a resolution. The conference must occur within 10 working days. The dean will provide a written response to the student, instructor, and Vice President for Learning and Student Services within 10 working days following the conference.

In the event a dean is the instructor of issue in the appeal, the Vice President for Learning and Student Services will appoint another dean to mediate.

If either party is not satisfied with the recommendation, the process may proceed to step IV.

Step IV:
A written appeal is made to the Vice President for Learning and Student Services within five working days of receiving the response written in Step III. The vice president will then conduct an inquiry involving all parties within 10 working days. A decision will be rendered based on the inquiry and reported in writing to both parties within 15 working days of receiving the appeal.

If either party is not satisfied with the recommendation, the process may proceed to Step V.

Step V:
An appeal can be made within five working days of receiving the response written in Step IV. It must state the specific grounds for the appeal, referencing and attaching all responses prompted by the preceding steps.

The College President will conduct an inquiry involving all parties. The President may then elect to hear the appeal, or make a decision based on evidence gathered from the inquiry. Whichever option the president chooses, the decision is final and binding.

Both parties will be notified in writing within 25 days of receiving the appeal.

Note: If an instructor is on leave at any juncture of the five-step period, the process may be delayed until he or she returns.

(Revised June 12, 2017)

Student Academic Code of Conduct

Procedure 2601

1.0 Scope

This procedure applies to all Northland Pioneer College (NPC) educational programs and activities regardless of the location, including but not limited to, any academic setting, whether it be on campus, off-campus, online, virtual, or in another remote setting.

This procedure can also be applicable to misconduct which occurs off-campus or online.

NPC will address any charges of academic misconduct to determine whether the conduct occurred within the jurisdiction of this procedure.

Any student found to have committed academic misconduct, as defined in Article 3.1, is subject to disciplinary sanction, as outlined in Article 4.0.

2.0 Purpose

The college offers each of its students the freedom to learn and to enjoy the benefits and rewards of college life. In return, the college expects each student to assume the responsibilities that accompany these freedoms. NPC has adopted the following Student Academic Code of Conduct and discipline.

3.0 Definition

3.1 **Academic Misconduct:** all acts of misconduct associated with work in any NPC academic setting. Academic misconduct includes, but is not limited to, cheating, plagiarism, and

Student Rights and Responsibilities

Student Academic Code of Conduct
Continued

violations of ethical standards set by individual programs and courses.

a. Cheating: includes, but is not limited to, the following:

- Use of any unauthorized assistance in taking quizzes, tests, assessments, or examinations.

- Use of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments or clinical responsibilities.

- The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

b. Plagiarism: includes, but is not limited to, the following:

- Use of paraphrase or direct quotation of the published or unpublished work of another person without proper citation or identification of the original author.

- Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/ or other academic materials.

- Use of information that is not properly acknowledged or identified as such.

c. Violations of Ethical Standards: includes, but is not limited to, the following:

- Making or sharing audio or video recordings of lectures, office hours, or other similar meetings without the authorization of the instructor.

3.2 Academic Setting: any classroom, on- or off-campus, any practicum, clinical, or laboratory environment, or any other setting that is an extension of the classroom or part of the educational process or curriculum.

3.3 Administrator: a College Official designated by the VPLSS for oversight and administration of violations of the Student Academic Code of Conduct. The Administrator shall be a dean, associate dean, director, or other college official in a similar administrative role.

3.4 College Community: any person who falls into the following groups: student, faculty member, college official or any other person employed by the college. The Administrator shall determine a person's status in a particular situation.

3.5 College Official: any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.

3.6 College Premises: includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college.

3.7 Days: college business days as identified in the college catalog; all timelines may be extended by mutual agreement of involved parties or by the decision of the Instructional Council, based on extenuating circumstances.

3.8 Faculty Member: any person hired by the college to conduct instruction.

3.9 Instructional Council Chair: Faculty Member elected by Instructional Council for Chair duties with oversight of the hearing panel regarding issues of Student Academic Code of Conduct violations.

3.10 Student: any person participating in or attempting to participate in educational programs or activities provided by NPC.

3.11 VPLSS: the Vice President of Learning and Student Services, or other college administrator designated by the President for oversight and administration of both the learning and student services divisions/departments.

4.0 Procedure

4.1 Initial Procedures for Filing and Responding to a Charge of Academic Misconduct

a. Any member of the college community, including the instructor of record for a course, may file charges (by sending an email to the student and copying the VPLSS) for academic misconduct against any student. If someone other than the instructor of record files charges of academic misconduct, those charges must be prepared in writing and directed to the instructor of record for the course in which the alleged academic misconduct occurred. Any charges must be submitted within thirty (30) days of the incident.

b. The instructor of record will determine if the charges have merit and will document how such a determination was reached.

c. The instructor of record may impose one or more of the following sanctions upon any student whom they find to have committed academic misconduct:

- a written warning to the student,

- a lowered score on the graded work that involves academic misconduct,

- a score of zero on any test or graded assignment involving academic misconduct (with or without the opportunity to resubmit the assignment for a grade), or

- referral to a plagiarism "boot camp" or other related discretionary assignments related to the offense.

d. The instructor of record must inform the student of the alleged misconduct and the sanction(s) imposed, in writing, within thirty (30) days of the incident.

e. A copy of the communication described in Article 4.1d) and a report of academic misconduct (in .pdf format) must be submitted to the Administrator and the VPLSS within thirty (30) days of the incident. The report must contain a brief description of the nature of that misconduct, and the sanction(s) imposed or

Student Academic Code of Conduct
Continued

recommended.

4.2 Situations in which a Hearing Panel must be Convened

a. The instructor of record may recommend alternative or additional sanctions which differ from those described in Article 4.1c). Such sanctions may include, but are not limited to

- removal from the course with a failing grade, or
- withdrawal from the course.

If the instructor of record recommends a sanction(s) other than those described in Article 4.1c), then the case must be referred to a Hearing Panel pursuant to Article 4.3.

b. If two (2) or more charges of academic misconduct have previously been filed against the student, or if the student has previously been referred to a Hearing Panel for academic misconduct, then the case must be referred to a Hearing Panel pursuant to Article 4.3.

c. A student may appeal the decision of the instructor of record and request a hearing in front of a Hearing Panel. The request for a hearing must be made in writing to the Administrator within five (5) days after the student is notified of the sanction to be imposed by the instructor of record. If a student requests a hearing, then the case must be referred to a Hearing Panel pursuant to Article 4.3.

4.3 Hearings

a. If a hearing is required as outlined in Article 4.2, the Chair of the Instructional Council shall convene a Hearing Panel.

b. The Hearing Panel will consist of three (3) members, including the Chair of the Instructional Council or designee. The composition of a Hearing Panel will be determined by the Chair of the Instructional Council.

c. The Chair of the Hearing Panel shall be the Chair of Instructional Council or designee.

d. All charges shall be presented to the accused student and the Chair of Instructional Council or designee in written form. Previous charges of academic conduct will not be reopened or reinvestigated, though previous academic misconduct may be considered.

e. A time shall be set for a hearing, not fewer than five (5) or more than fifteen (15) days after the request for a hearing.

f. Maximum time limits for scheduling of hearing may be extended at the discretion of the Chair of the Hearing Panel.

g. Should the Hearing Panel determine that charges have merit, the Hearing Panel will recommend to the Administrator the nature of the sanction to be imposed on the student. The Hearing Panel's recommendations may take the severity and intent of the violation, as well as past offenses, into account.

h. The Hearing Panel may recommend that the sanction(s) imposed by the instructor of record is(are) upheld, may recommend that the sanction(s) imposed by the instructor of record be reversed, and/or may impose additional sanction(s) upon a finding that a student has violated the Student Academic Code of Conduct.

i. All sanction(s) shall be determined and imposed by the Administrator based upon the findings and conclusions of the Hearing Panel. The Administrator will consider the recommendations of the Hearing Panel, but will not be bound by its recommendations or findings. The Administrator will forward their final decision and the report of the Hearing Panel to the accused student in writing within five (5) days after receipt of the findings.

j. No student may be found to have violated the Student Academic Code of Conduct solely because the student failed to appear before the Administrator, a designee, or Hearing Panel. In all cases, the evidence and support of the charges shall be presented and considered.

4.4 Appeals

a. A student may appeal the decision of the VPLSS to the VPLSS in writing within five (5) days. The VPLSS will review all related documentation and the rationale for the decisions of the instructor of record, the Hearing Panel, and the Administrator. The VPLSS will have final authority to uphold the recommendations of the instructor of record or the Hearing Panel, to impose additional or reduced sanctions, or to dismiss the charges and reverse the sanction(s) imposed by the instructor of record.

b. The VPLSS will notify the student of their decision by certified U.S. mail within five (5) days. The decision of the VPLSS shall be final, without further right of appeal.

For the most up-to-date procedure related to NPC's Student Academic Code of Conduct please see
https://www.npc.edu/policies-procedures
(New December 1, 2023)

Student Non Academic Code of Conduct

Procedure 2602

1.0 Scope

This procedure applies to non-academic conduct that occurs during educational programs and activities and that take place on Northland Pioneer College (NPC) premises or at college-sponsored events. This procedure applies only to students, as defined in 3.8, of Northland Pioneer College.

This procedure can also be applied to instances of off-campus

Student Rights and Responsibilities

Student Non Academic Code of Conduct Continued

alleged misconduct that effectively deprives someone of access to the college's educational programs. NPC may also extend jurisdiction to off-campus and/or online misconduct.

Regardless of where the misconduct occurs, NPC will address notice/complaints to determine whether the misconduct occurred in the context of college employment or an educational program or activity and/or has continuing effects on a campus program or activity, or in an off-campus sponsored program or activity. For clarification, all misconduct is considered alleged, until the student is found to have committed the misconduct.

2.0 Purpose

The college offers each of its students the freedom to learn and to enjoy the benefits and rewards of college life. In return, the college expects each student to assume the responsibilities that accompany these freedoms. Northland Pioneer College (NPC) has adopted the following Student Non-Academic Code of Conduct and Discipline.

3.0 Definitions

3.1 College Community – any person who falls into the following groups: student, faculty member, college official or any other person employed by the college. The Administrator shall determine a person's status in a particular situation.

3.3 College Official – any person employed by the college, performing assigned administrative or professional responsibilities pursuant to this code.

3.3 College Premises – includes all land, building, facilities, online platforms, and other property in the possession of or owned, used, or controlled by the college.

3.4 Days – College Business Days as identified in the college catalog; all timelines may be extended by mutual agreement of involved parties or an exception to this time frame may be made at the sole discretion of the Director of Student Services or designee.

3.5 Director of Student Services – College administrator designated by the Vice President for Learning and Student Services for oversight and administration of all violations of the Student Non-Academic Code of Conduct.

3.6 Educational program or activity – includes locations, events, or circumstances where Northland Pioneer College exercises control. Educational programs and activities also include any programs or activities that take place at locations owned or controlled by a student organization that is officially recognized by Northland Pioneer College.

3.7 Faculty Member – any person hired by the college to conduct instruction.

3.8 Student – any person participating in or attempting to participate in educational programs or activities provided by NPC.

3.9 Student Conduct Hearing Panel – A panel assembled by the Director of Student Services or designee for the purpose of reviewing the alleged misconduct and determining a sanction.

3.10 VPLSS: The Vice President for Learning and Student Services (VPLSS), or other college administrator designated by the President for oversight and administration of both the learning and student services divisions/departments.

4.0 Procedure

4.1 Prescribed Conduct

a. Conduct – Rules and Regulations

1. Attempted or actual theft of and/or damage to property of the college or a member of the college community.

2. Any physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the health or safety of any person. Conduct that falls within the scope of Procedure 2110 shall be addressed in accordance with Procedure 2110.

3. Conduct which is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at activities sponsored by or participated in by the college.

4. Illegal manufacture, use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by law. In the event of a conflict between state and federal law, federal law shall supersede state law.

5. Use, possession, or distribution of alcoholic beverages or public intoxication.

6. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.

7. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises.

8. Failure to comply with the direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these officials when requested to do so.

9. Unlawful gambling on college premises.

10. Violation of published, rules, or regulations.

11. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.

12. Theft or other abuse of computer time, including but not limited to:
    - unauthorized entry into a file, to use, read or change the contents or for any other purpose;
    - unauthorized transfer of a file;

Student Non Academic Code of Conduct Continued

- unauthorized use of another's identification and password;
- use of computing facilities to interfere with the work of another student, faculty member, or college official;
- use of computing facilities to send obscene or abusive messages;
- use of computing facilities to interfere with the normal operation of the college computing system;
- violation of any and all posted policies and procedures regarding the use of college computers. To access these policies please visit: **https://www.npc.edu/policies-procedures**.

13. Failure to comply with the sanctions imposed under the Student Code. Any student found to have committed misconduct, including but not limited to the conduct described below, is subject to the disciplinary sanctions outlined in Section 4.3.b.

b. College Discipline for Violations of Law outside the jurisdiction of the College

1. When a student is charged with a violation of federal, state or local laws outside of the jurisdiction of the College disciplinary action may be taken and sanctions imposed for misconduct that demonstrates that the student poses a risk to the health or safety of the college community. In such cases, no sanction may be imposed unless the student has been found responsible, guilty, or pleads no contest to one or more violations of local, state or federal law.

2. College disciplinary action may be initiated against a student charged with violation of a law that is also a violation of the Student Non-Academic Code of Conduct, for example, if both violations result from the same factual situation, without regard to the pendency of any related civil or criminal proceedings. Proceedings under this Student Non-Academic Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

3. When a student is charged by federal, state, tribal, or local authorities with a violation of law, the College will take reasonable action to cooperate with law enforcement and other agencies, to the extent permitted by law. Nothing in this Procedure is intended to interfere with the personal rights of members of the college community to interact with or call law enforcement.

4.2 Procedures for Misconduct

a. Procedure for Adjudication of Student Misconduct

Any member of the college community may file allegations against any student for their conduct under the Student Non-Academic Code of Conduct. Any charge of non-academic Allegations of misconduct under this Procedure shall be prepared in writing and delivered to the Director of Student Services or designee or reported online at www.npc.edu/report-it for the administration of the Student Non-Academic Code of Conduct. The Director of Student Services or designee will coordinate all non-academic misconduct proceedings under this procedure.

1. Any allegations should be submitted within thirty (30) days of the incident being discovered. The Director of Student Services or designee will rule on the timeliness of the allegations.

2. The Director of Student Services or designee shall investigate to determine if there has been misconduct and/or if the allegation(s) can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Services or designee. Such administrative judgments shall be final and there shall be no subsequent proceedings. If the allegations cannot be disposed of by mutual consent, the Director of Student Services or designee may later serve in the same matter as the hearing panel chair or a member thereof.

3. All allegations shall be presented to the accused student in written form. The notice shall include a description of the events or conduct alleged to have violated the Code of Conduct. A time shall be set for a hearing, not less than five (5) or more than fifteen (15) days after the accused student has been notified. Maximum time limits for scheduling of hearing may be extended with notification of extenuating circumstances and at the discretion of the Director of Student Services or designee. The Director of Student Services or designee shall appoint a hearing panel consisting of one administrator, one faculty member, and one classified staff member. Should the hearing panel find evidence that supports a violation of the Code of Conduct, the panel will recommend to the Director of Student Services or designee the nature of the sanction to be imposed on the student. The Director will make the final decision and impose sanction(s).

b. Interim Suspension

In many cases, the Director of Student Services or designee may determine that a Violence Risk Assessment (VRA) should be conducted by the Campus Assessment, Response, and Education (CARE) Team as part of the initial assessment. Threat assessment is the process of evaluating the risk of potential violence by an individual against another person or group following the issuance of a direct or conditional threat.

Interim suspension may be imposed only for the following:

1. To ensure the safety and well-being of members of the college community or preservation of college property.

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Student Non Academic Code of Conduct Continued

2. To ensure the student's own physical or emotional safety and well-being.

3. When the student poses a definite threat of disruption of or interference with the normal operations of the college.

During the interim suspension, the student shall be denied access to the college including classes and/or all activities or privileges for which the student might otherwise be eligible, as the Vice President for Learning and Student Services or designee may determine to be appropriate.

c. Sanctions

One or more of the following sanctions may be imposed upon any student found to have violated the Student Non-Academic Code of Conduct. A notice in writing from the Director of Student Services or designee will be sent to the student for the following sanctions:

1. Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any NPC policy, procedure, or directive will result in more severe sanctions/responsive actions.

2. Required Counseling: A mandate to meet with and engage external counseling to better comprehend the misconduct and its effects. Counseling will be paid for by the student under sanction.

3. Probation: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular/extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.

4. Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at NPC.

5. Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend NPC-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, subject to any applicable expungement policies.

6. Withholding Diploma: NPC may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.

7. Revocation of Degree: NPC reserves the right to revoke a degree previously awarded by NPC for fraud, misrepresentation, and/or other violation of NPC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

8. Organizational Sanctions: De-activation, loss of recognition, or loss of some or all privileges (including NPC registration) for a specified period of time.

9. Other Actions: In addition to or in place of the above sanctions, NPC may assign any other sanctions as deemed appropriate.

All sanction(s) shall be determined and imposed by the Director of Student Services or designee based upon the findings and conclusions of the hearing panel. The Director of Student Services or designee will consider the recommendations for sanction(s) of the hearing panel and will make the final recommendation. The Director of Student Services or designee will forward the sanction(s) determined to be appropriate along with the findings and conclusions to the accused student within two (2) working days after receipt of the findings.

No student may be found to have violated the Student Non-Academic Code of Conduct solely because the student failed to appear before the Director of Student Services, a designee or hearing panel. In all cases, the evidence and support of the allegations shall be presented and considered.

4.3 Hearing for Misconduct

a. Hearings shall be coordinated by the Director of Student Services according to the following guidelines:

1. The Director of Student Services or designee shall determine the composition of the student conduct hearing panel of one administrator, one faculty, and one classified staff member.

2. Hearings shall be closed unless the student requests a public hearing.

3. Admission of any person to the closed hearing shall be at the discretion of the Director of Student Services.

4. In hearings involving more than one accused student, the Director of Student Services, at their discretion, may permit the hearing concerning each student to be conducted separately.

5. The complainant and the accused shall have the right to be assisted by any college employee they choose. Both the complainant and the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a hearing panel.

6. The complainant, the accused, and the hearing panel shall

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Student Non Academic Code of Conduct Continued

have the privilege of presenting witnesses, subject to the right of cross-examination.

7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Panel Chair.

8. All procedural questions are subject to the final decision of the Panel Chair.

9. After the hearing, the hearing panel shall determine by majority vote whether the student violated the designated sections of the Student Non-Academic Code of Conduct. The hearing panel shall render written findings of fact and conclusions and forward with recommended sanctions to the Director of Student Services within three (3) working days of the conclusion of the hearing.

10. The hearing panel's determination shall be made on the basis of whether the evidence indicates that it is more likely than not that the accused student violated the Student Non-Academic Code of Conduct.

11. Decisions made by the hearing panel shall be final, pending the use of the student appeals process.

b. Appeals

1. Either party may appeal the Director's decision to the Vice President for Learning and Student Services in writing within five (5) days from the date the letter was received, explaining why they do not feel that the decision was fair.

2. The Vice President for Learning and Student Services shall review the appeal, and all related documentation and the rationale for the prior decision and determine if the appeal identifies a substantive error that would change the decision, that new evidence is available that would change the decision, or that the decision is not supported by the record.

3. If the VPLSS determines that there is no cause to support an appeal, the VPLSS will notify the student in writing within ten (10) days from the date the appeal was received.

4. If the VPLSS finds cause exists for the appeal, the VPLSS will refer the appeal to a three-member Appeals Panel for further review of the case.

5. If an Appeal Panel is convened, it will provide a written decision within ten (10) days of its consideration of the appeal. If unusual circumstances make it impossible to meet this deadline, the reason for the delay will be clearly articulated to the student along with a new estimated time of completion. The Appeals Panel will send their decision to the Vice President for Learning and Student Services (VPLSS).

6. The VPLSS will notify the student, by certified U.S. mail or email, of the decision within five (5) days of receipt of the Appeal Panel's decision. The decision of the Panel will be final and there is no further right of appeal.

For the most up-to-date procedure related to NPC's Student Academic Code of Conduct please see ***https://www.npc.edu/policies-procedures.***

Academic Integrity Tutorial

The Academic Integrity Tutorial is an alternate disciplinary resource for instances of possible plagiarized work instead of the Student Conduct Code. Students receive a referral form via email with directions to complete a tutorial and submit paperwork within two (2) weeks. If the deadline is not met, the Vice President for Learning and Student Services or designee will contact the student for a Student Code of Conduct violation. The online tutorial program is maintained by VAIL (Virtual Academic Integrity Laboratory) at the University of Maryland's University College. Students may choose to use this resource even if not required by an instructor. You'll find the link under the MyCourses tab in your MyNPC account or at ***https://npc.libguides.com/citations-guide/plagiarism***.

Student Grievance

Procedure 2605

Students who believe that they have been treated unfairly may use this procedure to have their grievance considered. This procedure applies to all student grievances except those that are governed by more specific procedures, such as Procedure 2666 - Student Appeal of Grades and Procedure 2110 - Equal Opportunity, Harassment, and Non-discrimination. Nothing in this procedure is intended to limit the Administration's ability to investigate possible problems regardless of whether a grievance has been submitted.

This procedure should be used only for problems that affect a student directly, in a significant way. Grievances may include, but are not limited to, any action or inaction taken against a student that violates college policies, procedures, or standard operating practices. Insubstantial grievances such as personality conflicts, miscommunications, or differences of opinion should be addressed without filing a formal grievance. A student may only file a grievance once for the same incident.

Step 1. Informal Resolution

A student who has a grievance shall first attempt to resolve the grievance informally by speaking directly with the individual responsible for the grievance. If a mutually satisfactory understanding is reached, the process is concluded. If not, the student may proceed by contacting an NPC employee to help

Student Grievance Continued

mediate between the two parties. For instruction-based grievances, a mediator can be a faculty member of the student's choosing, the department chair, or the dean of the appropriate division. For non-instruction-based grievances, a mediator can include any of the aforementioned individuals or an academic advisor (hereafter referred to as the mediator). The request for mediation services must include the following information:

1. the names, email addresses, and phone numbers of the disputing parties;
2. the date the dispute arose;
3. a brief statement setting forth the issues in dispute; and
4. the remedy desired.

When the mediator receives a request for mediation services, it is forwarded to the person with whom the student has a dispute (the respondent). The respondent has fifteen (15) college business days to submit a written response to the mediator that must include a brief statement of the respondent's position.

After receiving written statements form the disputing parties, the mediator shall have fifteen (15) college business days in which to assist in resolving the conflict to the mutual satisfaction of the parties involved. Mediation services may not commence if there is threat of danger of physical harm. Mediation services end if there has been a meeting with each party at least once; and it is determined that the matter cannot be successfully mediated; or a mutually satisfactory resolution results. The mediator will coordinate meetings and/or the exchange of correspondence between the disputing parties. The mediator shall establish the time, date, and place of each meeting, giving at least 48 hours' notice. The mediator may also meet with each party individually. All mediation meetings shall be held in closed session and shall be confidential.

The mediation process culminates in a written summary prepared by the mediator and sent to each of the parties within fifteen (15) college business days after the mediation process has ended. The summary shall contain the following:

1. the names of the disputing parties;
2. the length of time mediation was attempted;
3. the outcome of the mediation process;
4. notice that the student, if dissatisfied with the result of the mediation process, may have a right to begin the formal grievance process; and
5. the name and contact information of the Vice President for Learning and Student Services (VPLSS) if the student chooses to file a formal grievance.

Step 2. Initiating a Formal Grievance

If attempts at informal resolution are not successful, the student shall submit a written statement of grievance to the Office of the VPLSS. The statement shall:

• State that the student is initiating the grievance procedure.

• Provide the student's name and contact information (including at least telephone number and personal email address).

• Identify the nature of the grievance, including the names of any individuals whose actions or inactions are relevant to the grievance.

• Identify the steps that have been taken to resolve the grievance informally and the outcome of such efforts. If the student was unable to address the grievance informally, the student shall explain why.

• State what action the student wants to have taken to resolve the grievance.

Grievances shall be submitted within twenty (20) college business days following mediation in Step 1. Grievances filed more than twenty (20) college business days after mediation may be investigated if warranted by the circumstances and as determined by a Review Panel, a three-member group appointed by the VPLSS. Groups of students negatively impacted by the same incident may file a grievance together; however, depending on the circumstances, separate investigations may take place and different decisions may be made for each student as deemed appropriate by a Review and/or Appeals Panel

Step 3. Investigation of the Grievance

The VPLSS shall review the grievance within five (5) college business days of the student submitting their letter and will appoint a three-member Review Panel to investigate the grievance. This panel will be chosen from a larger pool of possible panelists appointed annually on July 1 and will consist of college employees with relevant experience or expertise related to the grievance as well as administrators with sufficient authority over the individuals or conditions involved to resolve the grievance if the grievance is found to be meritorious.

The Review Panel will determine if a formal grievance is warranted, if the issue can be resolved informally, or if the issue falls under a different procedure. If the Review Panel determines that there is still an opportunity to resolve the grievance informally, the Review Panel may decline to investigate the grievance until such efforts have been exhausted. Within ten (10) college business days of being appointed to the grievance, the Review Panel will notify the student in writing regarding: a determination whether or not the issue meets the criteria for a grievance as outlined in this procedure; the name and contact information for a member of the Review Panel that will serve as their primary point of contact; and an estimated timeline for investigation and resolution of the grievance.

Step 4. Decision

The Review Panel that investigates the grievance shall provide a written decision to the VPLSS within thirty (30) college business days of the filing of the grievance statement. If unusual circumstances make it impossible to meet this deadline, the reason for the delay will be clearly articulated to the student along with a new estimated time of completion. The VPLSS will inform

Student Grievance Continued

the student within five (5) business days of the decision of the Review Panel.

The written record of the decision will include the reasoning for the decision and will be shared with the student who brought the grievance and the college employee(s) against whom the grievance was raised.

Appeals

If the student is dissatisfied with the investigation or the decision, they may appeal their case to the VPLSS in writing within five (5) college business days of receiving the decision, explaining why they do not feel that the investigation or the decision was fair. The VPLSS will review all related grievance documentation and the rationale for the prior decision. If an appeal is warranted, the VPLSS will refer the appeal to a three-member Appeals Panel for further review of the grievance. The Appeals Panel is appointed annually on July 1; no grievance Review Panel members may serve on the Appeals Panel. The Appeals Panel will provide a written decision to the VPLSS within ten (10) business days of the appeal. If unusual circumstances make it impossible to meet this deadline, the reason for the delay will be clearly articulated to the student along with a new estimated time of completion. The VPLSS will inform the student within five (5) business days of the decision of the Appeals Panel. If an appeal is deemed to be unwarranted, the VPLSS will notify the student in writing within ten (10) business days.

Some grievances may fall within the scope of Procedure 2606 – AZ SARA Out-of-State Distance Education Student Complaints. The VPLSS will notify the student of their additional options to appeal under Procedure 2606 at the conclusion of this grievance process.

No Retaliation

No retaliation shall be taken against any student for bringing a grievance or for cooperating with the investigation of a grievance.

[Based on Policy #1044; Rev. 01/17/23]

AZ SARA Out-of-State Distance Education Student Complaints

Procedure 2606

Students must follow Procedure 2605 before proceeding with Procedure 2606. If the student decides to invoke Procedure 2606, the College no longer has involvement in the complaint process, except to provide investigative documents requested by AZ SARA.

Northland Pioneer College is a participant of the Arizona State Authorization Reciprocity Agreement (AZ SARA). This procedure is to comply with AZ SARA requirements for out-of-state distance education students. The scope of this procedure, as defined by AZ SARA, is limited to non-instructional complaints and applies only to out-of-state distance education students -

defined as students enrolled in courses delivered via synchronous and/or asynchronous virtual instructional modalities where the student is physically located outside the state of Arizona.

Distance Education students outside of Arizona, after completion of the institution's internal complaint process (Procedure 2605 - Student Grievances), may appeal SARA related complaints to the Arizona Community College Coordinating Council (AC4). Visit AC4 website for more information: ***https://arizonacommunitycolleges.org/az-sara/***. The appeal is limited to the original complaint and related documentation from the investigation and appeal under Procedure 2605.

The Arizona SARA Council has jurisdiction over Arizona SARA approved institutions regarding non-instructional complaints for distance education students. Upon completion of the institution's and AC4's complaint process, a student may register a complaint with the Arizona SARA Council. Visit the AZ SARA Complaint Process website for more information: ***https://azsara.arizona.edu/complaints***.

[Based on Policy #1044; Rev. 07/01/21]

Student Right-To-Know

As required through the Student Right-To-Know and Campus Security Act of 1990, Northland Pioneer College is obligated to annually disclose graduation and transfer-out rates to current and prospective students. Individuals seeking this information may visit ***www.npc.edu/public-notices*** or contact the office of the Vice President for Learning and Student Services.

Information about program costs, estimated time of completion, and related job opportunities can be found on each program's area of interest webpage (***www.npc.edu/direct-work-programs***) or the related Gainful Employment Disclosures (***www.npc.edu/gainful_employment_data_archives***).

The State of Arizona does not require vaccinations of students at the college level. Individual college programs, such as those related to healthcare, may have their own immunization requirements. Please check with the appropriate department chair or dean, or the program's webpage for more information.

Important Notices

Northland Pioneer College Catalog 2023–2024

Be aware that this catalog does not establish a contractual relationship. The general catalog sets forth the official policies, rules and regulations that apply to every student attending the college. Such directives may be modified during the college year by digital publication of a catalog supplement update to the online catalog, ***www.npc.edu/college-catalog***.

Important Notices Continued

Americans with Disabilities Act

Northland Pioneer College complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against people with disabilities in any activity or service operated or funded by state or local government, similar to the Section 504 requirement for services operated or funded by the federal government. Inquiries regarding either of these Acts should be directed to the Vice President for Learning and Student Services.

Financial Statement

The Northland Pioneer College annual audit specifically titled Navajo County Community College District (Northland Pioneer College) Single Audit Reporting Package is a public record and is available at the State of Arizona Office of the Auditor General website, ***www.azauditor.gov/reports-publications/ community-colleges*** or from the office of the Vice President for Administrative Services, Chief Business Officer, Northland Pioneer College, P.O. Box 610, Holbrook, AZ 86025-0610, (800) 266-7845, ext. 6743.

Public Notice of Nondiscrimination

Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the Chief Human Resource Officer, 2251 E. Navajo Blvd., Holbrook, Arizona 86025, (928) 524-7471. The Section 504 Compliance Officer is the Coordinator of the Office of Accessibility and Inclusion, 1611 S. Main Snowflake, AZ 85937, (928) 536-6246. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Protection of Intellectual Property

Northland Pioneer College uses many software products that are registered trademarks or tradenames. Often these are used in academic programs and may include all Microsoft or Adobe products; QuickBooks, Medisoft; BASIC; Cisco; PASCAL; JAVA; COBOL; C; C++: Novell; UNIX; AutoCAD; and AutoSketch. Except as expressly written in any license agreement, all rights are reserved by the product manufacturer.

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Campuses

Little Colorado Campus
(928) 289-6511

Painted Desert Campus
(928) 524-7311

Silver Creek Campus
(928) 536-6211

White Mountain Campus
(928) 532-6111

Centers

Hopi Center
(928) 738-2265

Kayenta Center
(928) 697-8333

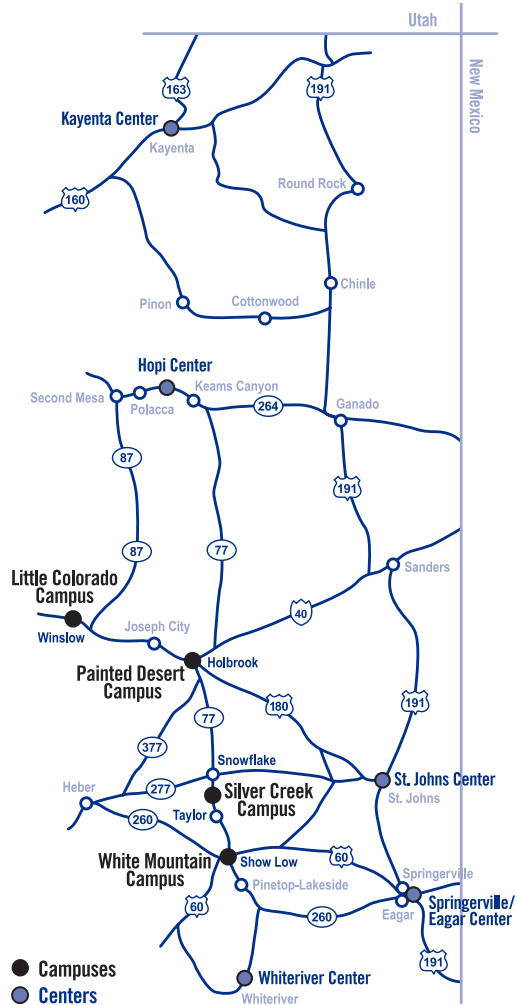**Springerville/ Eagar Center**
(928) 333-2498

St. Johns Center
(928) 337-4768

Whiteriver Center
(928) 338-5185

OUR MISSION: Northland Pioneer College provides educational excellence that is affordable and accessible for the enrichment of communities across northeastern Arizona.

Northland Pioneer College

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