

Index

Where to Find Information

A

- Academic Advising
 - Contact Information 9
 - Services 26
 - Transfer Assistance 27, 45
- Academic Calendar 23
- Academic Integrity Tutorial 207
- Academic Probation
 - Satisfactory Academic Progress 35, 62
- Acceptance 15
- Accessibility and Inclusion 29
 - Phone Number 9
- Accreditation
 - Commission on Accreditation of Allied Health Education Programs (CAAHEP) 106
 - Higher Learning Commission (HLC) 5
- Adding or Dropping a Course 17
 - Financial Aid 33
- Administration and Administrative Staff 178
- Administration of Justice Studies (AJS)
 - Course Descriptions 123
 - Degree and Certificate Options 71
- Admission Information
 - Admission Classification 12
 - Admission Requirements 15
 - Admission to NPC Bachelor of Applied Management 76
 - Admission to NPC Bachelor of Applied Science in Early Childhood Education 92
 - Admission to NPC Bachelor of Arts Elementary Education 96
 - Admission to the NPC Nursing Program 111
 - Admission to the Surgical Technology Program 116
 - Incoming Credit Acceptance Policy 15
 - Residency Requirements 12
- Adult Basic Education
 - College and Career Preparation 28
 - Also see GED® Testing*
- Affirmative Action & Title IX 190
- AGEC *Arizona General Education Curriculum* 65
- Alerts 50
- All-USA & All-Arizona Academic Team 62
- Alternative Education Services
 - Alternative Learning (AL) 26, 64
 - Credit by Examination 27
 - Dual Enrollment 27
 - Experiential Education 28
 - Evaluation of Prior Learning Credits 26
 - Individualized Learning Contracts 27
 - Non-Accredited Transfer Credit 27
 - Vocational High School Districts 28
- American Sign Language
 - Course Descriptions 162
- Americans with Disabilities Act 210
- Annual Notification of FERPA Rights 197
- Anthropology (ANT)
 - Course Descriptions 124
- Apache County Programs
 - Tuition 19
- Appeal of Grade 200
- Applicable Catalog 58
- Application for Graduation
 - Deadlines 57
- Area Emergency Information 50
- Arizona Course Equivalency Guide (CEG) 65
- Arizona General Education
 - Curriculum (AGEC) 65
- Arizona Leveraging Educational Assistance Partnership (AzLEAP) 33
- Art (ART)
 - Course Descriptions 124
- Arts and Humanities General Education
 - Options 66
- Arts and Sciences Division 54
- Art Club 41
- Assessment 55
- Associate Degrees 56, 57
 - General Education Options 66
 - Graduation Requirements 57
 - Electives 63
- Associate of Applied Science (AAS) Degree
 - Administration of Justice (AJS) 72
 - Automotive Technology (ATO) 73
 - Behavioral Health Studies (BHS) 75
 - Business Studies (BUS)
 - Associate of Business ABUS 78
 - Entrepreneurship 79
 - Management and Leadership 80
 - Med. Office Administration Specialization 81
 - Computer Information Systems (CIS)
 - Computer Information Systems 82
 - Cybersecurity 83
 - Software and Web Development 84
 - Construction Technology (CON) 88
 - Cosmetology (COS) 90
 - Early Childhood Studies (ECD) 95
 - Elementary Education (EE) 97
 - Energy & Industrial Technician (EIT) 101
 - Film and Digital Video (FDV) 102
 - Fire Science (FRS) 104
 - Graduation Requirements 57
 - Health and Physical Education (HPE) 105
 - Industrial Technology Trades (ITT) 108
 - Medical Assistant (MDA) 109
 - Nursing Studies (NUR) 111
 - LNA to RN 112
 - LPN to RN 112
 - Paramedic to RN 112
 - Paramedicine (EMT) 114
 - Surgical Technology (SGT) 117
 - Therapeutic Massage (TMP) 118
 - Welding (WLD) 120
- Associate of Arts (AA) Degree 68
 - Degree Requirements 68
 - Graduation Requirements 57
- Associate of Arts in Early Childhood (AAEC)
 - Degree Requirements 94
 - Graduation Requirements 57
- Associate of Arts in Elementary Education (AAEE)
 - Degree Requirements 97
 - Graduation Requirements 57
- Associate of Business (ABus) Degree
 - Degree Requirements 78
 - Graduation Requirements 57
- Associate of General Studies (AGS) Degree
 - Degree Requirements 69
 - Graduation Requirements 57
- Associate of Science (AS) Degree
 - Degree Requirements 70
 - Graduation Requirements 57
- Attendance 190
- Audit (AU) 16, 35, 36, 59
 - Financial Aid (Not Eligible) 35
 - Grades 60
- Automotive Service Operations (CP) 73
- Automotive Technology (ATO)
 - Course Descriptions 126
 - Degree and Certificate Options 56
 - Degree and Certificate Requirements 73
- AZ Constitution Course 17
- AZ SARA Out-of-State Distance Education Student Complaints 209
- AZTransfer 63

B

- Bachelor of Applied Management (BAM) 76
- Bachelor of Applied Science, Early Childhood Education (BASO-ECE) 92
- Bachelor of Arts, Elementary Education (BAEE) 96

Index

B (Continued)

BankMobile Refund Options 21
Behavioral Health Studies (BHS)
 Course Descriptions 127
 Degree and Certificate Options 74
Behavioral Sciences General Education
 Options 66
Biology (BIO)
 Course Descriptions 129
Biological Sciences General Education
 Options 66
Bookstore
 Phone Number 9
 Also see Textbook Information
Business and Community Services
 Community and Corporate Learning 7
 Non-Credit Classes 7
 Kids College 7
 Learning Adventures Excursions 7
 Public Access to Computers and Internet
 Services 8
 Small Business Development Center 8
 Talon Gallery 7
Business Office
 Phone Number 9
Business Studies (BUS)
 Associate of Business (ABUS) Degree 79
 Course Descriptions 130
 Entrepreneurship 79
 Management and Leadership 80
 Medical Office Administration
 Specialization 81

C

Calendar
 Academic 23
 Financial Aid 30
Campus Security 190
Campus Sexual Violence Elimination
 (SaVE) Act 192
Canceled Course
 Financial Aid 36
 Refunds 21
Career and Technical Education Division 54
Career Services
 Career Preparation 28
 Internships 28
 NPC Jobs Club 28
 Phone Number 9
Certificate of Applied Science (CAS) 56
 Administration of Justice Studies 71
 Automotive Technology (ATO) 73
 Behavioral Health (BHS) 74
 Business Studies (BUS)
 Entrepreneurship 79

 Management and Leadership 80
 Medical Office Administration
 Specialization 81
Computer Information Systems (CIS)
 Computer Information Systems 82
 Cybersecurity 83
 Software and Web Development 84
Construction Technology (CON) 85
Cosmetology (COS) 90
Early Childhood Studies (ECD) 95
Energy and Industrial Technician (EIT) 100
Film and Digital Video (FDV) 102
Fire Science (FRS) 103
Health & Physical Education (HPE) 105
Graduation Requirements 57
Medical Assistant (MDA) 109
Paramedicine (EMT) 114
Physical Health & Performance 105
Practical Nursing (LPN) 112
Therapeutic Massage (TMP) 118
Welding (WLD) 120
Certificate of Proficiency (CP)
 Administration of Justice Studies
 Peace Officer 71
 Criminal Justice 72
Automotive Technology (ATO)
 Automotive Service Operations 73
 Electrical Systems and Engines 73
Behavioral Health Studies (BHS) 74
Business Studies (BUS)
 Entrepreneurship Fundamentals 79
 Management and Leadership
 Fundamentals 80
 Medical Office Administration
 Specialization 81
Computer Information Systems (CIS)
 Computer Information Systems 82
 Cybersecurity 83
 Software and Web Development 84
Construction Technology (CON)
 Construction Technology 85
 Drafting 85
 Masonry 85
Cosmetology (COS)
 Cosmetology 90
 Cosmetology Instructor 90
 Hairstyling 90
 Nail Technician 90
Early Childhood Studies (ECD) 95
Education Professions (CP) 98
Energy and Industrial Technician (EIT)
 Electrical and Instrumentation 100
 Electrical 100
 Industrial Electrical, Motors
 and PLC's 100

Industrial Mechanics and
 Fluid Power 100
Industrial Plant Operations 100
Instrumentation 9 100 Mechanical
 Maintenance 100
 Operations/Maintenance 100
Film and Digital Video (FDV)
 Film and Digital Video 102
 Visual Communications
 Fundamentals 102
Fire Science (FRS)
 Driver/Operator 103
 Firefighter 103
 Leadership 103
Graduation Requirements 57
Health & Physical Education (HPE)
 Personal Training & Rehabilitation 105
 Sports Medicine 105
Industrial Technology Trades (ITT)
 Electrical and Instrumentation 107
 Mechanical Maintenance 107
 Power and Alternative Energy 107
 Industrial Technology Trades 107
Medical Assistant (MDA) 109
Nursing Assistant (NAT) 113
Paramedicine (EMT) 114
Pharmacy Technician (PHT) 115
Therapeutic Massage (TMP) 118
Welding (WLD)
 Welding Level I – Entry Level
 Welder 119
 Welding Level III – Advanced
 Welder 119
 Welding Level II – Intermediate
 Welder 54, 119
Certified Nursing Assistant (CNA)
Certificate of Proficiency (CP)
 Requirements 113
CHEA-recognized Institutions
Credit Acceptance 15, 26
Chemistry (CHM)
 Course Descriptions 134
Child and Family Studies (CFS)
 Course Descriptions 135
Classification Criteria
 Regular Student 12
 Special Status 12
 Tuition Purposes 17
 Under 18 Years of Age 12
Closings and Class Cancellations 50
Collection Fees 20
College and Career Preparation (CCP) 28
 Course Descriptions 135
 Division 52
 Opportunities Through Education 39

Index

C (Continued)

Student Writing Centers 44
Tuition 19
College Credit in High School
(Dual Enrollment) 27
College District 5
College Success Strategies Course 172
College Visitation 5
Colors 5
Commission on Accreditation of Allied Health
Education Programs (CAAHEP) 114
Communicable Diseases 190
Communication is Key at NPC 52
Communications General Education Options 66
Community and Corporate Learning
Non-Credit Classes 7
Kids College 7
Learning Adventures Excursions 7
Phone Number 9
Complete Withdrawal From All Classes 18
Financial Aid 37
Computer Information Systems (CIS)
Computer Information Systems 79
Course Descriptions 136
Cybersecurity 83
Software and Web Development 84
Conduct Code 180
Academic Integrity Tutorial 207
Academic Misconduct (Student Academic Code
of Conduct) 201
Hearing 201
Procedure 201
Administration of Student Conduct Code 201
Definitions 201
Non-Academic Misconduct (Student Non
Academic Code of Conduct) 203
Hearings 203
Procedures 203
Prescribed Conduct 192
Connected Course Learning
Environment (CC) 64
Construction Technology (CON)
Associate of Applied Science (AAS)
Degree 85-86
Certificate of Applied Science (CAS) 85
Certificate of Proficiency (CP)
Construction Technology 85
Drafting 85
Masonry 85
Course Descriptions 139
Continuing Student Admission
Requirements 15
Corporate Learning 7
Special Fees 20, 21
Cosmetology (COS)
Course Descriptions 141

Degree and Certificate Requirements 90
Program Overview 87
What's in the Required Kits 88
Cosmetology Instructor 90
Course Changes 18
Financial Aid 33
Refunds 22
Course Delivery Methods
Alternative Learning 26, 64
Course Offering Limitations 64
Course Descriptions Index 122
Also see Department Listing
Course Equivalency Guide 44, 63
Also see AZ Transfer
Course Fees 20
Course Offering Limitations 64
Credit Acceptance Policy 15
Alternative Education Services 26
Credit By Evaluation 26
Non-Accredited Transfer Credits 27
Other Credit Sources 15
CHEA-recognized Institutions 15
Crime Awareness and Campus Security 190
Campus Law Enforcement 190
Campus Sexual Violence Elimination (SaVE)
Act 192
Community Notification Process 50, 190
Crime Prevention Awareness
and Education 190
Crime Statistics 190
Drug-Free Environment 194
Reporting Crimes and Emergencies 51
Security and Access to Campus Facilities 192
Use and Sale of Alcoholic Beverages and Illegal
Drugs 194
Crisis Manager Application 50
Cybersecurity 83

D

Dates
See Academic Calendar 23
or Financial Aid Calendar 30
Dean's List 62
Definitions
Course Descriptions 67, 122
Degrees & Certificates Offered/Programs 56-57
Associate of Applied Science (AAS)
Administration of Justice Studies 72
Automotive Technology (ATO) 73
Bachelor of Applied Management (BAM) 76
Bachelor of Applied Science, Early Childhood
Education (BAS-ECE) 92-93
Bachelor of Arts in Elementary Education
(BAEE) 96
Behavioral Health Studies (BHS) 75
Business Studies 76
Entrepreneurship (BUS) 79
Computer Information Systems
(CIS) 82
Construction Technology (CON) 85-86
Cosmetology (COS) 90
Cybersecurity (CIS) 83
Early Childhood Studies (ECD) 94
Elementary Education 97
Energy and Industrial Technician
(EIT) 101
Film and Digital Video (FDV) 102
Fire Science (FRS) 104
Health & Physical Education 105
Industrial Technology Trades 108
LNA to RN (NUR) 112
LPN to RN (NUR) 112
Management and Leadership (BUS) 80
Medical Assistant (MDA) 109
Medical Office Administration Specialization
(BUS) 81
Paramedic to RN (NUR) 112
Paramedicine (EMT) 114
Software and Web Development
(CIS) 81
Surgical Technology (SGT) 117
Therapeutic Massage Program
(TMP) 118
Welding (WLD) 120
Associate of Arts (AA) Degree 68
Associate of Arts in Early Childhood
(AAEC) 94
Associate of Arts in Elementary Education
(AAEE) 97
Associate of Business (ABus) 78
Associate of General Studies (AGS) 69
Associate of Science (AS) Degree 70
Certificate of Applied Science (CAS) 87
Administration of Justice Studies 71
Automotive Technology (ATO) 73
Entrepreneurship (BUS) 79
Computer Information Systems
(CIS) 82
Construction Technology (CON) 85
Cosmetology (COS) 90
Cybersecurity (CIS) 83
Early Childhood Studies (ECD) 95
Energy and Industrial Technician
(EIT) 100
Film and Digital Video (FDV) 102
Fire Science (FRS) 103
Management and Leadership (BUS) 80
Medical Assistant (MDA) 109
Medical Office Administration Specialization
(BUS) 81

Index

D (Continued)

Paramedicine (EMT) 114
Practical Nursing (NUR) 111
Software and Web Development (CIS) 84
Therapeutic Massage Program (TMP) 118
Welding (WLD) 120
Certificate of Proficiency (CP) 57
Automotive Service Operations (ATO) 74
Electrical Systems and Engines (ATO) 73
Entrepreneurship Fundamentals (BUS) 79
Computer Information Systems (CIS) 82
Construction Technology (CON) 85
Cosmetology (COS) 90
Cosmetology Instructor (COS) 90
Cybersecurity (CIS) 83
Drafting (CON) 85
Driver/Operator (FRS) 103
Early Childhood Studies (ECD) 95
Education Professions (EDU) 98
Electrical (EIT) 100
Electrical and Instrumentation (EIT) 100
Electrical and Instrumentation (ITT) 107
Film and Digital Video (FDV) 102
Firefighter (FRS) 103
Hairstyling (COS) 90
HVAC 107
Industrial Electrical, Motors and PLC's (EIT) 100
Industrial Mechanics and Fluid Power (EIT) 100
Industrial Plant Operations (EIT) 100
Industrial Technology Trades (ITT) 107
Instrumentation (EIT) 100
Leadership (FRS) 98
Management and Leadership Fundamentals (BUS) 80
Masonry (CON) 85
Mechanical Maintenance (EIT) 100
Mechanical Maintenance (ITT) 107
Medical Office Administration Specialization (BUS) 81
Nail Technician (COS) 90
Nursing Assistant Training (NAT) 113
Operations/Maintenance (EIT) 100
Peace Officer 71
Paramedicine (EMT) 114
Power and Alternative Energy 107
Software and Web Development (CIS) 84
Therapeutic Massage Program (TMP) 118
Visual Communications Fundamentals (FDV) 102
Welding Level I – Entry-Level Welder (WLD) 119

Welding Level II – Intermediate Welder (WLD) 119
Welding Level III – Advanced Welder (WLD) 119
Definitions 67
General Education Course Options 66
Directory Information 198
Drafting (DRF)
Certificate of Proficiency (CP) 85
Course Descriptions 143
Driver/Operator (CP) 103
Dropping or Adding a Course 17
Financial Aid Requirements 36
Drug-Free Student Environment 194
Alcohol and Drug Policy and Prevention 194
Drug and Alcohol Abuse 194
Drug-Free Schools and Communities Act 194
Drug-Free Workplace 194
Drug Prevention Program 194
Health Risks 194
Substance Abuse Help 194
Dual Enrollment 27

E

Eagle Club 41
Early Childhood Development (ECD)
Associate of Arts in Early Childhood (AAEC) Degree 94
Bachelor of Applied Science, Early Childhood Education 92
Course Descriptions 143
Degree and Certificate Options 56
Degree and Certificate Requirements 92
Program Overview 91
eCashier Payment Plan 38
Economics (ECN)
Course Descriptions 146
Education and College and Career Preparation Division 54
Education Studies (EDU)
Bachelor of Arts in Elementary Education (BAEE) 96
Associate of Arts in Elementary Education (AAEE) Degree 97
Course Descriptions 146
Education Professions (CP) 98
Elective Courses 63
Electrical (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100
Electrical and Instrumentation (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100
Electrical Systems and Engines (ATO)
Degree and Certificate Options 56
Certificate Requirements 73
Course Descriptions 126
Eligibility for Financial Aid 34
Ellie Eaglet (Kids College Mascot) 5
Email 43
Emergency Information
Area Emergency Information 50
Campus Security 190
Class Cancellations 50
Closures 50
Crime Statistics 51, 190
Crisis Manager App 50
NPC RAVE Alerts 50
Reporting Emergencies 51
Where to Find Emergency Information 50
Emergency Medical Technology (EMT)
Course Descriptions 151
Degree and Certificate Requirements
See Paramedicine 114
Emeriti 184
Energy and Industrial Technician (EIT) 99
Associate of Applied Science (AAS) Degree Requirements 101
Certificate of Applied Science (CAS) Requirements 100
Certificate of Proficiency (CP)
Areas of Specialization 99
Electrical and Instrumentation 100
Industrial Electrical, Motors and PLC's 100
Industrial Mechanics and Fluid Power 100
Industrial Plant Operations 100
Instrumentation 100
Mechanical Maintenance 100
Operations/Maintenance 100
Course Descriptions 148
Degree and Certificate Options 56
Degree and Certificate Requirements 101
Program Overview 99
Engine Repair
See Automotive Technology (ATO)
English (ENL)
Course Descriptions 152
Entrepreneurship
Course Descriptions *See Business*
Degree and Certificate Options 56
Degrees and Certificate Requirements 79
Ernie Eagle (College Mascot) 5
Estimated Student Costs 19
Evaluation of Prior Learning/
Assessed Credits 26
Military 46
Exception
Degree Requirements 59

Index

E (Continued)

Petitions 59
Refunds 21
Excess Course Load 17
Experiential Education 28

F

Faculty 179
FAFSA (Free Application for Federal Student Aid) 29
Also see Financial Aid
Fall Semester
Dates 30
Excess Course Load 17
Refunds 21
Tuition 19
Federal Pell Grant 31
Federal Student Aid Programs 31
Arizona Leveraging Educational Assistance Partnership (AzLEAP) 33
Federal Pell Grant 31
Federal Supplemental Education Opportunity Grant (FSEOG) 33
Federal Work Study (FWS) 31
FERPA (Family Educational Rights and Privacy Act) 197
Annual Notification of Rights 197
Directory Information 198
Inspection of Records 197
Limitations on Access 197
Film and Digital Video (FDV)
Course Descriptions 152
Degree and Certificate Options 56
Degree and Certificate Requirements 102
Financial Aid 29
Additional Information 39
Application Available 30
Calendar 30
Complete Withdrawal from Classes 37
Disbursement 35
Eligibility 34
CCP Courses 35
Non-Credit and Audit Classes 37
Federal Student Aid Programs 33
Arizona Leveraging Educational Assistance Partnership (AzLEAP) 33
Federal Pell Grant 33
Federal Supplemental Education Opportunity Grant (FSEOG) 32
Federal Work Study (FWS) 33
Free Application for Federal Student Aid (FAFSA) 31
Assistance with Application 31
Filling Out Your FAFSA 31
Status Results 33

Steps to Apply 31
Independent Student 32
NPC and Other Scholarships 34
Phone Number 9
Priority Deadline 30
Satisfactory Academic Progress 35
Failure to Meet Requirements 35
Financial Aid SAP Warning status 36
Appeal 36
Schedule Change Impact 37
Canceled Class 37
Dropping or Adding a Course 37
Non-Attendance 37
Withdrawal Before First Day of Class 37
Withdrawal From All Classes 37
Withdrawing Without "W" on Transcript 37
Scholarship Search 34
Verification Process 34
Financial Aid Disbursement 35
Financial Aid Information 29
Financial Statement 197
Finish Line Scholarship 10
Fire Science (FRS)
Course Descriptions 153
Degree and Certificate Options 56
Degree and Certificate Requirements 103
Firefighter (CP) 103
Flexible Degree
See Associate of General Studies (AGS)
Former Student Admission Requirements 15
Free Application for Federal Student Aid (FAFSA) 31
French (FRE)
Course Descriptions 155

G

Gainful Employment Disclosure 209
GED®/High School Equivalency Diploma 39
Opportunities Through Education 39
Phone Number 9
General Education Course Options 66
Communications 66
Discipline Studies
Arts and Humanities 66
Computer Science 66
Physical Sciences and Biological 66
Social and Behavioral Sciences 66
Mathematics 66
General Education Values 55
Geography (GEO)
Course Descriptions 155
Geology (GLG)
Course Descriptions 155
German (GER)
Course Descriptions 155

Grades 60
Appeal of Grade 200
Audit (AU) Grades 16, 60
Grading Procedure 61
Grading System 60
Incomplete (I) Grades 61
Pass (P) Grades 60
Raising Grades 61
Repeating Courses 61
Reporting of Grades 61
Withdrawal from Classes 61
Withdrawal (W) Grades 61
Graduation Requirements
Applicable Catalog 58
Application Deadline 57
Degrees and Certificates 57
Exclusions and Exceptions 59
Grades 60
Scholastic Honors 62
Outstanding Graduates 62
President's and Dean's Lists 62
Transcripts 42
Grievance
Disability Resource and Access 29
Student Grievance Procedure 207
Initiating a Grievance 207
Investigation of Grievance 207
Decision 207
No Retaliation 207

H

Hairstyling
Certificate (CP) Requirements 90
Course Descriptions *See Cosmetology*
Program Description 87
Harassment and Unlawful Discrimination
Complaint Procedures 199
Definitions 199
Hazing Prevention
Complaints and Reports 199
Definitions 199
Health and Physical Education (HPE)
Course Descriptions 155
Degree and Certificate Options 105
Health Insurance (Student) 43
Health Sciences (HES)
Course Descriptions 157
Helpful Telephone Numbers 9
Higher Learning Commission (HLC) 5
High School Equivalency Diploma
See GED® Testing 39
High School Programs 8
See Dual Enrollment
History (HIS)
Course Descriptions 158

Index

H (Continued)

Honors Colloquia (HON)
Course Descriptions 158

Housing Assistance 43

How to Keep Informed 50
Area Emergency Information 50
Check your RAVE information 50
Closings and Class Cancellations 50
Crisis Manager App 50
Know Where To Find Emergency Information 50

Human Development (HDE)
Course Descriptions 159

Humanities (HUM)
Course Descriptions 159
General Education Options 66

Human Resources Office
Phone Number 9

Hybrid Courses (HY) 64

I

Important Notices
Americans with Disabilities Act 209
Catalog Not a Contract 209
Financial Statement 209
Notice of Nondiscrimination 209
Protection of Intellectual Property 209

Incoming Credit Acceptance Policy 15

Incomplete ('I') Grades 35, 61

Independent Student
Financial Aid Definition 32

Individualized Learning Contracts 27

Industrial Arts (INA)
Course Descriptions 160

Industrial Electrical, Motors and PLC's (EIT)
Course Descriptions 148
See Energy and Industrial Technician (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100

Industrial Mechanics and Fluid Power (EIT)
Course Descriptions 148
See Energy and Industrial Technician (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100

Industrial Plant Operations (EIT)
Course Descriptions 148
See Energy and Industrial Technician (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100

Industrial Technology Trades (ITT)
Course Descriptions 160

Industrial Technology Trades General CP, CAS, AAS (ITT) 107

Information and Communication Technology (ICT)
Course Descriptions 162

In-State Residency Requirements 13

In-State Tuition 19

Instructional Course Fees 20

Instructional Divisions and Programs 54

Instrumentation (EIT)
Course Descriptions 148
See Energy and Industrial Technician (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100

Internships 28

K

Keeping Informed 50
Area Emergency Information 50
Check your RAVE information 50
Closings and Class Cancellations 50
Crisis Manager App 50
Know Where To Find Emergency Information 50

Kids College 7

L

Languages
Course Descriptions 162

Leadership (CP) 103

Learning Adventure Excursions 7

Library Services 40
Public Access to Computer and Internet Services 8

Licensed Nursing Assistant (LNA) 112

Limitations, Course Offering 64

LNA to RN Associate of Applied Science (AAS) Degree (NUR)
Degree Requirements 112

Load Classification 17

Locations
Also see Map on Back Cover
Phone Numbers 9

LPN to RN Associate of Applied Science (AAS) Degree (NUR)
Degree Requirements 112

M

Management and Leadership (BUS)
Course Descriptions 130
See Business (BUS)
Degree and Certificate Options 56
Degree and Certificate Requirements 80

Masonry (CP) 82
Course Descriptions 139
See Construction (CON)

Mathematics (MAT)
Course Descriptions 163

Mechanical Maintenance (EIT)

Course Descriptions 148
See Energy and Industrial Technician (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 100

Mechanical Maintenance (ITT)
Course Descriptions 160
See Energy and Industrial Technician (EIT)
Degree and Certificate Options 56
Degree and Certificate Requirements 107

Media Fee 20

Medical Assistant (MDA)
Course Descriptions 164
Degree and Certificate Options 56
Degree and Certificate Requirements 109

Medical Office Administration Specialization (BUS)
Course Descriptions 130
See Business (BUS)
Degree and Certificate Options 56
Degree and Certificate Requirements 81

Mental Wellness Club 41

Merit Student Achievements 41

Mission 6

Music (MUS)
Course Descriptions 165

N

Nail Technician (CP)
Course Descriptions 141
See Cosmetology (COS)
Certificate Requirements 90

Navajo Language
Course Descriptions 162

Navajo County Community College District Governing Board 177

New Mexico Tuition Waiver 19

New Student Admission Requirements 15

Non-Accredited Transfer Credit 27

Non-Attendance 37

Non-Credit Classes 7
Financial Aid Ineligible 37

Non-Emergency Student Text Messages 50

Non-Payment 21

Non-Resident Tuition 19

Notice of Directory Information 198

Notice of Nondiscrimination 199

NPC Jobs Club 28

NPC Scholarships 34

Nursing and Allied Health Division 54

Nursing Assistant Training (NAT)
Course Descriptions 168
Certificate Requirements 113
Fingerprint Requirement 113, 168

Nursing Studies (NUR)
Admission 111
Prerequisites 110

Index

N (Continued)

- Requirements 110
- Course Descriptions 167
- Degree Requirements
 - General Education Requirements 110
 - LNA to RN (AAS) 112
 - LPN to RN (AAS) 112
 - Paramedic to RN (AAS) 112
- Emphasis 110
 - LNA to RN 112
 - LPN to RN 112
 - Paramedic to RN Transition 112
- Practical Nursing (CAS) 111
- Program Overview 110
- Student Nurse Guidelines 111

O

- Online Courses (OL) 64
 - Refund 21
- Open Entry Classes 18
- Operations/Maintenance (EIT)
 - Course Descriptions 148
 - See Energy and Industrial Technician (EIT)*
 - Degree and Certificate Options 56
 - Degree and Certificate Requirements 100
- Opportunities Through Education 39
 - Also see GED® Testing*
- Organizations and Activities 41
 - Art Club 41
 - Eagle Club 41
 - Mental Wellness Club 41
 - Music/Theatre/Speech 41
 - Phi Theta Kappa 41
 - President's Scholars Program 41
 - Student Government Association 41
- Outstanding Graduates 62

P

- Paramedic to RN Pathway (AAS) 112
- Paramedicine (EMT)
 - Course Descriptions 151
 - Commission on Accreditation of Allied Health Education Programs (CAAHEP) 114
 - Degree and Certificate Options 56
 - Degree and Certificate Requirements 114
 - Entrance Requirements 114
 - Prerequisites 114
- Pass ('P') Grades 60
- Payment Plan 21
- Peace Officer (CP) 71
- Peer-to-Peer Distribution of Intellectual Property 199
- Pell Grant 33

- Personal Training & Rehabilitation (CP) 105
- Pharmacy Technician (PHT)
 - Course Description 168
 - Pharmacy Technician Certification Board Certification 168
- Phi Theta Kappa 42
- Philosophy (PHL)
 - Course Descriptions 169
- Phone Numbers 9
- Photo and Videotape Notice 200
- Physical and Biological Sciences General Education Options 66
- Physical Health & Performance (CAS) (AAS) 105
- Physics (PHY)
 - Course Descriptions 169
- Placement Testing 16
- Plan for Crime Awareness and Campus Security 190
- Political Science (POS)
 - Course Descriptions 169
 - Open Entry Online Courses 17
- President's and Dean's Lists 62
- President's Scholars Program 42
 - Honors (HON) Course Descriptions 158
- President's Welcome 4
- Priority Deadlines – Financial Aid 30
- Priority Registration - Veterans 49
- Probation
 - Academic 62
 - Financial Aid (Suspension) 36
- Programs and Degrees 56, 57
 - Available Degree Programs 56
- Protection of Intellectual Property 199
- Psychology (PSY)
 - Course Descriptions 169
- Public Access to NPC Computers & Internet Services 8
- Public Notice of Nondiscrimination 209

R

- Raising Grades 61
- RAVE Alerts 50
- Records and Registration Office 42
 - Appeal of Grade 200
 - Credit Evaluation 26, 47
 - Phone Number 9
 - Transcripts 42
- Recruiting Office 43
 - Phone Number 9
- Refunds 21
 - BankMobile Options 22
 - Cancellations 22
 - Course Change 21
 - Eight-Week & Summer 21
 - Exception Refunds 21
 - Financial Aid 21

- Media Fee 21
- One- and Two-Day Workshops 21
- Online Course 21
- Other Refunds 21
- Short-Term (less than 8 weeks) 21
 - Tuition and Fees 21
- Registered Nursing (RN) 112
 - See Nursing Studies (NUR)*
- Registration Information 16
 - Academic Calendar 23
 - Adding or Dropping Classes 17
 - Course Changes 18
 - Dates 23
 - Load Classification 17
 - Noncredit Classes 17
 - Open Entry Courses 17
 - Placement Testing 16
 - Short-Term Credit Classes 17
 - Updating Contact Information 18
- Release of Educational Records 197
 - Directory Information 198
 - Family Educational Rights and Privacy Act (FERPA) Annual Notification 197
 - Inspection of Educational Records 197
 - Limitation on Right of Access 197
 - Release of Educational Records to Other Institutions 197
- Repeating Courses 61
- Reporting Crimes and Emergencies 50
- Reporting of Grades 61
- Residency Requirements 12
 - Classification for Tuition Purposes 12
 - In-State Residency Requirements 13
 - United States Residency Verification 12
- Responsibility for Debt 21
- Rights and Responsibilities
 - Financial Aid 38
 - Student 190

S

- Satisfactory Academic Progress
 - Failure to Meet Requirements 62
 - Financial Aid 34
 - Student 62
 - Veterans 48
- Schedule Changes 21
 - Financial Aid 37
- Scholarships
 - Finish Line 10
 - NPC Scholarships 34
 - Scholarship Search 34
- Scholastic Honors 62
- Short-Term Credit Classes 17
- Small Business Development Center 8
- Sociology (SOC)
 - Course Descriptions 170

Index

S (Continued)

- Software and Web Development (CIS)
 - Course Descriptions 136
 - See *Computer Information Systems (CIS)*
 - Degree and Certificate Requirements 82
- Spanish (SPA)
 - Course Descriptions 170
- Speech, Theatre and Film (SPT)
 - Course Descriptions 170
- Sports Medicine (CP) 105
- Spring Semester
 - Dates 23
 - Excess Course Load 17
 - Refunds 21
 - Tuition 19
- Stand Alone Learning Environment (SA) 64
- Student Appeal of Grade 200
- Student Academic Code of Conduct 201
 - Academic Integrity Tutorial 207
 - Academic Misconduct
 - Hearing 203
 - Procedure 202
 - Administration of Student Conduct Code 201
 - Definitions 201
- Student Non Academic Code of Conduct 203
 - Definitions 204
 - Hearings 204
 - Procedures 204
- Student Email 43
- Student Government Association 41
- Student Grievance
 - Disability Resource and Access 29
 - Student Grievance Procedure 207
 - Initiating a Grievance 208
 - Investigation of Grievance 208
 - Decision 208
 - No Retaliation 209
- Student Health Insurance 43
- Student Housing 43
- Student Nurse Guidelines 111
- Student Organizations and Activities 41
 - Art Club 41
 - Eagle Club 41
 - Mental Wellness Club 41
 - Music/Theatre/Speech Groups 41
 - Phi Theta Kappa 42
 - President's Scholars Program 42
 - Student Government Association 42
- Student Payments 20
 - Collection Fees 20
 - Non-Payment 21
 - Payment Plan 21
 - Responsibility for Debt 20
- Student Rights and Responsibilities 190
 - Academic Integrity Tutorial 207
 - Affirmative Action and Title IX 190
 - Attendance 190
 - Campus Sexual Violence Elimination (SaVE) Act 192
 - Communicable Diseases 190
 - Crime Awareness and Campus Security 190
 - Drug-Free Student Environment 194
 - Family Educational Rights and Privacy Act (FERPA) 197
 - Directory Information 198
 - Harassment and Unlawful Discrimination 198
 - Hazing Prevention 198
 - Peer-to-Peer Distribution of Intellectual Property 199
 - Photo and Videotape Notice 200
 - Release of Educational Records 197
 - Reporting Emergencies 51, 190
 - Student Appeal of Grade 200
 - Student Academic Code of Conduct 201
 - Student Non Academic Code of Conduct 203
 - Student Grievance 207
 - Student Right-To-Know 209
- Student Services
 - Academic Advising 26
 - Accessibility and Inclusion 29
 - Academic Integrity Tutorial 207
 - Alternative Educational Services 26
 - Career Services 28
 - College and Career Preparation 28
 - Financial Aid 29
 - GED®/High School Equivalency Diploma 39
 - Library Services 40
 - Merit Student Achievements 41
 - Organizations and Activities 41
 - Records and Registration 42
 - Recruiting Office 43
 - Student Email 43
 - Student Health Insurance 43
 - Student Housing 43
 - Student Writing Center 44
 - Textbook Information 44
 - Transfer Assistance 45
 - Tutoring 45
 - Veterans Services 45
 - Voter Registration 49
- Student Topics (STU)
 - Course Descriptions 172
- Student Writing Centers 44
- Summer Session
 - Dates 23
 - Excess Course Load 17
 - Refunds 21
 - Tuition 19
- SUN (Shared Unique Number) 63
- Sunset Date 67
- Support Center
 - Phone Number 9
- Student Email 43
- Surgical Technology (SGT)
 - Admission 116
 - Prerequisites 116
 - Selection 116
 - Course Descriptions 172
 - Degree Requirements 117
 - Program Guidelines 116
- Suspension 195, 205
 - Financial Aid 36

T

- Talon Gallery 7
- Teacher Certification Courses 17
- Teach-out plan 58, 67
- Textbook Information 44
 - Phone Number 9
- Text Messages, Non-Emergency 50
- Therapeutic Massage Program (TMP)
 - Course Descriptions 173
 - Degree and Certificate Options 56
 - Degree and Certificate Requirements 118
- Transcripts 42
 - Reporting of Grades 60
- Transfer Agreements 63
- Transfer Assistance 45
 - See *AzTransfer*
- Transfer Degrees
 - Associate of Arts (AA) Degree 56, 68
 - Associate of Arts in Early Childhood (AAEC) 56, 94
 - Associate of Arts in Elementary Education (AAEE) 56, 97
 - Associate of Business (ABus) 56, 78
 - Associate of Science (AS) Degree 56, 70
- Transfer Student Admission Requirements 12
- Tuition, Fees and Payments 19
 - Apache County 19
 - College and Career Preparation 19
 - In-State Resident Base Tuition 19
 - Instructional Course Fees 20
 - Media Fee 20
 - New Mexico Residents 19
 - Non-Resident Base Tuition 19
 - Refunds 21
 - Senior Citizens 19
 - Special Fees 20
 - Student Payments 20
 - Summer Session 19
 - Western Interstate Commission for Higher Education (WICHE) 19
 - Western Undergraduate University (WUE) 19
- Tutoring, Free 45
 - I Want to be a Tutor 45
 - Request a Tutor 45

Index

U

United States Residency Verification 12
University Transfer Agreements 63
Unlawful Discrimination 199
Updating Contact Information 18
US Constitution Course 18, 21
 Course Description 169

V

Verification Process for Financial Aid 34
Veterans Services
 Assessment of Military Training 47
 Educational Benefit Eligibility 45
 Arizona National Guard 45
 Educational Programs
 Chapter 30: Montgomery GI Bill® – Active
 Duty (MGIB-AD) 46
 Chapter 31: VA Vocational
 Rehabilitation 46
 Chapter 33: Post-9/11 GI Bill® 46
 Chapter 35: Survivor’s and Dependents’
 Educational Assistance 46
 Chapter 1606: Montgomery G.I. Bill® –
 Selected Reserve (MGIB-SR) 47
 Title 38 United States Code Section 3679(e) -
 Veterans Benefits and Transition
 Act of 2018 48
 Enrollment Status & Payment 47
 Overview 45
 Phone Number 9
 Priority Registration Day 48
 Prior Credit Evaluation 47
 Roles & Responsibilities 47
 Satisfactory Academic Progress 48
 VA Academic Warning, Suspension &
 Restricted Status 48
 The WAVE and IVR System 47
Videotape Notice 200
Visual Communications Fundamentals
 (CP) 56, 102
 Course Descriptions 152
 See Film and Digital Video
Vocational High School Districts 28
Voter Registration 49

W

Warning
 Academic Warning 62
Weather Emergencies
 Area Emergency Information 50
 Process for Closing/Cancellation at a Campus/
 Center 50
 General Principles 50
Web Development 84

See Software and Web Development

Welcome to NPC! 7
Welding (WLD)
 Course Descriptions 174
 Degree and Certificate Options 56, 119
 Degree and Certificate Requirements 119
Western Interstate Commission
 for Higher Education (WICHE) 19
Western Undergraduate University (WUE) 19
What is AGECE? 63
Who We Are... 3, 5
 Accreditation 5
 College District 5
 College Visitation 5
 Mascot and Colors 3, 5
 Mission 6
 Shared Values 6
 Shared Vision 6
 Phone Numbers 9
 President’s Welcome 3
Withdrawal Before the First Day of Classes 37
Withdrawal from Class(es) 37, 61
Withdrawal (‘W’) Grades 61
Withdrawing from a Course 18
Withdrawing Without “W” on Transcript 37
Workshops and Special Project Courses
 Course Descriptions 175
 Refunds 21
Work Study 29, 31
Writing Centers 44