

Coconino Community College

2019-2020 College Catalog

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District Governing Board

Nathaniel White
District 1

Patricia Garcia
District 2

Marie Peoples
District 3

Patrick Hurley
District 4

Joseph R. Smith
District 5

Vision and Mission, Valuing People: Diversity Statement; and Guiding Principles

Vision: Shaping the future of Coconino County. Empowering Individuals. Inspiring Communities. Education with Purpose!

Mission: Coconino Community College is committed to providing accessible and affordable educational programs that prepare students for the future. Deeply engaged with the communities we serve, we promote student success through a welcoming and inclusive learning environment designed for innovative programming, career and workforce development, university transfer education, and continued life-long learning opportunities.

Valuing People: Diversity Statement: Coconino Community College recognizes and respects diversity and the value it brings to our communities. We appreciate and welcome cultures, identities, beliefs, experiences and all that makes us unique. CCC champions and takes action to build an inclusive work and learning environment. We are allies and advocates, navigating a respectful dialogue about our shared humanity.

Guiding Principles: These principles guide the way we work and learn together at Coconino Community College through our commitment to:

- Put Students First
- Listen, Learn, and Collaborate
- Act and Respond with Integrity and Resilience
- Communicate with Honesty, Dignity, and Respect
- Demonstrate Exceptional Stewardship of Public Resources
- Continually Strive for Excellence as a Community of Learners
- Provide a Safe Environment that Reinforces Learning and Innovation

Strategic Goals 2016-2020

Goal 1: CCC will provide learners educational opportunities that are accessible and affordable, while also being economically feasible for the college.

Goal 2: CCC will promote a learner-centered environment that incorporates innovative strategies and support structures intended to reduce student attrition and increase retention.

Goal 3: CCC will empower students to achieve their individual learning goals and implement strategies to increase certificate and degree completion rates.

Goal 4: CCC will strengthen the College's working environment by maximizing college resources, expanding community outreach, and implementing effective personnel management and employee development strategies.

Coconino Community College Foundation and Board of Directors

Andy Phillips
President

Christina Caldwell
Vice President

Gail Lowe
Secretary

Gary Boyer
Treasurer

Joseph Donaldson
Past President

The mission of the Coconino Community College Foundation is to promote the purposes and goals of Coconino Community College to enhance the opportunities for Coconino County residents. The Foundation was founded in 1993 under Arizona law as a non-profit corporation. It is fiscally and organizationally separate from the college with its own Board of Directors. Its purpose is to receive private funds, bequests, and donations; to account for, manage, and help appreciate monies or property submitted to the Foundation; and to help CCC with projects and opportunities which may not be funded by public funds. Funds for the Foundation are distributed to benefit and advance CCC and for the encouragement and subsidization of the students and faculty of CCC. The Foundation Board of Directors is composed of selected residence of Coconino County who represent positive leadership and community influence and have expressed an interest and desire to use their influence on behalf of the CCC through the Foundation. The Foundation is prepared to support programs and activities of CCC which promote the objectives of the institution. Foundation activities and support include, but are not limited to, scholarships and financial aid for students, recognition of outstanding scholarship or leadership, recognition for cost savings suggestions, development of special facilities, awards for special achievement, management and investment of funds, procurement of special equipment, planning for special college activities and programs, and development of area wide interest in support of CCC. Gifts to the Foundation may be made in several ways and may usually be arranged to simultaneously achieve maximum tax benefits for the donor and provide general support for education. Contributions may be made by gifts of cash, real or personal property, securities, provision of a will, gifts of insurance policies, or the establishment of trusts. Gifts may be awarded for specific purposes or given without restrictions. The CCC Foundation supports quality education through excellence, achievement, and commitment.

Affiliations

- ❖ American Association of Collegiate Registrars and Admissions Officers
- ❖ American Association of Community Colleges
- ❖ American Institute of Certified Public Accountants
- ❖ American Library Association
- ❖ American Mathematical Association of 2 Year Colleges
- ❖ Arizona Association for Institutional Research
- ❖ Arizona Association of Career and Technical Education
- ❖ Arizona Association of District Governing Boards
- ❖ Arizona Association of Student Financial Aid Administrators
- ❖ Arizona Association of Student Personnel Administrators
- ❖ Arizona Association of Veterans' Program Administrators
- ❖ Arizona Community College Business Officials Council
- ❖ Arizona Community College Library Consortium
- ❖ Arizona Community College Presidents' Council
- ❖ Arizona Community College Technical Officers
- ❖ Conference of Interpreter Trainers
- ❖ Educause
- ❖ Flagstaff Alliance for the 21st Century
- ❖ Flagstaff Community Advisory Council
- ❖ Flagstaff Festival of Science
- ❖ Flagstaff Rotary
- ❖ Friends of Rio De Flag
- ❖ Government Finance Officers Association
- ❖ Grand Canyon/Williams Community Advisory Council
- ❖ Mojave Educational Services Cooperative
- ❖ Mountain States Association of Community Colleges
- ❖ National Association of Student Employment Administrators
- ❖ National Association of Student Financial Aid Administrators
- ❖ National Association of Student Personnel

- ❖ Arizona Cooperative State Procurement Agreement
- ❖ Arizona Language Associates
- ❖ Arizona Library Association
- ❖ Arizona Occupational Administrators' Council
- ❖ Arizona Society of Certified Public Accountants
- ❖ Arizona State Small Business Development Center Network
- ❖ Arizona Women in Higher Education
- ❖ Association of Career and Technical Education
- ❖ Association of College and Research Libraries
- ❖ Association of Community College Trustees
- ❖ Association of Energy Engineers
- ❖ Association of Small Business Development Centers
- ❖ Chambers of Commerce: Flagstaff, Sedona, Page, Williams
- ❖ Coconino County Sustainable Economic Development Initiative
- ❖ College and University Personnel Association
- ❖ Community College Business Officers
- Administrators
- ❖ National Association of Tech Prep Leadership
- ❖ National Association of Veterans' Program Administrators
- ❖ National Council on Marketing and Public Relations
- ❖ North Central Association of Community Colleges and Schools
- ❖ Northern Arizona Community Advisory Council
- ❖ Northern Arizona Human Resources Association
- ❖ Society of Human Resource Management
- ❖ Western Association of Student Employment Administrators
- ❖ Western Association of Student Financial Aid Administrators
- ❖ Western Interstate Commission for Higher Education

College Publications

The College Catalog and Student Handbook are updated annually. The Class Schedule is updated each semester. We want to share information about programs, classes we offer, and services for students. These tools can help you plan your educational goals and learn about services we have. Each publication is on the College's website. The Office of Registration and Enrollment Services at each campus can also share this information with you.

The College Catalog has a list of all of our programs, degrees, certificates, and courses. It also states student's rights and responsibilities as part of the College. The catalog also gives information on the College's mission, staff, faculty, and services. CCC is a multi-campus college district. We have services in several locations and we have on-line courses. The catalog gives general information to all CCC students. Information about each campus is in the student handbook and class schedule.

CCC offers Associate degrees designed to meet specific purposes. These may include preparing for a career or transferring to a four-year college. Degrees have areas of content. These areas are known as majors. The catalog has a list of the types of degrees a student may seek. The catalog also has specific course requirements the student must meet to earn a degree. All degrees offered at CCC have courses that meet general education requirements and major/degree specific requirements.

CCC also has certificates that help students with entry into a specific field of work or to learn new skills. Certificates do not have general education requirements. Students may earn certificates within a semester or year. It depends on how many classes a student takes while at CCC. The catalog has a list of the courses a student must complete to earn the certificate.

The course descriptions provide general information on each course. They are a brief summary of the course that includes prerequisites. Prerequisites are classes or conditions that must be met prior to enrollment in a course. The

course descriptions also state credit hours earned for completion of the course and the number of lecture and lab hours the class meets.

The Class Schedule provides a list of when classes are offered in each college location. It also lists on-line courses each semester or session. CCC posts it on the College's web site prior to the start of each semester.

The Student Handbook has more specific information about services and programs offered at CCC. The student handbook has information about each support service at campuses and how to contact the appropriate staff for the service or program. Also, the student handbook has a more detailed list of terms and definitions. The student handbook also contains the policies and procedures of student rights and responsibilities. This helps students to be informed of the rules and regulations affecting them while at CCC.

Student Development

Advising

Academic Advising is available through the office of Student Development and is also provided by faculty. Academic Advisors can assist with educational and career goal clarification, assist with schedule building and provide information on degrees and certificates offered by the college.

Tutoring Services

Coconino Community College provides direct support to students outside of the classroom in Math, Writing, Reading, Sciences, Business, Humanities, Social Sciences, Spanish, ASL, Computer Information Services and more. These services are funded by CCC, which means no cost to the individual student. This support is provided in many ways:

- Tutoring Services: direct 1:1 drop-in, and online tutoring support is provided in Student Development by a team of highly qualified and motivated tutors who are familiar with the specific course materials employed at CCC. (Limited appointment based tutoring sessions are also available).
- Group Study Sessions: Tutors also may conduct group study sessions for a given subject or students can reserve a study room to conduct their own group study sessions.
- Work Shops: open to all students offer reinforcement of good study habits as well as skills needed to be successful in their courses. For example, a How to Use Your Graphing Calculator workshop is offered a few times a semester.
- Review Sessions: are offered during important times in the semester for various subjects.
- Study Resources for Use on Site: graphing calculators; geology rock and mineral samples; boxes of bones and muscle models for anatomy classes; a language lab for language courses; and protractors, compasses, rulers, etc. for math classes.

Student Computing Services

CCC provides learning assistance to help you learn how to use the technology in the computer labs. The labs have fast and reliable computers with current software installed on them. The labs also have quality Internet connections, printers, and scanners. In addition to accomplishing many tasks, students use our labs to do assignments, type papers, do research, access CCC online classes, and store student information on the College network. If you are taking an online or traditional class that utilizes technology, we offer support and assistance through the Help Desk. We also have general technology assistance if you want to use computers for class presentations or projects. The Help Desk staff is friendly and knowledgeable at all locations and they have two goals: one is to help you access your course materials, and the other is to help you build your problem-solving skills using computer technology.

Library Services

CCC Library Services supports students in three main ways: an online library with millions of resources, access to NAU's Cline Library, and research help from the CCC Librarian.

The CCC Librarian, located at the Lone Tree campus, is happy to answer questions about finding, evaluating and using information—you make an appointment on the library website or call 928-226-4369. Here are some of the library services you can use:

- Access online databases and eBooks using your Comet ID and password from any internet-connected device.
- Request or check out materials through Cline Library, including books, media, and articles from other libraries worldwide.
- Use a laptop, computer, or study room at Cline Library, and get help from their librarians through the Ask a Librarian chat service.
- Review the Research Guides on the CCC library web page to learn more about citation styles and research for courses.
- View course reserve materials in the Student Center.
- Meet with the Library and Learning Resources Coordinator for customized research assistance.

Using the library saves you time: our resources connect you directly to peer reviewed articles, scholarly books, and other authoritative sources that are essential to college work. The CCC online library has tools to help you easily cite and organize trusted sources, find and narrow a research topic, and much more.

Although CCC does not have a physical library, we do have a librarian who can help with all of these resources. Additionally, CCC students have full access to Northern Arizona University's Cline Library, as well as other state and community libraries:

- Flagstaff City-Coconino County Public Library
- Page Public Library
- Williams Public Library
- Grand Canyon Community Library
- Arizona State Library – Online Databases

Online and Media Services

The online and media services area within Information Technology Services includes all audio, video, web and ITV functions within the College district. The services provided by the online and media services department are:

- ITV
- College web site
- Audio/Visual multimedia setup
- Videography, including video editing and conversion
- Audio engineering

Have any questions concerning the above technologies?

If so please contact the ITS Help Desk at 928-226- 4357 or ITS.HelpDesk@coconino.edu

Testing Services

CCC students are required to take a college placement test prior to enrolling in a math or English course, or in another course that has a math and/or English pre-requisite. These tests are used to show that students have the necessary skills to succeed in classes and to chart the best course of action for each student.

Placement testing is available at the Lone Tree, Fourth Street, and Page campuses. Fee-based testing services include proctoring exams for distance learners; Pearson VUE testing, including GED and AMT exams; and ATI TEAS testing for application to the Nursing Program. Contact the Office of Student Development for more information about testing services.

Financial Aid, Scholarships and Veteran Services

CCC offers a variety of financial aid and scholarships to full and part-time students. Financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Direct Stafford Student Loans, and Federal Direct PLUS Loans for parents, CCC Grant, CCC Retention Grant and CCC Scholarship. In order to apply for these types of Financial Aid, students are required to fill out the Free Application for Federal Student Aid (FAFSA) which is located on-line at <https://studentaid.ed.gov/sa/fafsa>. CCC is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. CCC has numerous scholarships available every year. Applications are usually accepted from early January to mid-March for the following academic year. Depending on the sponsor of the organization providing the scholarship, applications are reviewed based on need, academic achievement, and/or community involvement in various areas. Some CCC scholarships, waivers and grants are funded in part or in whole with Arizona state monies. These funds are governed by Arizona State laws. A person who is not a citizen of the United States, who is without lawful immigration status, and who is enrolled as a student at any university under the jurisdiction of the Arizona Board of Regents, or at any community college under the jurisdiction of a community college district in this state is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies. Please contact Financial Aid and Veteran Services at finaid@coconino.edu for more information.

Federal Work Study

Federal Work Study (FWS) is an exciting opportunity available to students who show financial need as determined by the FAFSA. FWS jobs are listed on our website. Students interested in FWS must complete the FAFSA at <https://studentaid.ed.gov/sa/fafsa> and complete an application for employment on-line at <https://www.coconino.edu/types-of-aid/federal-work-study>. The Office of Student Financial Aid will then determine the student's eligibility for FWS. CCC offices and community service agencies will review applications and contact students directly based on the skills and information listed on the application. FWS encourages community service work and work related to the student's course of study. When completing the FAFSA for the next academic year, students exclude FWS earnings from their earned income. FWS earnings are considered financial aid and are not included in the calculation of EFC which can help some students qualify for more need-based financial aid in subsequent years.

Please contact the Office of Student Financial Aid at 928-226-4219 for more information.

Career Services

CCC aids in career/major selection, resume building, interviewing skills, job search strategies and job applications. We also have two free electronic programs available for student use. The AZCIS system provides various career search inventories, occupational searches, college and financial aid info. The Comet Career Connection system allows students to search for current positions and post their resumes for businesses to view. Please call 928-226-4337 for information.

Internships

Internships can be a great part of each student's experience at CCC. Some programs have internships built into the program of study. If you want more information about these choices, please contact the dean who oversees the program you are looking at.

Educational Opportunity Center (EOC) at Northern Arizona University

It can be hard trying to figure out the right steps to go to school. The Educational Opportunity Center helps students learn about these steps. The program helps students who want to go to CCC. It can also help students who want to go to school outside of Arizona. The program has information about schools throughout the United States. The program also helps students with admissions and financial aid at CCC. EOC staff are located at the CCC Fourth Street Campus and Lone Tree Campus Student Center.

Dual Enrollment Program

High school students can earn community college credit for taking specific high school dual enrollment courses. High

school students not only earn college and high school credit simultaneously, they also save money on college tuition, reduce college completion time, and eliminate duplication of coursework during their freshmen year of college. Coconino Community College currently works with the following high schools:

- Coconino High School
- Flagstaff High School
- Fredonia High School
- Ganado High School
- Grand Canyon High School
- Greyhills Academy High School
- Page High School
- Ponderosa High School
- Tuba City High School
- Williams High School

CAVIAT Co-Enrollment Programs

The Coconino Association for Vocations, Industry and Technology (CAVIAT) has partnered with CCC and Flagstaff Unified School District schools to provide co-enrollment classes for high school juniors and seniors at no cost to students. The CAVIAT Co-Enrollment programs are two-year programs designed for high school juniors. Classes offered from 1:00 pm to 4:00 at the CCC Flagstaff campuses. Coconino Community College offers CAVIAT Co-enrollment Programs in:

- Alternative Energy
- Business
- Computer Software Technology
- Law Enforcement
- Nursing Services - Certified Nursing Assistant
- Pre-Health Careers

Disability Resources (DR)

CCC is committed to providing college-wide educational support and assistance for students with documented disabilities. Section 504 of the Rehabilitation Act and the Americans with Disabilities Act requires that all CCC College programs, services, and facilities be accessible to individuals with disabilities except where the action necessary to achieve accessibility would result in a fundamental alteration of the program or would impose an undue burden. Disability Resources works closely with other college departments and community agencies to enhance and support your educational choices. All efforts will be made to promote independence and the highest extent of integration into our learning community.

An individual with a disability is an individual with a documented impairment that substantially limits one or more of that individual's major life activities. Recognized disabilities include, but are not limited to, mobility impairments, deafness, hard of hearing, blindness, visual impairments, learning disabilities, chronic medical conditions, and psychological disorders.

Services are available for all CCC students who provide the required documentation and meet eligibility standards. Accommodations are established on an individual basis through an interactive process and are tailored to the needs of each student.

If students have a documented disability, they can arrange for accommodations by contacting the office of Disability Resources (DR). Students are encouraged to bring/send in documentation and meet with DR staff as soon as possible upon registering as a CCC student. Upon receipt of appropriate documentation, determination of eligibility as a student with a disability may take up to four weeks. A student may initiate this process at any time. Please visit the Disability Resources website for more detailed information regarding accommodations, documentation guidelines, the registration process, student responsibilities and timelines for accommodations requests.

If you have a documented disability and feel you require accommodations, please contact the Disability Resources

office. Please be aware that you must contact the DR office each semester you request accommodations. This should occur at least four weeks before classes start. Without four weeks' notice, we cannot assure the timely availability of materials or accommodation. Please visit the Disability Resources website for more detailed information.

Reserve Officers Training Corps (ROTC)

Through an arrangement with Northern Arizona University (NAU), CCC students in Flagstaff can take freshmen and sophomore-year classes in ROTC. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. These classes provide Army or Air Force ROTC basic course credit to students intended to enroll in or continue their participation in either Army or Air Force ROTC classes at Northern Arizona University or other universities hosting Army and/or Air Force ROTC programs. Students can register for these classes at CCC and take the courses at NAU. For further information, contact Army ROTC 928-523-8658 or Air Force ROTC 928-523-5371.

Bookstore

Purchase of textbooks and supplies are available at our Lone Tree campus bookstore. Bookstore hours are available online at <https://www.bkstr.com/coconinoccstore/store-info-contact-us>. Please check the website for the most current information. Distance learners may acquire textbook services on-line or by phone at 928-226-4360. The CCC Bookstore offers free FedEx ground shipping to all Arizona residents (Sorry, no PO boxes please).

Used books go fast so make plans to order them soon!

Student Activities and Student Life

Students can get involved with the campus community through activities sponsored by the College and through participation in student organizations. Students are also represented on college council, student government, and can participate in monthly student forums. Students interested in starting new clubs or organizations should contact the Office of Student Services.

Phi Theta Kappa

Phi Theta Kappa Honor Society was founded for community colleges in 1918. Since that time, it has become the largest and one of the most prestigious honor societies in higher education. Nationwide, over \$37 million in scholarship opportunities are available to members.

The CCC Beta Gamma Chi chapter recognizes and encourages scholarship by providing the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. New members are inducted each fall and spring semesters. Requirements for membership include a 3.5 overall GPA in at least 12 (degree level) credit hours earned at CCC.

Distance Learning

CCC offers a variety of courses via instructional television (ITV) and the World Wide Web. These learning opportunities make your education more accessible and flexible. ITV courses are available at seven locations throughout the District, and Web courses can be accessed through most Internet connections at home, work, and/or in a CCC computer lab. Success in distance learning courses depends on students' comfort with instructional technologies and their levels of self-motivation. Additionally, the College provides an array of technical and academic support services for distance learning students. For more information, visit the Extended Learning website.

College Security

Coconino Community College is responsible for maintaining a professional and safe environment, conducive to educational pursuits throughout its district. In its commitment to the provision of a secure environment, procedures are established through review of the College Safety and Security Committee regarding dissemination of accurate and timely information concerning individual safety and security in compliance with related federal and state regulations.

Security on locations where CCC classes are held is generally available during regularly scheduled classes and lab hours. A Campus Security Report is also available from CCC and may be accessed at the college website. Students needing to file restraining orders and/or orders of protection should contact the Security Office at any of the campus locations. For further information on safety tips, emergencies, or reporting assistance, contact the Security Department.

Student Handbook

The Student Handbook provides information on services and programs offered at CCC. The Student Handbook has information about support services and contact information for services and programs. The handbook outlines policies and procedures regarding the Student Code of conduct and the Student Grievance procedure. The Student Handbook is found on the CCC website.

Student ID Cards

Photo student ID cards are provided by Security at the Lone Tree Campus. Students at the Page/Lake Powell campus may have their photo taken and information collected on site and will receive their ID card shortly thereafter. Although the ID card is not generally required to access campus services, it does serve as proof of identity in accessing educational records and other information. Students are issued a "system generated" identification number at the time of initial admissions; social security numbers are NOT used by CCC for student identification purposes.

Parking and Parking Permits

Adequate parking and secure parking lots are established at all CCC campuses and locations. Parking permits are required at the Lone Tree and Fourth Street campuses. The permits regulate access to parking at these locations only. Emergency phones are installed throughout the Lone Tree campus parking lot. Violations of parking and traffic regulations and procedures are subject to fines and disciplinary action.

Lost and Found

Campus Security is responsible for lost and found items at each campus location. Lost or stolen items may also be reported to Campus Security.

College Compliances and Consumer Information

Federal regulations require that colleges provide specific consumer information about the school and financial aid to enrolled and prospective students. Individuals may request a free, printed copy of this page (CCC College Compliances and Consumer Information) by visiting the Office of Student Financial Aid at 2800 S. Lone Tree Road, Flagstaff AZ 86005.

Accreditation

Coconino Community College is accredited by the Higher Learning Commission and is a member of the North Central Association. <https://www.coconino.edu/accreditations>
30 N. La Salle Street Suite 2400 Chicago, IL 60602-2504
Phone: 800.621.7440.

Affirmative Action / Equal Employment Opportunity

Coconino Community College is committed to providing an excellent working and educational environment for all qualified persons without regard to race, color, religion, gender, age, national origin, sexual orientation, and individuals with disabilities. Our Affirmative Action procedure is available here. CCC is also committed to provide equal

employment opportunity in decisions involving hiring, evaluation, promotion, advancement and discipline, and educational opportunity to all applicants and employees. Our Equal Employment Opportunity procedure is located [here](#).

Americans with Disabilities Act (ADA)

Coconino Community College maintains programs, policies and procedures, which are required under the provisions of the Americans with Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College ensures compliance with applicable building standards for existing, new and remodeled owned structures, development of standards of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services.

The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College evaluates each request for accommodation individually and provides reasonable accommodations as applicable to qualified applicants and employees with disabilities.

Campus Security Act and Crime Report

Coconino Community College is in compliance with the Crime Awareness and Campus Security Act of 1990 which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees, and to any applicant for enrollment or employment, upon request. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. 1092(f), with regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. CCC's Annual Campus Security Report may be accessed at the [CCC Security webpage](#).

This report includes statistics for the three most recent calendar years concerning the crimes on campus, in or on non-campus buildings or property, and public property. Printed copies are also available upon request through security.

Carl Perkins Career and Technical Education Act

Coconino Community College receives grant funding under the federal Carl Perkins Career and Technical Education Act of 2006 to improve career and technical education (CTE) programs and to ensure the full participation of individuals who are members of special populations in CTE programs. Special populations in the Act are defined as individuals with disabilities; economically disadvantaged individuals; individuals preparing for nontraditional training and employment for their gender; single parents; displaced homemakers; and individuals with other barriers to educational achievement, including limited English proficiency. CCC provides assistance to special populations in overcoming barriers that may result in decreased access and success in postsecondary education and does not discriminate against members of special populations.

To receive Perkins Grant funding, Coconino Community College is required to submit an extensive grant application as well as regular fiscal and program reports to ensure compliance with federal and state law. In addition, CCC must report if the program meets the annually adjusted Performance Measure Levels in the Consolidated Annual Report (CAR).

College Navigator School Profile for CCC

The National Center for Education Statistics' College Navigator web site is a comprehensive site maintained by the Department of Education. It contains information on many aspects of CCC (and most other colleges) including costs, financial aid, enrollment breakdown, accreditation, graduation rate, retention rate and faculty to student ratio.

Completion/Graduation and Transfer Rate Report

The graduation rate is the percentage of full-time, first-time, degree-seeking students who enrolled at the beginning of the fall semester and subsequently completed an Associate degree

within 3 years or certificate program within 150% of the normal completion time. **CCC's overall graduation rate for the Fall 2015 cohort is 16%.**

The CCC Transfer rate is the percentage of those students who subsequently transfer to another institution without a CCC award. **CCC's overall transfer-out rate for the Fall 2015 cohort is 41%.** (IPEDS 2018-19 collection)

Graduation and Transfer Rates Fall 2015 Cohort			
Gender	# in Cohort	Graduation Rate	Transfer-Out Rate
Men	185	12.1%	41.2%
Women	167	19.8%	40.1%
Race-Ethnicity	# in Cohort	Graduation Rate	Transfer-Out Rate
American Indian/Alaskan Native	64	15.6%	26.6%
Asian	#		
Black/African American	7	0%	57.1%
Hispanic/Latino	76	18.4%	40.8%
Pacific Islander	#		
White	182	13.7%	45.6%
Two or more races	12	33.3%	41.7%
Unknown/Unreported	#		
Pell Grant Recipients	# in Cohort	Graduation Rate	Transfer-Out Rate
Received Pell Grant	128	10.9%	35.9%

No Pell	221	18.6%	43.4%
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Detail not provided for categories with five or fewer students

Source: IPEDS Graduation Rates survey component submitted 2018-19

Constitution Day

Each year, CCC recognizes Constitution Day on September 17th. Various events are held each year to promote support and understanding of the US Constitution.

Consumer Information

Colleges participating in federal student aid programs are required to make certain information available to all students and staff. Coconino Community College has compiled the required information at <https://www.coconino.edu/details/compliance-information> in accordance with federal law. We provide this compliance information via email distribution at least once a year.

Copyrighted Material, Illegal Downloading and Peer to Peer file sharing

CCC has a written procedure to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network without unduly interfering with the educational and research use of the network. Students who illegally download or distribute copyrighted materials using the institution's information technology system are subject to CCC disciplinary actions up to and including suspension and expulsion. 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 Web site of the U.S. Copyright Office at <https://www.copyright.gov/> and their frequently asked questions at <https://www.copyright.gov/help/faq/>.

Core Values

CCC's vision, mission, purpose, strategic goals and core values are available at: https://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf

Directory Information

Coconino Community College designates the following items as Directory Information: student name, address, telephone number, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, e-mail address, and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary prior to or by the first day of classes each semester.

Diversity of the Student Body

The following are basic demographics of CCC's students:

	Fall 2017	
Male	47%	
Female	53%	
Native American	20%	
Hispanic	19%	
White	48%	
Other Race-Ethnicities	12%	
Under 18	12%	
18-21	50%	
22-29	23%	
30 or older	15%	
Received Pell (Overall)	23%	
Received Pell (Full-Time)	50%	
Received Pell (1st Time, Full-Time)	46%	
Received Title IV (Overall)	27%	
Received Title IV (Full-Time)	51%	
Received Title IV (1st Time, Full-Time)	53%	
Received Loan (Overall)	10%	
Received Loan (Full-Time)	21%	
Received Loan (1st Time, Full-Time)	17%	
Received Subsidized Loan (Overall)	9%	
Received Subsidized Loan (Full-Time)	17%	
Received Subsidized Loan (1st Time, Full-Time)	14%	
Received Subsidized Loan - did not receive Pell (Overall)	3%	
Received Subsidized Loan - did not receive Pell (Full-Time)	5%	
Received Subsidized Loan - did not receive Pell (1st Time, Full-Time)	4%	

Did not receive Pell - did not receive Subsidized Loan (Overall)	1%
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Source: IPEDS Fall Enrollment and Financial Aid survey components submitted 2017-2018 and 2018-2019

Drug-Free College

Coconino Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-206 and to the Drug-Free Workplace Act of 1988 as specified by Public Law 101-690. The College prohibits, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the College's property, or as part of the College's activities. Complete information regarding the Drug Free College is listed under College policy/procedure 106.01, which is available at <https://www.coconino.edu/policies-and-procedures>. Violations of the Drug-Free College by employees may lead to termination of employment and referral for prosecution consistent with local, state and federal laws. The College provides information to employees regarding the Drug-Free College through the Human Resources Department and through publications such as the Schedule of Classes. Students receive the information in the Schedule of Classes.

There are significant health risks associated with the use of alcohol and illegal substances. Alcohol or illegal drugs can lead to arrest, fines, imprisonment, illness, disability and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term such as liver deterioration associated with the prolonged use of alcohol. Regular users of alcohol and other drugs may have erratic lifestyles, which interfere with sleep, nutrition, and exercise. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance. Repeated use of alcohol can lead to dependence. The Human Resources department is available to assist employees in finding resources in the community to assist with drug and alcohol questions. The Student Support Services office is available to assist students in finding resources in the community.

Every two years (biennially) College administrators meet to evaluate the College's Drug Free Policy and Procedure. The College sponsors drug and alcohol free events in an effort to promote alternatives for students. In addition, helpful brochures are available from Student Support Services.

FERPA- Notification of Rights

The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA applies to all educational agencies or institutions that receive federal funding for any program administered by the Secretary of Education. FERPA also applies to private entities that contract to perform services for the College that it would otherwise undertake to perform on its own; in such cases, the private entity must observe the same FERPA protections applicable to the College. FERPA grants adult students (18 and older) the following rights:

- The right to inspect and review their educational records
- The right to seek the amendment of their educational records
- The right to consent to the disclosure of their educational records
- The right to obtain a copy of their school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C.

FERPA Basics

- With only a few exceptions, student educational records are considered confidential and may not be released without the written consent of the student
- As a faculty or staff member you have a responsibility to protect educational records in your possession
- As a faculty or staff member, you may only access information needed for legitimate completion of your responsibilities as a College employee.

What is an Education Record?

“Education Records” include any information or data recorded in any medium, including but not limited to, handwriting, print, tapes, film, e-mail, microfilm, and microfiche, which is directly related to a student and maintained by the College or by a person acting for the College.

Examples of an Education Record include:

- Admissions information for students who are accepted and enrolled
- Biographical information including date and place of birth, gender, nationality, information about race and ethnicity, and identification photographs
- Grades, test scores, evaluations, courses taken, academic specialization and activities, and official communications regarding a student's status
- Course work including papers and exams, class schedules, as well as written, email or recorded communications that are part of the academic process
- Disciplinary records
- Students' financial and financial aid records
- Internship program records

What is NOT an Educational Record?

Education records do not include:

- Coconino Community College law enforcement records
- Employment records when the employment is not connected to student status (e.g., a staff member who happens to be pursuing a degree at the institution, as opposed to a student employed under the work-study program)
- Medical and mental health records used only for treatment of the student
- Alumni records which do not relate to or contain information about the person as a student (e.g., information collected by the College pertaining to alumni accomplishments)
- "Sole possession records" The term "sole possession records" is intended to cover memory aids or reference tools. It does not refer to records that contain information provided directly by a student or records that are used to make decisions about a student. As such, this is a very limited exception. For example, personal notes from a committee meeting recommending students for a particular program would not be considered sole possession

records if they are used to make decisions about the students

Access to Student Education Records

In general, the College will not release "personally identifiable information" from a student's education record without the student's prior written consent; however, FERPA allows disclosure without student consent under the following circumstances:

- School employees who have a "legitimate educational interest" in the records in order to perform their duties
- Other schools where a student seeks to enroll or is enrolled
- Accrediting organizations
- Organizations doing certain studies for or on behalf of the College
- Appropriate parties to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid
- Parents of a "dependent student," as defined in the Internal Revenue Code, when the parent has provided a notarized affidavit, along with a copy of the relevant page of the parent's most recent income tax return indicating the student's dependent status. Affidavits must be updated annually, otherwise, prior written permission from the student is required
- Certain government officials of the U. S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U. S. Attorney General for law enforcement purposes or state or federally supported education programs
- Individuals who have obtained a judicial order or subpoena
- School officials who have a need to know concerning disciplinary action taken against a student
- Appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the student and/or others
- An alleged victim of a crime of violence or non-forcible sexual offense has a right to learn the results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime
- Information regarding any violation of College policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance may be released to the parents or legal guardian of a student under the age of 21
- Those requesting "directory information" on a student provided the student has not requested his or her information be withheld
- Approved vendors /3rd party operators contracted with the College to provide services

FERPA allows for disclosure in the above circumstances, but disclosure is not required.

Directory Information / What does Coconino Community College give out?

The Coconino Community College designates the following items as directory information:

- Student's name*
- Address*
- Telephone number*
- Email address*
- Major field of study
- Dates of attendance
- Degree(s) and awards received
- Participation in officially recognized activities
- Most recent previous school attended
- Photograph

Because directory information is considered public, the College may release such information to anyone without student consent provided that the student has not requested a directory restriction.

The noted () items above can be specifically restricted by the student through Banner Self-Service. It is the College employee's responsibility to make sure there are no directory restrictions prior to releasing any student data.

Restricting Release of Information

The College may disclose to third-parties any student information that it has designated as directory information, provided that the student has not restricted such information from disclosure. Students must request a restriction through Registration and Enrollment Services, which will remain in effect until the student requests a change. Students who wish to restrict their names should realize that their names will not appear in the commencement bulletin and other College publications. In addition, third parties will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at the College. Students who wish to have specific directory information released may do so by providing a written authorization to the Registration and Enrollment Services.

Annual Notification

Consistent with its obligations, the College notifies students annually of their rights under FERPA. Notification is sent to students via official Coconino Community College email and is available on this web page. (See Annual Notification)

Crisis Situations/Emergencies

If non-directory information is needed to resolve a crisis or emergency, the College may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment include, but are not limited to the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency.

Comments/Questions

Questions related to FERPA should be directed to:

Office of the Registrar

2800 S. Lone Tree Rd

Flagstaff, AZ 86005

registrar@coconino.edu

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community College to comply with the requirements of FERPA.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Students are informed of their Privacy Rights under FERPA annually with the following communication:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

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. Students should submit to the Registrar, Dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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 of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. 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 (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the 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. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community 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
Phone: 202-260-3887
Fax: 202-260-9001
Email: ferpa@ed.gov

There are limited exceptions to FERPA regulations under which the College is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is used only under circumstances that present imminent danger.

Financial Aid

The Office of Student Financial Aid consumer disclosures are below. In addition, the public policies and procedures for the Office of Financial Aid and Veterans Services are CCC procedure 520-00 and policies 520-10, 520-20, 520-30, 520-40, 520-50, 520-60, 520-70.

Financial Aid Ability to Benefit

In order to receive financial aid, a student must have an earned high school diploma, completed home schooling, a GED or equivalent. For more information, contact the Financial Aid Office.

Financial Aid Administrative Capability

CCC's office of Student Financial Aid meets the standards of administrative capability. The coordinating official for Financial Aid at CCC is Bob Voytek, Director of Student Financial Aid and Veterans Services. The office has systems in place to detect conflicting student information, provide financial aid counseling and has a system of checks and balances to find errors. CCC separates functions of awarding financial aid in the financial aid office with disbursing financial aid in the cashier's office. Our Satisfactory Academic Progress policy is available to students at <https://www.coconino.edu/details/satisfactory-academic-progress>. CCC participates in electronic processes with the Department of Education to transmit FAFSA, grant, loan and other relevant related data. We ensure that our technology for delivering financial aid is up to date, meeting or exceeding Department of Education Standards.

Financial Aid available at CCC and How to Apply

CCC offers the following types of financial aid: Federal Pell Grant (PELL); Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work Study (FWS); Arizona Leveraging Education Assistance Partnership (AzLEAP), Coconino Community College Grant, Coconino Community College Retention Grant, Federal Direct Student Loans (Direct Loan Subsidized, Unsubsidized, Parent PLUS) and scholarships. For more details and for information on how to apply, please visit <https://www.coconino.edu/types-of-aid/types-of-financial-aid>.

Financial Aid Award Adjustments

Adjustments (increases/decreases/cancelations) will be made to your financial aid award when students do not attend in person classes or participate in web-based courses. Students adding classes after disbursement do not have their aid adjusted upward. Students who are not making Satisfactory Academic Progress (SAP) will have their financial aid awards canceled for all future enrollment. Please see the Pell Recalculation Date Policy at <https://www.coconino.edu/details/financial-aid-disbursement> for more information.

Financial Aid Bookstore Vouchers

Bookstore vouchers are made available to CCC students with awarded aid in excess of the cost of tuition and fees. The bookstore vouchers are typically available about a week and a half prior to classes starting if the student has been awarded by that time. Students who wish to opt out of using the Bookstore Voucher so that they may purchase books and supplies elsewhere may use the Bookstore Voucher Opt Out form on the financial aid forms page. Students who opt out will have a check cut or direct deposit generated for the cost of their books and supplies no later than the last day of the first week of class.

Financial Aid Cost of Attendance

The average cost of attendance, as used for determining financial aid eligibility is available by clicking on Cost of Attendance at <https://www.coconino.edu/disclosures>

Financial Aid Coursework in Program of Study

Federal regulations stipulate that a student may only receive US Federal Title IV Funds for courses that count towards their degree/certificate. To comply with this regulation, institutions must track the courses that a student is registered for that count towards their degree/certificate program.

If a student is enrolled in courses that do not count toward his degree, certificate, or other recognized credential, they cannot be used to determine enrollment status unless they are eligible remedial courses. This means financial aid cannot award the student aid for classes that do not count toward his degree, certificate, or other recognized credential. For more information go to <https://www.coconino.edu/details/coursework-in-program-of-study>.

Financial Aid Deadline for File Completion and Verification

The last date that students may submit their financial aid FAFSA verification documents to CCC in order to receive a Federal Pell Grant is the earlier of 120 days after the last date they were enrolled at CCC, or mid-September of the year of the spring/summer semester of the FAFSA year, with the date published annually in the Federal Register. Verification documents are listed on the student's Self Service Banner account. Students who turn in their verification documents later than 120 days or after the Federal Register published date, can not be awarded Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), student loans and may not work under the Federal Work Study program. Students who have not completed their file and been awarded a student loan by their last date of enrollment at CCC may not be awarded a student loan if they complete their financial aid file after their last date of attendance.

Financial Aid Disbursement

Students may receive their financial aid funding one of two ways:

1. Direct Deposit—Students initiate this process by completing a Direct Deposit Request Form and returning it to the Cashier by the specified deadline. This form is available online, at the Cashier or the Office of Student Financial Aid at the Lone Tree Campus
2. Mail—For students who do not have Direct Deposit, checks will be sent to the mailing address listed in Web4 Students the following business day. Students should allow 5-7 days for the check to arrive in the mail. It is the student's responsibility to keep their address updated in MyCCC.

In order to be eligible for Financial Aid Disbursement, students must be registered for at least the number of credits for which they were awarded, be in a financial aid eligible program and be making Satisfactory Academic Progress (SAP). Students owing previous semester charges greater than \$200 will not receive their financial aid until the debt has been satisfied. Refer to <https://www.coconino.edu/details/financial-aid-disbursement>

Financial Aid Fraud, Waste and Abuse Procedure

The Office of Student Financial Aid works cooperatively with all other College offices and external entities to protect the integrity of Federal student aid programs from fraud, abuse and waste. The Office of Student Financial Aid

coordinates comprehensive internal controls to detect fraud, waste and abuse of Federal student aid programs. For more information visit <https://www.coconino.edu/policies-and-procedures>.

Financial Aid Free Application for Federal Student Aid (FAFSA)

The primary responsibility for financing a college education rests with the student and his or her family. If a Free Application for Federal Student Aid (FAFSA) determines that a family is unable to completely or partially fund an education, the College makes every effort to assist the student to the extent that funds are available. The Office of Student Financial Aid gives top priority of available grant funds to those students who demonstrate the highest need as determined by the FAFSA. The FAFSA may be filled out for free at <https://studentaid.ed.gov/sa/fafsa>. You may request a paper FAFSA by calling 1.800.4FEDAID and one will be mailed to you. CCC's school code for the FAFSA is 031004.

Financial Aid Return of Title IV (R2T4) Procedure for Withdrawn Students

Students receiving federal financial aid who withdraw from or stop attending all courses may be required to return a portion of financial aid received. Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22], referred to as the Return of Title IV Funds policy, require CCC to calculate a refund and repayment of federal aid received by students who withdraw prior to the 60% point of a term for which he/she has received federal aid. The Title IV (federal) programs under this policy are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). According to the Return of Title IV (R2T4) Funds policy, the student is allowed to retain only the amount of Title IV financial aid that was earned. If a student withdraws or stops participating in classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. If the R2T4 calculation results in unearned aid that must be returned, both the school and the student are responsible for returning funds.

Students wishing to completely withdraw from CCC must initiate the withdrawal process in the Registration and Enrollment Services Office. A student who fails all of their classes in a semester may also be subject to the R2T4 calculation. If a student "earned" at least one of their F's (i.e. they participated in class until the end of the semester and received an F for poor performance), then no calculation is required. However, if the student failed all classes because they stopped attending at some point in the semester, then a R2T4 calculation is required based on the mid-point of the semester. At the end of the term, the Office of Student Financial Aid will notify students who have received all F's of the required return of funds resulting from the R2T4 calculation.

1. Upon determination that a student has withdrawn, the Financial Aid Office will process the R2T4 calculation in accordance with <https://ifap.ed.gov/ifap/titleiv.jsp> Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program. The following steps are used to calculate the amount of aid a student has earned and how much must be returned (if any).
 - a. Determination of the withdrawal date.
 - b. Determination of the amount of aid the student earned.
 - c. Determination of the amount of aid the student did not earn.
 - d. Determination of the amount of aid CCC must return.
 - e. Determination of the amount of aid the student must return.

For Title IV purposes, the last date of academic attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (e.g., letter, electronically or in-person), the mid-point of the term, or the last documented date of attendance in an academically-related activity (e.g., documented attendance in a class or lab or submission of an assignment in an on-line course).

2. Earned Aid: The percentage of aid the student has earned is equal to the percentage of the semester (payment period) the student has completed. The percentage of the payment period completed is calculated by dividing the total number of calendar days completed (first class day to the last date of attendance) by the total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (has "earned") is equal to this completed percentage up to 60%. If the withdrawal occurs after the 60% point, the percentage is equal to 100%. The amount of aid the student has earned is calculated by multiplying this percentage by the total amount of Title IV aid disbursed (and could have been disbursed) to the student.

3. **Unearned Aid:** The amount of Title IV aid which must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting the earned aid percentage from 100%. If a student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the calculation determines that a student is due a post-withdrawal disbursement, the school must obtain the student's permission to disburse any loan funds. Furthermore, the school may use all or a portion of grant funds to pay for any tuition and fee charges that are due.
4. **Title IV Aid to be returned by CCC:** The College is required to return the lesser of the unearned aid percentage applied to institutional charges or the unearned aid percentage applied to the total Title IV aid received within 45 days of the date of determination of the withdrawal. Unearned aid will be returned to the aid programs in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS, Pell Grant, FSEOG. CCC bills the student for any account balance created when Title IV aid is returned.
5. **Title IV Aid to be returned by student:** The student is required to pay the difference between the amount of unearned aid and the amount returned by the College. If the student's portion of the unearned aid includes federal grants, they are only required to return the grant amount that exceeds 50% of the original amount received for that semester. If the amount the student owes is less than \$50, then no payment is required. Federal regulations allow schools to charge a student for any amount paid on the student's behalf, and CCC will bill the student for any account balance created when Title IV aid is returned. The student's share of loan funds to be returned may be repaid in accordance with the terms of the master promissory note.

Financial Aid Return of Title IV Funds Calculation Sample

A student withdraws from CCC after attending 11 days of a 110 day semester. The student received a \$1000 Pell Grant and a \$1750 Federal Subsidized Loan. The students' institutional costs to attend CCC was \$1500.

- a. Days attended (11) / Days in semester (110) = Percentage completed (10%);
- b. Total Title IV aid disbursed; \$1000 in Federal Pell Grant + \$1750 in a Subsidized Loan = \$2750 X Percentage Completed (10%) = Earned Aid (\$275)
- c. Total disbursed aid (\$2750 – Total Earned Aid (\$275) = Unearned Aid (\$2475)
- d. 100% of Semester - Percentage Completed (10%) = Percentage of Unearned Aid (90%)
- e. Percentage of Unearned Aid (90%) X Institutional Charges (\$1500) = Unearned Charges (\$1350)
- f. CCC will return the lesser of the Unearned Aid (\$2475) or Unearned Charges = (\$1350)
- g. CCC's Share (\$1350) will be returned to the Federal Subsidized Loan lender and will be billed to the student.
- h. Unearned Aid (\$2475) – CCC's Share (\$1350) = Student's Share (\$1125)
- i. Total amount of Loans (\$1750) – CCC's Share (\$1350) = \$400; this is the amount the student will return to the Lender according to the terms of the master promissory note (MPN).
- j. Initial amount of unearned Title IV aid due from the student (\$1125) – student's repayment to the student's loan (\$400) = Initial amount of Title IV Grants for Student to Return (\$725)
- k. Grant aid disbursed (\$1000) X 50% = Title IV Grant Protection (\$500) 50% of Grant aid is protected based on HERA law of 2005.
- l. Initial amount of Title IV Grants for Student to Return (\$725) – Title IV Grant Protection (\$500) = Title IV Grant Funds for the Student to Return (\$225)

Based on this calculation, the student will owe back a total of \$1975:

- \$225 Pell Grant repayment, payable immediately to CCC
- \$1350 CCC tuition repayment, payable immediately to CCC
- \$400 Subsidized Loan repayment, payable in the future to their student's loan servicer, according to the terms of the master promissory note

Financial Aid Leave of Absence information

Students must contact the office of Registration and Enrollment Services if they intend to leave the college. Leaves of absences are temporary interruptions in a student's attendance not to exceed 180 days. By definition, a leave of absence may only be granted to a student when a student is able to return from the Leave of Absence and complete

the coursework the student started prior to the Leave of Absence. This is extremely uncommon. The college may not impose additional charges or grant Federal Financial Aid to students who have returned from a leave of absence. CCC Financial Aid treats students who have left the college as "withdrawn." Please see the Financial Aid Return of Title IV (R2T4) procedure for withdrawn students for more information.

Financial Aid Overpayments and Loss of Eligibility for Title IV Aid

Within 30 days of the determination that the student owes Title IV funds, the student will be sent a letter notifying them of the balance they owe. Students are given 45 days from the date the notification was sent to repay the debt. Any unpaid federal debts will be reported to the National Student Loan Data System (NSLDS) as an overpayment. Any student reported to have received an overpayment is not eligible for federal financial aid at any institution until the overpayment is resolved. The overpayment may be resolved by being paid in full to CCC.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require that financial aid students maintain Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program. This policy applies to students applying for Title IV financial aid, including: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Arizona Leveraging Educational Assistance Program (AzLEAP), Federal Direct Student Loans (Subsidized, Unsubsidized, and PLUS), and any other state funded financial aid.

SAP is reviewed at the end of each semester to determine financial aid eligibility for the upcoming semester. SAP is evaluated on students' previous enrollment, regardless of whether or not they received financial aid. A student's entire academic history at CCC is considered when evaluating SAP standing even when financial aid was not received in the past. Even if students have never received financial aid, they may be placed on financial aid probation or suspension based on low cumulative GPA and / or exceeding the 150% rule and / or a low credit completion rate during or withdrawal of their most recent semester at CCC.

For more information on SAP at CCC, please visit <https://www.coconino.edu/details/satisfactory-academic-progress>

Financial Aid Student Loan Cohort Default Rate

For the Fiscal Year 2015 cohort (reported August 2018) 13.4%
For the Fiscal Year 2014 cohort (reported August 2017) 18.0%
For the Fiscal Year 2013 cohort (reported August 2016) 17.1%
For the Fiscal Year 2012 cohort (reported August 2015): 22.4%
For the Fiscal Year 2011 cohort (reported July 2014): 21.9%
For the Fiscal Year 2010 cohort (reported July 2013): 23.0%
For the Fiscal Year 2009 cohort (reported August 2012): 26.0%
For the Fiscal Year 2008 cohort (reported April 2011): 26.3%
For the Fiscal Year 2007 cohort (reported October 2009): 26.2%

Financial Aid Student Responsibilities

Annually, we require Financial Aid Students to certify by electronic signature that they have read some of the most critical financial aid rights, responsibilities and regulations via our [Financial Aid Responsibility and Training](#) electronic form (formerly called the Statement of Educational Purpose (SOEP) in years prior to 2019-20). We created the Financial Aid Responsibility and Training in response to the comment "Nobody ever told me about that rule!" There are many rules pertaining to financial aid that students need to be aware of and this is where we tell you about most of them. [An example of this form with a listing of rights, responsibilities and regulations is available here.](#) Students must read all communications, electronic and paper from CCC and from Department of Education and their servicers and fill out all appropriate forms, both paper and electronic. Students need to be familiar with what happens when they withdraw or stop attending classes. Students need to complete loan exit counseling if a loan was received at CCC when the student withdraws, graduates or drops below six credit hours.

Gainful Employment Disclosures

Certificate programs at CCC are disclosed on our website and in marketing materials where appropriate. In order to view CCC Gainful Employment certificates, visit the CCC Catalog.

Governmental Accounting Standards

Coconino County Community College District is an independent reporting entity within the criteria established by generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB). Although CCC shares the same geographic boundaries of Coconino County, financial accountability for all activities related to public community college education in Coconino County is exercised solely by the District. In accordance with GASB Statement No. 14, the financial reporting entity consists of a primary government and a component unit. Coconino County Community College District is a primary government because it is a special- purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. In accordance with GASB Statement No. 39, the financial activity of the Coconino Community College Foundation is presented as a component unit of the District. The District is not included in any other governmental financial reporting entity.

Harassment and Discrimination

Coconino Community College is committed to maintaining a work and educational environment free of discrimination and harassment.

All persons associated with CCC including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public will provide an environment free from harassment and discrimination. Any person who engages in harassment and/or discrimination against others on the basis of race, gender, sexual orientation, religion, color, national origin, age, disability or Veteran status while acting as a member of the College community or while on college property will be in violation of college policy. Inquiries regarding the policy or the filing of a complaint should be directed to the Director of Human Resources.

Health Insurance Portability and Accountability Act (HIPAA)

The CCC Human Resources Office protects confidential health information of CCC employees. Please view our HIPAA procedure for more information.

Holidays

Coconino Community College observes certain holidays and vacation periods, which are detailed in the Academic Calendar. The College conducts classes at a variety of sites throughout Coconino County including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (two days) and Christmas Day.

Scheduled vacations may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April. Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member, or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

Human Subjects in Research

Coconino Community College complies with the human subjects in research procedures found in Federal Regulations 45 CFR 461. Please visit our Research Integrity procedure, Human Participation procedure and Research Integrity Manual for more information.

Institutional Effectiveness and Assessment of Student Learning

Coconino Community College is working to develop sustainable, faculty-led assessment processes. Assessment is the continuous cycle of gathering information on student learning and using that data to evaluate and improve our educational offerings and services. All assessment activities stem from CCC's mission to promote student success through the students' performance in both general education courses and their majors. Each program within the college has identified program learning outcomes that the student is expected to be proficient in once their degree or certificate is completed. The tools used to measure proficiency vary depending on the program and the courses within that program. These tools could include, but are not limited to: examinations, portfolios, surveys, and capstones. Data collected through the assessment tools is used to both document and improve student learning through curricular changes and program improvements.

Faculty, staff, and students share responsibility in the assessment cycle. More information on assessment of student learning at CCC can be found at www.coconino.edu/Assessment/Assessment

Lobbying Information

No individual or groups of individuals employed by CCC or acting on its behalf shall accept or expend Federal appropriated funds for the purpose of lobbying or attempting to influence an officer or employee of any governmental agency, Member of Congress, officer or employee of Congress, or any employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

Mission

CCC's vision, mission, purpose, strategic goals and core values are available at:
https://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf

Net Price Calculator

CCC makes publicly available a Net Price Calculator at <https://www.coconino.edu/ccp-pages/netprice-calculator/> to help current and prospective students, families, and other consumers estimate a student's individual net price of attending college at CCC.

Occupational Health and Safety / Environmental Safety and Hazardous Materials

Coconino Community College shall, in compliance with the Occupational Safety and Health Act of 1987, state, local and federal regulations, establish and maintain a comprehensive hazardous materials communication program which shall cover container labeling, material, safety data sheets and employee training. For more information, please view our Environmental Health and Safety policy.

Plans for Improving Academic Programs

Coconino Community College regularly assesses our academic programs to ensure that we are coordinated with the vision and mission documents of the College and doing our best to ensure student learning and success is supported through maintaining quality and currency of our courses and programs. Specific program enhancements are available on our Assessment of Student Learning website.

Red Flag Rules and Identity Theft Program

In accordance with the provisions outlined in the Federal Trade Commission's Red Flag Rule, which implements Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003, Coconino Community College District implemented a program for Identity Theft Prevention. Annually the Chief Technology Officer, Vice President of Business and Administrative Services, and Vice President of Academic Affairs consider the College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities, as they relate to this program. After considering these factors, the College determines whether changes to the Program, including

the listing of red flags, are warranted. If warranted, the Program is updated.

Reporting Mandates

Periodically, the institution is required to submit student data in response to federal and state reporting mandates.

Retention Rate

Please visit <https://www.coconino.edu/reports> (click on Retention Rates of Fall Tracking Cohorts) for information on CCC's retention rate. You can also find additional information on retention rates on the [College Navigator website](#).

Semester	Headcount	1st-time, Full-time cohort	Fall to Fall Retention Rate
Fall 2013	3698	288	50%
Fall 2014	3612	376	56%
Fall 2015	3541	349	58%
Fall 2016	3614	352	56%
Fall 2017	3515	239	57%
Fall 2018	3719	261	TBA

Sanction Agencies

No accrediting agency (specialized, professional, or institutional) has applied sanctions or withdrawn accreditation on CCC within the last year.

State Authorization

CCC is authorized by the state of Arizona as a public community college to offer postsecondary education within the state of Arizona. The institution participates in the NC SARA reciprocity agreement, via the Arizona SARA Council, for reciprocity with other participating SARA states (all but CA) for its delivery of Distance Education to students outside of Arizona. See [NC SARA](#) and [AZ SARA](#) for more details.

Strategic Goals

CCC's vision, mission, purpose, strategic goals and core values are available at:
https://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf

Student Code of Conduct

Student conduct is expected to be consistent with the learning environment and is subject to standards set by the College. The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community. Copies of the Student Code of Conduct Policies and Procedures are available on the College's web site at <https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/503-01.pdf>.

Student Complaints

Complaints and grievances by students and other constituents are addressed through various college policies and

procedures and administrative offices. The College keeps a record of formal complaints. Student grievance procedures are included in the Student Code of Conduct, available from the Dean of Student Affairs or on the web. If students have complaints, they must attempt to resolve them with CCC by utilizing procedures 303-06 and 503-05. Contact information for Administrators at CCC is below:

Provost Academic Affairs & Student Development: Dr. Nate Southerland 928-226-4224

Executive Vice President for Administrative Support: Jami Van Ess 928-226-4209

Dean of Student Affairs: Dr. Nate Southerland as designee: 928.226-4334

Executive Director of Human Resources: Dietrich Sauer: 928-226-4204

CCC is an AZ-SARA council-approved institution. Students who are taking distance education (online) courses may make complaints through AZ-SARA: <http://azsara.arizona.edu/complaint-process>. Complaints to AZ-SARA may only be submitted AFTER the institutional grievance procedures (303-06 and 503-05) have been completed.

Student Right-to-Know and Campus Security Act

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Student Right-to-Know information is available at <https://www.coconino.edu/reports> (Click on Graduation and Transfer Rates- Student Right to Know).

The following are basic demographics of CCC's students:

	Fall 2017	
Male	47%	
Female	53%	
Native American	20%	
Hispanic	19%	
White	48%	
Other Race-Ethnicities	12%	
Under 18	12%	
18-21	50%	
22-29	23%	
30 or older	15%	
Received Pell (Overall)	23%	

Received Pell (Full-Time)	50%	
Received Pell (1st Time, Full-Time)	46%	
Received Title IV (Overall)	27%	
Received Title IV (Full-Time)	51%	
Received Title IV (1st Time, Full-Time)	53%	
Received Loan (Overall)	10%	
Received Loan (Full-Time)	21%	
Received Loan (1st Time, Full-Time)	17%	
Received Subsidized Loan (Overall)	9%	
Received Subsidized Loan (Full-Time)	17%	
Received Subsidized Loan (1st Time, Full-Time)	14%	
Received Subsidized Loan - did not receive Pell (Overall)	3%	
Received Subsidized Loan - did not receive Pell (Full-Time)	5%	
Received Subsidized Loan - did not receive Pell (1st Time, Full-Time)	4%	
Did not receive Pell - did not receive Subsidized Loan (Overall)	1%	

Source: IPEDS Fall Enrollment and Financial Aid survey components submitted 2017-2018 and 2018-2019

Student Identification Number

Coconino Community College will provide all students with a system-generated identification number in the admissions process. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

Textbook Pricing Information

Textbook pricing information for both required and recommended materials for classes are linked from the class schedule. For each class, there is a "View Book Information" link. Once clicked, students are connected with Follett's Booklook which displays pricing information including the International Standard Book Number (ISBN) and retail price of the materials charged by the CCC bookstore (Follett). If no ISBN is available, the author, title, publisher, and copyright date of the textbook or supplemental material is provided.

Timely Warning of Emergencies

Coconino Community College maintains a Timely Warning Policy to notify the campus community of reported crimes including hate crimes that are considered by CCC to be a threat to students and employees. Timely Warnings will be issued via a variety of media including but not limited to postings, email, telephone, word of mouth and other means as appropriate. For more information, please visit our campus security website.

Title IX Coordinator: Sex Discrimination, Harassment, and Assault

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at CCC. Dietrich Sauer, Human Resources Executive Director, 928-226-4280 Dietrich.Sauer@coconino.edu is the primary contact for Title IX information and complaints. His office is located at Coconino Community College, 2800 S. Lone Tree Rd. Flagstaff, AZ 86005.

Transfer of Credit

Coconino Community College explains the procedure for transferring credit to and from the College. The information is available to students from the CCC Registration webpage. CCC also has articulation agreements with several Colleges and Universities. They are available at: <https://www.coconino.edu/advising>.

Verification of Student Identity

Students, including those in web-based and distance education courses, have their identities validated by the College. When a student is admitted to the College, Enrollment Services requires photo identification for purposes of proving lawful presence in the United States per Arizona law. This identification is kept on file. Once admitted, students are assigned a Comet ID and PIN number that constitutes their signature for transcript requests, enrollment verification, as well as online classes. Students use their unique Comet ID and PIN number to log into courses, submit assignments and take exams.

Veterans Satisfactory Academic Progress Policy

This Satisfactory Academic Progress Policy applies to all Veteran students. The terms "Veterans" and "Veteran students" refers to students eligible for and receiving VA Education Benefits. Grades are published at the end of each semester. Students are placed on academic probation when their cumulative grade point average is less than 2.00. Veterans on academic probation maintain eligibility for Veteran benefits. Students on academic probation have two regular (fall and spring) semesters to raise their cumulative grade point average to 2.00, or they will be placed on academic suspension.

Veterans on suspension are not eligible for Veteran educational benefits. Students on academic probation or suspension must meet with an academic advisor. Students may appeal academic probation or suspension, by submitting a letter to the office of Registration and Enrollment Services.

Vision

CCC's vision, mission, purpose, strategic goals and core values are available at:
https://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf

Voter Registration

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), and section 487(a)(23) of the Higher Education Act of 1965, mail in voter registration forms for Coconino County are available for all CCC students and the public. Voter registration forms are available at all CCC campuses. For more information contact the Coconino County recorder's office at 928-779-6585 or the Arizona Voter Registration Hotline at 1- 877-843-8683. Voter registration may also be completed online at the Arizona Secretary of State Voter Outreach website at <https://azsos.gov/elections/voting-election/register-vote-or-update-your-current-voter-information>.

You may request a written copy of the CCC College Compliances listed on this page. Please visit the Office of Student Financial Aid and ask for a copy of this information for your free, printed copy.

This catalog was prepared on the basis of the best information available at the time of publication. All information is subject to change without notice, obligation, or liability.

Registration and Enrollment Services

*Disclaimer: The information below may have changed by the time this publication was printed. For the most current policy and procedure information, please refer to the CCC website.

Attendance 303-02

1. PURPOSE: To describe faculty and student expectations regarding attendance for in-person, hybrid and online classes.
2. DEFINITIONS
 1. Attendance for in-person or hybrid class: Physical presence of a student in the classroom where there is an opportunity for direct interaction between the instructor and student.
 2. Attendance for online class: Student engaging in course-specific academically related activity such as:
 - a. Taking a quiz, test or assessment
 - b. Submitting an assignment
 - c. Contributing in a discussion
 - d. Emailing the instructor regarding course-specific academically related content
 - e. The following are not considered attendance in an online class:
 - i. Logging into the course to look at its contents
 - ii. Emailing the instructor regarding matters that do not pertain to specific course content, e.g., student is sick, unable to attend, can't log in, can't get the book, etc.
 - iii. Student experiencing technical difficulties that prohibit them from participating in the course.
3. PROCEDURE
 1. Coconino Community College is not an attendance taking institution according to U.S. Department of Education definition. Faculty are not required to report attendance to the College on an ongoing basis. However, faculty are required to report no shows and complete the 45th day census (FTSE) for state reporting. Faculty and students both have rights and responsibilities regarding attendance.
 2. Faculty rights and responsibilities:
 - a. Faculty are responsible for recording a grade of NS (no show) for students who do not attend at all during the first calendar week of school. Faculty must record no shows no later than 11:59pm on Tuesday of the second week of class (for 16-week classes; see registration timelines for other class lengths).
 - b. If a student stops attending after the no-show period, faculty are encouraged to report a last date of attendance at the time they submit final grades.
 - c. If an external agency or board requires attendance taking for a particular program of study or course, then the faculty member must follow the requirement, publish that attendance procedure in the class syllabus, and record attendance and drop students as required by the external agency or board.
 - d. Full-Time Student Equivalency (FTSE) Census: As described in Arizona Revised Statute §15-1466.02(C)), each faculty member shall indicate as "not attending" on the 45th day census each student who has not been attending class, even if the student has not formally withdrawn from the course. Students wishing to receive a grade of "W" instead of the earned grade must still follow the College's withdrawal procedure.

- e. Individual faculty may create attendance requirements for their classes beyond those listed in this procedure. Any attendance requirements created by faculty must be published in their class syllabi.
3. Student rights and responsibilities:
 - a. Students must attend their classes the first week of school or a grade of NS will be recorded by their instructor.
 - b. Students will not receive refunds for classes in which they have received an NS grade. Students are financially and academically responsible for all courses that they do not drop by published deadlines.
 - c. Students must drop or withdraw from any class they do not wish to complete. The Office of Registration and Enrollment Services publishes instructions for students to follow when dropping or withdrawing from classes. Students are encouraged to discuss drop and withdrawal options with their academic advisor and the Office of Student Financial Aid (if a financial aid recipient).
 - d. Students have the right to appeal a grade of NS through the Office of Registration and Enrollment Services.

4. BACKGROUND

1. References: A.R.S. §15-1466.02
2. Revision history: 08/2000, 01/2003, 04/2004, 12/09/2009, 05/11/2011, 11/25/2014 (editorial only); 04/13/2015, 05/01/2019
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011, 05/13/2015, 05/01/2019

Grading Procedure 303-05

1. PURPOSE: Define the grading system.
2. PROCEDURE

1. The Coconino Community College grading system is as follows:

Letters	Grades	Grade Points/Credit Hour
A	Excellent	4
B	Good	3
C	Meets Standard	2
D	Below Standard	1
F	Failure	0
I**	Incomplete	Not Computed in GPA
W	Withdrawal	Not Computed in GPA
AU	Audit (no credit)	Not Computed in GPA
NC	Non-Credit (no Credit)	Not Computed in GPA
S*	Satisfactory	Not Computed in GPA
U*	Unsatisfactory	Not Computed in GPA
IP*	In Progress	Not Computed in GPA

*These grades are used for approved courses only.

** An "I" (Incomplete) is not a final grade.

2. Course grades are determined by the instructor as outlined in the course syllabus.
3. To calculate GPA:
 - a. Multiply the number of credit hours earned in each class by the points assigned to the letter grade.

- b. Add the points of all classes.
 - c. Divide by the total number of credits.
- 4. A grade of "I" may be requested by a student at the end of a term in which the student meets the criteria listed below. The Faculty Handbook and/or Student Handbook may be referenced for additional information on Incompletes. Criteria for "I" grade:
 - a. Must complete 80% of the work required for the course and have a grade of C or better.
 - b. Presented a case documenting circumstances that prevent completion of the course requirements by the end of the term.
 - c. Entered into the "Contract for Incomplete Grade" with instructor.
- 5. A grade of "W" indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.
- 6. A grade of S/U is available for some courses as stated in the College Catalog. A grade of "S" is the equivalent to a grade of C or better and is not calculated in the student's GPA. A grade of "U" shows on the transcript but not as credit earned for the term.
A grade of "S" shall not apply towards a degree or certificate requirement.
- 7. A grade of "IP" is used when it is known at the time of registration that class completion will require work in excess of a single term or to indicate courses that student are currently enrolled in.
- 8. Students who complete at least six (6) credits during a semester and whose grades qualify will be granted the following designations:
 - a. Vice President's List: 3.50 to 3.99 semester GPA
 - b. President's List: 4.00 semester GPA
- 9. Students interested in replacing a poor grade to increase their GPA may repeat the course according to procedure 303.09. The highest grade achieved will be used in calculating the GPA.
- 10. Students may appeal a grade or other decision affecting completion of course requirements. See Student Academic Appeals Procedure – 303.06.
- 3. BACKGROUND
 - 1. References: none
 - 2. Revision history: 1991/1992 (Catalog), 04/06/2004, 06/01/2004, 06/23/2010, 11/14/2012, 03/12/2014, 04/13/2014, 12/14/2016
 - 3. Legal review: none
 - 4. Sponsor: Academic Affairs

Adopted by College Council: 03/12/2014. 05/13/2015, 02/01/2017

Repeating Courses 303-09

- 1. PURPOSE: Define criteria for students who wish to repeat coursework.
- 2. PROCEDURE
 - 1. Students may repeat a course as necessary to:
 - 1. Acquire certification
 - 2. Update knowledge and/or skills due to periodic content changes
 - 3. Retain or upgrade job related skills
 - 4. For personal enrichment
 - 2. Students may repeat a course up to 3 times after the initial attempt or as approved by the Registrar or designee.
 - 3. Courses at CCC will only be counted once towards fulfilling the credit requirements for any degree or certificate unless allowed in the degree or certificate requirements.
 - 4. Only the highest grade will be used in computing the grade point average. However, all grades will be posted on the permanent record and transcript.
 - 5. A student found repeating a course in violation of this procedure will have registration for the course canceled. Such cancellation may occur at the time of registration or whenever a College official becomes aware of the violation.

6. Additional rules applicable to Financial Aid Recipients: Students who fail or withdraw from a class (grades of F, I, U, W) may repeat the class and receive financial funding again if, and only if they have not been suspended due to Satisfactory Academic Progress or other eligibility criteria. Students who pass a course (A, B, C, D or S) and wish to take it again may do so one time with financial aid funding. If a student attempts to take a passed class for the third time, they will be denied financial aid funding for it. For more information, students should contact the Financial Aid Office.
3. BACKGROUND
 1. Reference: Student Assistance General Provision 668.2(b)
 2. Revision history: 06/03/2003, 11/07/2006, 05/11/2011, (03/09/2015)
 3. Legal review: none
 4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011, 05/13/2015

Special Courses 303-10

1. PURPOSE: To provide an opportunity for student learning beyond the regular college curriculum that addresses a unique topic or specific need through a limited offering which does not duplicate existing courses.
2. PROCEDURE
 1. Faculty or Academic Division Dean creates a course outline and syllabus to meet a unique student or group need.
 2. All Special Courses are assigned a 196, 197, 198, 199, 296, 297, 298 or 299 number in any active prefix, and from one to six college-level credit hours. Special Courses are defined as:
 - a. 196, 296 - First and second level Travel/Study - College facilitated courses that include travel.
 - b. 197, 297 - First and second level Independent Study – student-generated and instructor-approved topic to meet specific individual student need.
 - c. 198, 298 - First and second level Special Topics – Limited offering to address unique topic.
 - d. 199, 299 - First and second level Workshops - courses designed to meet special interest requests. 299 courses are intended to build on 199 special interests.
 3. Academic Division Dean reviews and determines if course fulfills Special Course purpose and approves or disapproves the course.
 4. Approved course outlines with appropriate Special Topics number and unique course title are submitted to Curriculum Coordinator.
 5. Curriculum Coordinator sends approved courses to Academic Operations Coordinator and Registration and Enrollment Services for scheduling.
 6. Instructor responsibilities, load, and compensation are equivalent to those of regular courses (Procedures 308-02 and 444-02).
 7. Students may enroll in up to six credit hours of Special Courses each semester.
 8. A Special Topics course cannot apply to any of the following transferable CCC degrees: AA, AFA, ABUS, AS.

3. BACKGROUND
 1. Reference: AZ Statue 15-1410
 2. Revision history: 5/15/2007, 10/12/2011, 10/08/2014
 3. Legal review: none
 4. Sponsor: Academic Affairs

Adopted by College Council: 0/8/2014

Academic Progress 303-12

1. PURPOSE: The College requires student academic progress by publishing minimum academic standards, evaluating students, and allowing appeals for extenuating circumstances.

2. PROCEDURE

1. Grades are published at the end of each semester.
2. Students are placed on academic probation when their cumulative grade point average is less than 2.00. Students on academic probation may not take more than 12 credit hours per any one fall, spring, or over the course of two consecutive summer sessions.
3. Students on academic probation have two regular (fall and spring) semesters to raise their cumulative grade point average to 2.00, or they will be placed on academic suspension.
4. Students on academic suspension may not take more than 6 credit hours per any one fall, spring, or over the course of two consecutive summer sessions.
5. Students on academic probation or suspension must meet with an advisor to complete a General Petition form prior to registration of future coursework.
6. Students may appeal academic probation or suspension, by submitting a letter to the Office of Registration and Enrollment Services.
7. Students receiving financial aid are subject to Financial Aid Satisfactory Academic Progress (SAP) rules.

3. BACKGROUND

1. Reference: none
2. Revision history: 06/03/2003, 04/06/2004, 05/13/2009, 05/14/2014
3. Legal review: none
4. Sponsor: Academic Affairs Adopted

Adopted by College Council: 05/14/2014

GRADUATION 303-13

1. PURPOSE: Define requirements to earn a degree or certificate.
2. PROCEDURE:
 1. Definitions:
 - a. Graduation: Awarding of a degree or certificate by the College.
 - b. Commencement: A ceremony to honor graduates and applicants for graduation.
 - c. Credentials: Degrees or certificates
 - d. AGECE: Arizona General Education Curriculum
 - e. In Residence: Minimum required credit hours successfully completed in person or online through Coconino Community College (CCC) prior to award of a degree or certificate.
 - f. Embedded Certificate: Certificate awarded after successful completion of a subset of non-sequential courses as part of the related associate degree.
 - g. Stackable Certificate: A series of sequential certificates that articulate to the associate degree without repeated coursework or training.
 2. Methods of Graduation:

There are three (3) ways a student may achieve graduation from CCC:

College-initiated	The College may determine that a student has met graduation requirements.
Partnership-initiated	The College may accept transfer credits from a partner institution, such as NAU, and use those credits to award a credential.
Student-initiated	Students may use this method to ask the College to evaluate completion of degree or certificate requirements.

Reverse Transfer	Students leaving CCC prior to earning an associate degree or certificate may transfer credit back to the College from another regionally accredited post-secondary institution in order to fulfill the CCC program requirements. See 501-10 Reverse Transfer of Credit
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3. Application for Graduation:

- a. There are two methods of application for graduation:
- b. The College will automatically review student's academic record at specific milestones each term to determine student progression towards program completion. For those identified, an application for graduation will be created by the registrar's office and monitored through program completion.
- c. Students who believe they will be eligible to graduate with a CCC degree or certificate are encouraged to consult with their faculty advisor or academic advisor to submit an application for graduation based on the following chart of deadlines. See the Academic Calendar for specific dates.

Term of graduation	Application Available	Final deadline
Fall	July	October
Spring	October	March
Summer	March	July

4. A student's catalog year is determined at time of matriculation to the College. See Determination of Catalog Year Procedure (501-05).
5. All required documents, including official transcripts, must be submitted to Registration and Enrollment Services by the stated deadline for each session.
6. Minimum CCC Credit Hour Requirements:
 - a. To earn an associate degree, a student must successfully complete at least fifteen (15) credit hours of coursework in residence at CCC applicable to the degree.
 - b. A degree with an embedded certificate requires at least fifteen (15) hours in residence at CCC. Prior to the awarding of the embedded certificate, a student must successfully complete at least one-third of the coursework applicable to the embedded certificate in residence at CCC.
 - c. No more than twelve (12) credits may be completed with a grade "S". A grade of "S" is not applicable to the Arizona General Education Curriculum (AGEC) except when awarded for Advanced Placement (AP), College-Level Proficiency Examination (CLEP), and International Baccalaureate (IB) credit.
 - d. To earn a certificate a student must complete at least one-third of the required credit hours of coursework in residence at CCC applicable to the certificate. No more than three (3) credits may be completed with a grade of "S."
 - e. Minimum Grade Point Average:
 - f. A student must complete all degree or certificate coursework with a "C" or better and a cumulative grade point average of 2.00, unless a specific program requires a higher standard.
 - g. Students may request an in-progress AGEC stamp on their transcript in the last term of their program of study. See 501-09 Transfer of Credit to Other Institutions Procedure.
 - h. Students who have completed the AGEC will be awarded an AGEC Certificate.
 - i. Students who have successfully completed all coursework in an embedded or stackable certificate will be awarded the certificate.
7. Waiver or Substitution of Program Requirements:

Students may request a substitution of graduation course requirements. Course substitution requests will be evaluated on a case-by-case basis by content area expert in consultation with the dean who will make recommendations to the chief academic officer for approval. Approval(s) are then forwarded to the registrar's office to evaluate for degree completion.
8. Graduation with Honors:
 - a. Students graduating with a degree who complete at least thirty (30) credits at CCC, and

whose grades qualify, will be granted the following designations:

- I. Cum Laude - 3.40 to 3.69 cumulative CCC GPA
 - II. Magna Cum Laude - 3.70 to 3.89 cumulative CCC GPA
 - III. Summa Cum Laude - 3.90 to 4.00 cumulative CCC GPA
- b. Students graduating with a certificate who complete at least fifteen (15) credits at CCC, and whose grades qualify will be granted the following designations:
- I. Honors - 3.50 to 3.89 cumulative GPA
 - II. High Honors - 3.90 to 4.00 cumulative GPA

9. Multiple Degrees:

Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree must meet the following criteria:

- a. The student must meet the requirements of that degree as outlined in the current College Catalog at the time the second degree is declared.
- b. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously awarded degree.
- c. All other graduation requirements must be met as outlined in this procedure.
- d. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.

10. Evaluation, Verification and Posting of Degree: On behalf of the District Governing Board:

- a. The registrar, or designee, will verify degree completion based on degree or certificate requirements.
- b. Upon final verification, the registrar will post the credential to the transcript and process diplomas.

11. Awarding of Degrees:

- a. The District Governing Board shall award degrees, certificates and diplomas on the completion of courses and curricula as it deems appropriate.
- b. The District Governing Board Chair confers eligible degrees at the commencement ceremony and by signing the diplomas on behalf of the board.

12. Commencement Ceremony:

- a. The College will send commencement ceremony invitations to all students who have applied for graduation.
- b. Attendance at the commencement ceremony does not confirm or bestow graduation i.e., attendance is not in and of itself confirmation of receiving a degree or certificate.

3. BACKGROUND:

1. References: Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); U.S. Department of Education's Family Policy Compliance Office; A.R.S. 15-4444
2. Revision history: 06/03/2003, 04/06/2004, 11/2005, 05/28/2008, 05/11/2011,
3. 05/14/2014, 03/07/2018
4. Legal review: none
5. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/14/2014, 03/07/2018

Awarding a Second Degree 303-14

1. PURPOSE: Define requirements to pursue a second degree or certificate from Coconino Community College.
2. PROCEDURE

Definitions: AGECE: Arizona General Education Curriculum

Residency: Minimum required credit hours taken at Coconino Community College (CCC) prior to award of

degree or certificate.

1. Degree: Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or an Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree must meet the following criteria:
 - a. Students must meet the requirements of that degree as outlined in the current College Catalog at the time the second degree is declared.
 1. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously-awarded degree.
 2. All other graduation requirements must be met as outlined in the Graduation Procedure (303-13).
 - b. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.
 - c. Students who have earned a degree that includes an AGECE A, B or S will receive an AGECE stamp posted to their transcripts.
2. Certificate: Upon completion of a degree and/or certificate from CCC, a student who wishes to pursue an additional certificate must meet the following criteria:
 - a. Students must meet the requirement of that certificate as outlined in the current College Catalog at the time the second certificate is declared.
 - b. Students must complete at least one-third of the required credit hours in CCC coursework applicable to the certificate.
 - c. All other graduation requirements must be met as outlined in the Graduation Procedure (303-13).

3. BACKGROUND

1. References: none
2. Revision history: 08/08/05, 12/14/2011
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 12/14/2011

Prior Learning Assessment 303-15

1. PURPOSE: CCC will maintain academic integrity and rigor through the adoption of the Council for Adult and Experiential Learning (CAEL) "Standards of Assessment" and the below process of PLA portfolio evaluation.
2. PROCEDURE
 1. Definition: Prior Learning Assessment (PLA) is a process of earning college credit from learning acquired through a student's work, training, hobbies, experiences, and personal life.
 2. Students wishing to pursue PLA must meet with a PLA Academic Advisor to examine how their own learned experience aligns to CCC course outcomes.
 3. All PLA students are required to enroll in COL 135:
COL 135, Experiential Learning, is a one-semester, one-credit PLA course that will provide necessary skills for portfolio completion. The course may be repeated three (3) times. Students must be enrolled in COL 135 while completing their portfolio. The maximum timeframe for completing the portfolio is three (3) semesters.
 4. The PLA portfolio incorporates a collection of evidence of learning acquired throughout a person's life, along with a formal petition for college credit.
 5. PLA is completely driven by the student's self-motivation and not the institution. There is no guarantee of awarded credits.
 6. Students may earn a maximum of 45 CCC credit hours through the submission of a PLA portfolio.
 - a. A letter grade will be applied by the Subject Matter Expert for credit earned as determined by the level of CCC course competencies achieved in a specific subject.
 - b. PLA earned at CCC is considered institutional credit and will be posted to the student's

- academic transcript and identified as PLA credit.
- c. Earned PLA credit of “C” or better may be applied towards:
 - I. a degree or certificate.
 - II. residency requirements for a degree or certificate as outlined in 303-13 Graduation Procedure.
- d. Earned PLA credit may be applied towards the Arizona General Education Curriculum (AGEC) courses, including Special Requirements.
- 7. Students are responsible for all fees associated with the PLA program as financial aid does not apply to experiential learning coursework, i.e. COL 135.

3. BACKGROUND

- 1. References: Fiddler, Marienau & Whitaker, (2006) Assessing Learning: Standards, Principles, & Procedures. Chicago, IL: CAEL; PLA material from CAEL
- 2. Revision history: 02/22/2012 (new); 03/12/2014; 02/09/2015, 12/09/2015
- 3. Legal review: none
- 4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 12/09/15

Admission Requirements 501-01

- 1. PURPOSE

To define College, program, and course entrance requirements.
- 2. PROCEDURE
 - 1. Definitions
 - a. Non-Credit Application
 - 1. For non-credit classes only
 - b. Application for Admission – Regular
 - 1. Students who intend to enroll in classes for credit and declare a major. Students may be eligible for Federal Financial Aid.
 - 2. Students who intend to enroll in classes for credit for personal enrichment. Students are not eligible for Federal Financial Aid.
 - c. Special Application Categories
 - 1. Concurrent: High School students who intend to enroll in credit class(es) on College property or via internet. Credit may transfer back to high school transcript upon approval of district.
 - 2. CAVIAT: High School students who intend to enroll in credit class(es) for credit on high school property during regular high school hours. Credit is applied to College transcript and high school transcript.
 - 3. Dual Enrollment: High School students who intend to dual enroll in class(es) for credit on high school property during regular high school hours. Credit is applied to College transcript and high school transcript.
 - 2. Non-Credit and Adult Education
 - a. Non-Credit Courses: Students must complete the Non-Credit Application if the intent is to enroll solely in non-credit course(s). If the intent is to concurrently enroll in non-credit and credit courses, the Regular Admission Application must be completed.
 - b. Adult Basic Education: Students must attend a scheduled mandatory orientation provided by the Adult Basic Education Department. Admission and registration forms are provided and completed during the orientation.
 - 3. Regular Admission
 - a. Regular admission to the College may be granted to any person who meets at least one of the following criteria:

1. Graduation from a regionally accredited high school as defined by the U.S. Department of Education, or approved by the Arizona Department of Education or other appropriate state-level educational agency.
 2. High school certificate of equivalency.
 3. Homeschooled students with a high school certificate of equivalency.
 4. Is at least eighteen years of age and demonstrates evidence of potential success at the college.
 5. Transfer in good standing from a college or university.
4. Special Admissions- State Mandated Underage Admissions
- a. The College shall not deny admission to a student under the age of 18 for the reasons listed in this subsection if the student under the age of 18 satisfies the terms of Subsection (b) below.
 1. Age of student;
 2. Lack of high school diploma or high school certificate of equivalency;
 3. Grade level;
 4. Lack of permission of school officials, or
 5. Lack of concurrent enrollment in a public or private school.
 - b. The student meets the established requirements of the courses for which they enroll and who achieves, at minimum, at least one of the following requirements:
 1. Composite score of 93 or more on Preliminary Scholastic Aptitude Test.
 2. Composite score of 930 or more on Scholastic Aptitude Test.
 3. Composite score of 22 or more on American College Test.
 4. Passing score on relevant parts of statewide standardized testing.
 5. Completion of a College-designated placement test that indicates the student is at the appropriate preparedness level for the course.
 - c. Special Admissions are limited to no more than six (6) semester credits per term. If a student intends to enroll in more than (6) semester credit hours, the student must have Registrar or designee approval prior to registration.
 - d. A student admitted to the College is not guaranteed admission to a specific program or to all courses offered by the College.
 - e. Students who enroll in vocational course may be admitted on an individual basis with the approval of the Registrar if the student meets the established requirements of the course(s) for which the student enrolls and that the Registrar determines that the student's admission is in the best interest of the student.
 - f. Special Admits, including Concurrent and CAVIAT students (other than Dual Enrollment) and their parent must sign that the student's Special Application for Admission acknowledging their understanding or approval of the following:
 1. The average age of a CCC student is late twenties. An underage student may feel constrained from participating in class discussions due to the maturity and age of other students. The content of material presented in some classes may not be appropriate for students under the age of 18.
 2. The student will be enrolled at Coconino Community College for the term indicated.
 3. The student will be subject to all requirements, policies and procedures in the College Catalog and Schedule of Classes.
 4. The student will be establishing a permanent college academic record.
 5. The student may be required to report such attendance to future colleges or universities.
 6. The parent or guardian and student have read and acknowledged the Special Admission Requirements on the Application for Special Admission
 7. The parent or guardian authorizes the College to release information regarding the student's enrollment to the high school.
 - g. Homeschooled students are treated the same as students in high school unless State or Federal law directs otherwise.
5. Dual Enrollment
- a. All students enrolled for college credit shall be high school juniors or seniors.

- b. The College may elect to waive the class status requirements specified in 1 for up to twenty-five percent of the students enrolled by the College in courses, and that freshmen and sophomore students who meet course prerequisites and are prepared to benefit from the college-level coursework may be approved for enrollment.
 - c. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the College Catalog and shall comply with College Policies and Procedures regarding student placement in courses.
 - d. The HS2CCC Program Manager annually reports exceptions and justifications to the State. All waivers and reports are kept on file in the Registrar's Office.
6. International Student Admission
- a. Spring 2019 - Summer 2020 Admission:
 - 1. The College welcomes international students who:
 - a. Meet the general requirement for admission to the College.
 - b. Have a current I-20 on file with one of the Arizona Universities.
 - c. Provides written proof that the I-20 is in good standing.
 - 2. Tuition is classified non-resident unless determined otherwise by the Registrar.
 - b. Fall 2020 and Subsequent Admission (Tentative requirements – contact Enrollment Services for details)
 - 1. The College welcomes international students who, in addition to meeting the general requirements for admission, have demonstrated the necessary English language skills, have proved they are financially able to meet the costs of attendance, and have health insurance coverage. All international students are required to comply with appropriate immigration standards and regulations.
 - 2. To qualify for admission as an international student, a student must:
 - a. Be a high school graduate
 - b. Demonstrate proficiency in the English language through the following placement tests offered through the Test of English as a Foreign Language (TOEFL) exam.
 - 1. A score of 500 or higher on the paper exam
 - 2. A score of 173 or higher on the computer-based exam
 - 3. A score of 61 or higher on the internet-based (iBT) exam
 - c. The proficiency in English language requirement may be waived by the Registrar based on the following exemptions with required supporting documentation:
 - 1. Official transcripts indicating completion of ENG 101 and ENG 102 (or their equivalents) at a regionally accredited institution and earning at least a grade of "C" or its equivalent for each course.
 - 2. Official high school transcripts indicating completion of all four years of attendance at a U.S. high school.
 - 3. Applying from an English-speaking country as determined by the U.S. Department of State.
 - d. Have U.S. health insurance coverage which includes repatriation and medical evacuation clauses.
 - e. Complete Affidavit of Support that he/she has adequate financial resources verifying availability of funds in the current amount required by Enrollment Services, to be self-supporting while attending Coconino Community College: tuition and fees, living expenses, books, and health insurance.
 - f. Complete application forms and submit in paper format to Enrollment Services.
 - g. Pay current International Student Application fee.
 - h. Submit certified copies of official transcripts from each secondary school, college, and university:
 - 1. To determine possible transcript credits from international postsecondary colleges or universities a student has attended, the transcripts must be officially translated and evaluated by a member company of the National Association of Credential Evaluation Services (NACES).
 - i. All materials must be received by July 1 for the fall semester and November 1 for the spring semester.
 - j. Completion of a College-designated placement test to ensure proper placement in courses.

- k. Admitted international students are required to enroll for a full-time course load (minimum of 12 semester credits) each fall and spring, as well as meet with an academic advisor each semester.

3. BACKGROUND

1. References: A.R.S. § 15-1805.01 and 15-1821.
2. Revision history: 7/15/2003, 10/17/2006, 05/11/2011 (reformatted), 1/29/15 (Revised to reflect A.R.S. 15-1821.01), 11/6/2015 (Revised to reflect A.R.S. 15- 1821 (B)(3)), 12/06/2017, 04/03/2019
3. Legal review: November 2017, March 2019
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 04/03/2019

Residency Requirements Procedure 501-02

1. PURPOSE

To describe how a student's residency classification is determined for tuition purposes.

2. DEFINITIONS

1. Armed Forces of the United States: The Army, the Navy, the Air Force the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and 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: Enrollment at an Arizona educational institution for a traditional academic year since the beginning of the period for which continuous attendance is claimed (fall/spring or spring/fall). Enrollment in summer sessions or other such inter-sessions beyond the traditional academic year is not required to maintain continuous attendance.
3. Domicile: A person's true, fixed, and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.
4. Emancipated Person: A person who neither is under a legal duty of service to parents nor entitled to the support of such parents under laws of the state.
5. Parent: Father or mother, custodial parent, or legal guardian of an unemancipated person. Circumstances must not indicate that guardianship was created primarily to confer the status of an in-state student on the unemancipated person.

3. PROCEDURE:

1. The question of residency must be asked of each student at the time of admission based upon information supplied on College applications, residency statements, affidavits, and additional information provided by the student. Payment of fees will be determined by the residency assigned at the time of official admission.
2. The College notifies a student of his/her residency status upon admission.
3. The Registrar/Director of Enrollment Services or designee is responsible for making the initial residency classification.
4. An appeal of the initial classification may be made to the Registrar:
 - a. The appeal must be in writing, signed by the student, and accompanied by a petition to include sworn statement of all relevant facts and other supporting documentation, e.g., utility bills, driver license, rent payments, etc.
 - b. Change in residency status will be determined by the Registrar, or designee, through review of newly submitted documentation.
 - c. If applicable, residency classification will reflect Registrar's determination and the current rate of tuition as specified by the reclassification.

d. Appeals for reclassification for past terms are not accepted.

5. In-State Student Status:

a. Except as otherwise provided in this procedure, no person having a domicile elsewhere than in Arizona 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 domiciled in Arizona for one year (12-consecutive months) before enrollment unless he or she meets one of the following requirements:

- i. The person's parent is in Arizona, and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.
- ii. The person is an employee or spouse of an employee transferred to this state for employment purposes.
- iii. The person is an employee of a school district in this state and is under contract to teach on full-time bases or is employed as a full-time non-certified classroom aid at a school within the district. In-state tuition is only for courses necessary to complete the requirements for certification by the state board of education to teach in a district in this state. No family members are eligible for classification as an in-state student.
- iv. The person's spouse has established domicile in Arizona 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, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status under federal law to classify as an in-state student for tuition purposes.

c. The domicile of an unemancipated person is that of his or her parent.

d. An unemancipated person, while in continuous attendance towards the degree for which he or she is currently enrolled, does not lose in-state classification if his or her parent moves from this state.

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

f. Current members of the armed forces or former members who have received an honorable discharge and their spouse and dependents are classified as Resident In-District as specified in A.R.S. §15-1802.

g. A person who has participated in the AmeriCorps program or volunteers in service to an American program for at least one year in this state is entitled to classification as an in-state student.

6. Permanent Resident/Alien Status: A permanent resident alien is entitled to classification as an in-state student if such person has been granted permanent resident status by all applicable laws of the United States and has met all other requirements for residency. Students with Refugee/Amnesty status may also be classified with in-state status.

7. No emancipated person can establish a domicile in this state while attending any educational institution in this state as a full-time student.

8. Kane County, Utah students who are lawfully present in the U.S. pay a tuition rate equivalent to Resident, Out of District tuition up to six (6) credit hours per term.

9. Dual Enrollment and CAVIAT students who are not lawfully present in the U.S. will be classified as PROP 300 and charged non-resident tuition plus any additional CAVIAT fees.

10. Residency Classification determines tuition costs. It is the student's responsibility to provide documentation to the College to establish residency. The College will provide the lowest possible rate of tuition when determining residency classification. The following classifications determine

tuition rates (Refer to www.coconino.edu/student-accounts for current rates).

- a. Non Resident:
 - i. Students domiciled outside of this state will be classified as a non-resident.
 - ii. Students who are not lawfully present in the US will be classified as non-resident.
- b. Western Undergraduate Exchange (WUE): Students who are determined as permanent residents of one of the 16 states or regions recognized by the Western Interstate Commission for Higher Education are entitled to a classification of WUE.
- c. Resident: Students domiciled in this state for twelve consecutive months before enrollment:
 - i. Resident, Out of District Classification: Students classified as in state and domiciled outside of Coconino County for twelve consecutive months before the first day of class are entitled to Resident, Out of District tuition rate.
 - ii. Resident, In-District Classification: Students classified as in state and domiciled in Coconino County for twelve consecutive months before the first day of class are entitled to a classification of Resident, In-District tuition rate. Students domiciled in Apache and Greenlee counties are classified as Resident, In District.

3. BACKGROUND

1. References: A.R.S. 15-1802; 8 U.S.C. Section 1623
2. Revision history: 04/2004, 05/11/2011 (reformatted), 1/29/15 (updated to reflect A.R.S. 15- 1802), 12/09/2015
3. Legal review:
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 12/09/15

Registration Information 501-03

1. PURPOSE: The following procedure clarifies registration practices.
2. PROCEDURE:
 1. Students must be admitted to Coconino Community College before registration. (See 501-01 Admission Requirements Procedure)
 2. Payment, or payment arrangements, must be made at the time of registration. (See 208-02 Tuition and Fee Payment Procedure)
 3. Add/Drop Timelines:
 - a. Open registration begins from the published date of each term to the day prior to the first day of instruction. Instructor approval is required thereafter.
 - b. A student- or faculty-initiated drop without record is not recorded on the academic transcript.
 4. Procedures for withdrawing from courses and terms are found in 501-11 Withdrawal Procedure.
 5. Students are responsible for adding and dropping classes by deadlines. Refer to the below Add/Drop/Withdraw Schedule.

Fall and Spring Terms – Add/Drop/Withdraw Schedule

Fall and Spring Terms	Open Period to Add	Deadline to Add with Instructor Approval	Deadline to Drop without Record – Aligns with 100% Refund	Deadline to Withdraw with Record (W)
16 Weeks	Prior to first day of instruction	Week 2 - Friday	Day 7	Week 14 - Friday
12 Weeks	Prior to first day of instruction	Week 1 - Friday	Day 6	Week 10 – Friday

1st 8 Weeks 2nd 8 Weeks	Prior to first day of instruction	Week 1 - Friday	Day 5	Week 7 - Friday
1st 5 Weeks 2nd 5 Weeks	Prior to first day of instruction	Day 2	Day 3	Week 4 - Friday
Less than 5 Weeks and weekend classes	Prior to first day of instruction	Day 1	Day 2	Day 2

Summer Session – Add/Drop/Withdraw Schedule

Summer Session	Open Period to Add	Add with Instructor Approval	Deadline to Drop without Record – Aligns with 100% Refund	Deadline to Withdraw with Record (W)
10 Weeks	Prior to first day of instruction	Week 2 – Thursday	Day 5	Week 8 - Thursday
1st 5 Weeks	Prior to first day of instruction	Week 1 – Thursday	Day 5	Week 3 - Thursday
2nd 5 Weeks	Prior to first day of instruction	Week 1 - Thursday	Day 5	Week 3 - Thursday
< 5 Weeks	Prior to first day of instruction	Day 1	Day 1	Day 2

3. BACKGROUND

- References: 208-02 Tuition and Fee Payment; 501-01 Admission Requirements Procedure; 501-11 Withdrawal Procedure; A.R.S. 15-1401
- Revision history: 08/2000, 04/2004, 05/11/2011 (reformatted), 1/25/2012, 03/12/2014, 03/06/2019
- Legal review: 01/22/2019
- Sponsor: Registration and Enrollment Services

Adopted by College Council: 03/12/2014, 3/06/2019

Placement, Proficiency, and Prerequisites 501-04

- PURPOSE: Enhance student success by requiring placement in English, Mathematics, and Spanish. It is designed to help students determine the current skills and knowledge levels, and to direct them to the appropriate classes.
- PROCEDURE
 - Placement Assessment: Students are required to complete placement assessments under the following conditions:
 - The student is taking his/her first college credit in English or Mathematics.
 - The student should complete English and Mathematics placement testing prior to the first semester of enrollment in courses requiring placement. These requirements should be pursued in each subsequent semester until requirements are fulfilled.
 - The student is degree seeking and does not have previous college credit in English or Mathematics. Degree-seeking students will not be allowed to enroll in classes after completion of eighteen (18) hours if they have not taken appropriate placement tests.
 - The student is a transfer student who completes prerequisite courses more than five (5) years prior to the semester in which prerequisite proof is required.
 - Exemptions: Students may be exempt from the placement tests if at least one of the following conditions applies:

- a. The student has an Associate's degree, or higher. This exception does not apply to Spanish placement testing.
 - b. The student has earned transferable college credits in Spanish with a grade of "C" or better within two (2) previous years to date of enrollment.
 - c. The student has a record of placement assessment at CCC within the past two years.
 - d. The student has SAT or ACT scores.
- 3. Course Placement
 - a. A student's score on a CCC placement test, the SAT, or ACT, determines his/her placement in a specific course.
 - b. CCC course placement in Mathematics and English based on ACT or SAT scores.
- 4. Appeal: Students who wish to appeal class placement must follow the procedures established by the academic department.
- 5. Implementation: To ensure consistency of student placement within the CCC District, the following will apply:
 - a. All sites shall use the same assessment instruments or their equivalents.
 - b. All sites shall adhere to the same cut-off scores.
 - c. Placement scores will be valid for two (2) years from the date of original assessment.
 - d. The student will be permitted no more than one (1) re-test per discipline each semester.
 - e. Copies of placement test results will be kept on file in the Registrar's Office.
- 6. Proficiency Test
 - a. Requirements: The proficiency tests are designed to help students determine their preparedness for taking specific courses. Required tests are established by the academic department.
 - b. Exemptions: Students may be exempt from the proficiency test(s) if the student has satisfied the appropriate course prerequisites.
- 3. Prerequisites: When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. Prior knowledge may be a skill, ability, test score or successful completion of a prior course with a "C" or better.
 - 1. Completion of the prerequisite is required prior to enrolling in the course, and D, F, U, or NC grades are not acceptable.
 - 2. It is the student's obligation to know and meet course prerequisites. These are stated in the course descriptions section of the class schedule and the current college catalog.
 - 3. Prerequisites will be verified at registration if prerequisite is completed at another college or university. The student will be required to file proof of meeting prerequisites.

4. BACKGROUND

- 1. References: 1991/1992 College Catalog
- 2. Revision history: 08/2002, 04/2004, 01/2007, 05/11/2011 (reformatted)
- 3. Legal review: none
- 4. Sponsor: Registration and Enrollment Services

Determination of Catalog Year 501-05

- 1. PURPOSE

To define requirements a student must fulfill to complete a degree or certificate program.
- 2. PROCEDURE
 - 1. The catalog year for a student's program is the catalog year in effect at the time of the student's initial matriculation to the college. Students may not use an edition of the catalog that was in effect prior to their matriculation to the college.
 - 2. Students who do not maintain continuous enrollment must use the catalog in effect at the time of re-entry to the college.
 - 3. Students who elect to change their major must adopt the current catalog in effect.

4. Students have the option to change their catalog year in subsequent terms of continuous enrollment, but may not mix requirements from different catalogs.
5. Substitution and/or waivers to course requirements in catalog must be approved and documented by the Registrar.
6. Non-credit courses, audited courses, failed courses or courses from which the student withdraws, do not count toward the determination of continuous enrollment for catalog purposes.
7. The College will work with students on how to satisfy alternative requirements in the current catalog when completing earlier requirements is no longer possible.

Definitions

1. **Catalog:** An annual publication describing academic programs and courses, student services, general regulations, requirements and procedures for a specific academic year. Requirements and procedures may change and are updated often.
2. **Matriculation:** The act of enrolling as a student at a college or university as a candidate for a degree or certificate program.
3. **Continuous Enrollment:** Enrollment in the college in which a student earns course credit without a non-enrollment period of two (2) or more consecutive semesters (fall/spring or spring/fall). Summer session is not included.

3. BACKGROUND

1. References: Student Right-To-Know laws
2. Revision history: 08/08/2005, 05/11/2011 (reformatted), 05/14/2014, 09/06/2017
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Approved by College Council: 09/06/2017

Student Classification and Standing 501-06

1. **PURPOSE:** The Registrar or designee is responsible for verifying student status under this procedure.
2. **PROCEDURE:**

1. Class level defined in semester credits:
 - a. First year – under 30 credits in current program
 - b. Second year – 30 to 59.9 credits in current program
 - c. Third year – 60 or more credits in an approved 90-30 program
2. Enrollment status:
 - a. Credits needed for fall, spring, or summer.

Full-time	Part-time		
	Three-quarter time	Half-time	Less than half-time
12	9	6	Under 6

- b. Summer status may be met in any combination of summer terms.
3. Disability Resources may confirm an enrollment status exception to the Registrar to consider a part-time student to be full-time if the student:
 - a. Must take reduced credits due to documented disability and would otherwise be denied access to a College program, benefit, or service.
 - b. This exception does not and may not apply to any non-College matters or to financial aid awards.
4. Only the Registrar or designee may verify class level and enrollment status.
5. National Student Clearinghouse is an authorizing agent to provide enrollment certificates on behalf of the College.

3. BACKGROUND

1. References: Title IV regulations; standard national definitions

2. Revision history: 08/08/2005, 05/11/2011 (reformatted)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Transcripts 501-07

1. PURPOSE: To establish criteria for submissions of transcripts to Coconino Community College and the evaluation of each.
2. PROCEDURE
 1. Definitions
 - a. Residency: Minimum required credit hours taken at the Coconino Community College prior to award of degree or certificate.
 - b. Official Transcript: One that has been mailed from the granting institution to the College.
 - c. Regionally accredited higher education institutions, those that are accredited by:
 1. Middle States Association of Colleges and Secondary Schools
 2. New England Association of Colleges and Schools, Inc.
 3. North Central Association of Colleges and Schools
 4. Southern Association of Colleges and Schools
 5. Western Association of Schools and Colleges
 6. Northwest Committee on colleges and Universities
 2. Residency

The College has established residency requirements for degree and certificate seeking students. Transfer credits are accepted up to the total credits required for each program minus the residency requirement.

 - a. Degree programs: minimum of fifteen (15) credit hours
 - b. Certificate programs: minimum of 30% of total certificate credit hours
 3. Transcripts
 - a. Students who desire to transfer previous college or university credits to Coconino Community College must submit official transcripts to the College from all institutions regardless of when credit was earned or level of grade received.
 - b. Only credit from regionally accredited institutions will be accepted as transfer credit.
 4. Transcript Evaluation
 - a. The transcript evaluation procedure includes a review process.
 - b. Credits earned more than five (5) years ago may be subject to special evaluation. Courses satisfying general education requirements have no time limit.
 - c. The official transcript evaluation requires that students certify they are declaring all previous credit.
3. BACKGROUND
 1. References: 2010-2011 College Catalog
 2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised)
 3. Legal review: none
 4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011

Transfer Credit to the College 501-08

1. PURPOSE: To define guidelines for transfer of credit from higher education institutions to Coconino Community College.
2. PROCEDURE
 1. Definitions
 - a. AGECE: Arizona General Education Curriculum

- b. CEG: Course Equivalency Guide
 - c. GECC: General Education Core Curriculum
- 2. Transfer of AGECE courses from other Arizona community colleges, Arizona tribal colleges, Arizona public universities, non-Arizona colleges or universities, or non-public Arizona universities.
 - a. If a course is in the GECC of the transferring Arizona Community College or Tribal College, the College will accept the credits as defined by the source institution. If the course fulfills one (1) or more of the AGECE Special Requirements at the transferring institution, the College will transfer it to fulfill those requirements.
 - b. Coursework transferred from regionally accredited non-AGECE granting institutions (i.e., Arizona public universities, out of state institutions) may be applied to AGECE as follows:
 - 1. Transfer coursework deemed by the AGECE granting institution to be equivalent to a course on that institution's formal AGECE list may be used to satisfy AGECE in the same manner as the institution's own course.
 - 2. Transfer coursework that is equivalent to a non-AGECE course may not be used to satisfy AGECE.
 - 3. Transfer coursework not having a direct equivalency shall be evaluated by the AGECE granting institution using the AGECE granting institution's own institutional curricular standards for identifying AGECE courses.
- 3. Transfer of non-AGECE courses will be accepted on a course-by-course basis by reviewing and comparing course descriptions or additional course materials.
- 4. Credit for Prior Learning Experience: Students enrolled at the College may be awarded up to forty-(45) five credit hours for Prior Learning completed through:
 - a. College Level Examination Program (CLEP)
 - b. Defense Activity for Non-Traditional Support Examination program (DANTES)
 - c. Advanced Placement Examination (AP)
 - d. International Baccalaureate (IB)
 - e. Cambridge International Exams (CIE)
 - f. Military Training
 - g. Previously acquired knowledge and/or competencies required to complete a particular class and that instruction in this area would be repetitive.

3. BACKGROUND

- 1. Reference: 2010-2011 College Catalog, AGECE Policy 104
- 2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised), (renumbered – formerly Procedure 501.7.3), 10/06/2015 editorial changes
- 3. Legal review: none
- 4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011

Transfer of Credit to Other Institutions 501-09

- 1. PURPOSE: To define the methods of articulating transfer credit to other institutions through academic policies and operations of the Coconino Community College, CCC District Governing Board, and the State of Arizona.
- 2. PROCEDURE
 - 1. Transferring Credit from Coconino Community College: The academic policies and operation of the College are governed by the CCC District Governing Board:
 - a. The College adheres to the Arizona General Education Curriculum (AGECE) approved by Academic Program Articulation Steering Committee (APASC).
 - d. The College is accredited by the North Central Association of Colleges and Schools, the regional accrediting body.

- e. Courses numbered 100-299 may be eligible for transfer to other colleges and universities.
- f. To determine the transferability of particular CCC courses taught:
 - 1. Fall semester 1991 or Spring semester 1992: Refer to Arizona's regionally accredited Yavapai College course prefix and number system and its course outlines.
 - 2. Summer semester 1992 forward: Consult the CCC section of the appropriate Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.
- 2. Transferring to Arizona Public Universities
 - a. Arizona public community colleges and universities have agreed upon a common structure for a transfer general education curriculum. This provides students the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state community college, Arizona tribal colleges, or university.
 - b. Completion of the AGEC will fulfill lower division general education requirements for all Arizona community colleges, Arizona tribal colleges, and Arizona public universities.
 - c. Students are required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study.
- 3. Arizona Transfer Liaison (ATL)
 - a. The College has appointed an ATL to resolve problems by transfer students as reported by students, advisors, faculty members, and college officials.
 - b. The ATL ensures compliance with the transfer and articulation agreements and resolves problems concerning the transfer and applicability of community college credit to university programs.

3. BACKGROUND

- 1. Reference: 2010-2011 College Catalog
- 2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised), (renumbered - formerly Procedure 501.7.7)
- 3. Legal review: none
- 4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011

REVERSE TRANSFER OF CREDIT—PROCEDURE 501-10

- 1. **PURPOSE:** Students leaving Coconino Community College prior to earning an associate degree or certificate may transfer credit back to the College from another post-secondary institution in order to fulfill the CCC program requirements.
 - 1. **PROCEDURE:**
 - 2. Reverse transfer procedures may be governed by individual IGAs or agreements with specific universities for the benefit of the student. The Registrar will maintain copies of any and all agreements related to reverse transfer.
 - 3. For institutions/universities that do not have agreements on file, the following is the responsibility of the student:
 - a. Courses/credits that may be applicable for reverse transfer credit must be determined by the Registrar or designee.
 - b. Students should contact their advisor for an appointment to determine what courses fulfill remaining degree or certificate requirements.
 - c. Students must complete all program requirements including the number of credits necessary for the degree.
 - d. From the Transfer Institution: After successfully completing the determined course(s) with a C or higher, the student must request an official transcript be sent to Coconino Community College

to be evaluated by the Registrar or designee unless an IGA allows official transcripts to be shared without a student request.

4. Upon completion and approval of graduation application paperwork, the College will notify the student that he/she has completed the degree or certificate.
5. To receive an AGEC stamp on the CCC transcript using transferred credits from another post secondary institution, students must attend at least fifteen (15) credit hours at CCC.
6. Courses numbered 300 and above may transfer as elective credit with a designation of 3XX or 4XX.

4. BACKGROUND

1. References: FERPA and <https://www.aztransfer.com/>
2. Revision history: 12/09/2009 (new procedure and supersedes Procedure 501-07-11 (Reverse Transfer Procedure)), 05/11/2011 (renumbered from Procedure 501-07 to 501-10 and re-titled to Reverse Transfer of Credit Procedure)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 12/09/2009

Student Withdrawal Procedure 501-11

1. PURPOSE: Defines the official process for withdrawing from courses and terms.

2. PROCEDURE

1. Definitions

- a. Drop without record: Cancellation of registration in a course. The course enrollment is deleted from the student's permanent record.
 - b. Refund period: A defined period in which a student may receive a 100% refund of tuition.
 - c. Course Withdrawal: Withdrawing from any course within a given term.
 - d. Term Withdrawal: Withdrawing from a term (Fall, Spring, Summer) means reducing course load to zero credit units (withdrawing from all courses that term).
 - e. Withdrawal Deadline: The latest date on which a student may initiate a withdrawal.

2. Course Withdrawal

- a. A student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self-service system or by submitting a course drop form to the Registration and Enrollment Services Office. Withdrawals must be made within the published deadlines. (See 501-03 Registration Information)
 - b. It is the students' responsibility to withdraw from any class they do not intend to complete. If a student stops attending and does not withdraw by the withdrawal deadline the instructor will assign the earned final grade. Students are encouraged to discuss withdrawal options with their instructors and with the Office of Financial Aid and Veterans Services (if a financial aid or Veterans education benefits recipient).
 - c. A grade of "W" indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.
 - d. A grade of "W" is not calculated in the grade point average but is included in attempted hours of completion.
 - e. Tuition refunds will only be processed within the refund period.

3. Term Withdrawal

- a. Students electing to withdraw from all courses in a term should contact Registration and Enrollment

Services before the withdrawal deadline. Registration and Enrollment Services will then drop them from all courses in which they are registered.

- b. Failure to file an official drop form by the withdrawal deadline will result in the faculty member assigning the earned grade. (See 501-03 Registration Information)
- c. Tuition refunds will only be processed within the refund period. Students may petition a refund as specified in 208-01 Refund Procedure.
- d. Students who withdraw from the College remain eligible to enroll in subsequent terms. Students may also appeal grades as specified in 303-06 Student Academic Appeals.

4. Term Withdrawal of Financial Aid Students

- a. In accordance with the federal regulations (34 CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn by the College. Students are encouraged to contact the Office of Financial Aid and Veteran Services.
- b. A Return to Title IV calculation will be determined for students who follow official withdrawal procedures as well as for students who stop attending classes. Students may be required to return unearned Federal Grant or Federal Loan funds.

5. Administrator Initiated Withdrawal

Under extenuating circumstances the Provost, Dean, or Registrar may approve a student withdrawal upon receipt of approved documentation from the student, e.g. medical records.

3. BACKGROUND

1. References: 501-03 Registration Information Procedure; 208-01 Refund Procedure; A.R.S. 15-1466.01, U.S. Department of Education 34 CFR 668.22

2. Revision History: 03/06/2019 (new)

3. Legal Review: 01/22/2019

4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 03/06/2019

Student Records Procedure 502-01

- 1. PURPOSE: To comply with the requirements of the Family Educational Rights and Privacy Act that affords certain rights to students concerning their educational rights in areas of access, release, and challenge of educational records, and where records are located.
- 2. PROCEDURE
 - 1. Annual Notification: In accordance with Section 99.7 of the Family Education Rights and Privacy Act (FERPA), CCC will provide students annual notification of their FERPA rights by the following methods by publication in the:
 - a. Student Handbook
 - b. Class Schedules
 - c. College Catalog
 - 2. Inspection of Education Records: Students may inspect and review their education records upon request to the Registrar.
 - a. Access must be given in forty-five (45) days or less from the date of receipt of the request.
 - b. A student may inspect and review only the records that relate to him/her.
 - 3. Limitation on Right of Access: Coconino Community College reserves the right to refuse to permit a student to inspect the following records:
 - a. The financial statements of the student's parents.

- b. Letter and statements of recommendation for which the student has waived his/her rights of access or that were maintained before January 1, 1975
 - c. Records connected with an application, including but not limited to admissions, student employment, etc. to CCC, or a component unit of CCC if that application was denied.
 - d. Those records that are excluded from the FERPA definition of education records.
- 4. Refusal to Provide Copies: Coconino Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:
 - a. The student has an unpaid financial obligation to CCC.
 - b. There is an unresolved disciplinary action against the student.
 - c. The education record request is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions.)
- 5. Fees for Copies of Records: Fees for copies shall be defined and updated annually in the Procedural Guidelines.
- 6. Types, Locations, and Custodians of Education Records: A list of the types of locations and custodians of records that CCC maintains shall be defined and updated annually by the Registrar and outlined in the Procedural Guidelines.
- 7. Disclosure of Education Records: Coconino Community College will disclose information from a student's records only with the written consent of the student. Exception: An institution may release personally identifiable information from a student's education record without the student's written consent as required in Section 99.30 if the disclosure meets one or more of the conditions in Section 99.31 of the FERPA guidelines.
- 8. Electronic Disclosure: Coconino Community College will not release students' records (grades, disciplinary action results, etc.) through electronic media (e.g. e-mail), unless the student has submitted a written consent form to the appropriate office or individual.
- 9. Record of Requests for Disclosure: Coconino Community College designates the following items as directory information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent, previous school attended, email address and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary, prior to or on the first day of classes, each semester. A new request for non-disclosure must be completed each semester.
- 10. Correction of Education Records: Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.

3. BACKGROUND

- 4. Reference: Family Educational Rights and Privacy Act (FERPA)
- 5. Revision history: 01/21/2003, 05/11/2011 (reformatted); 11/06/2015 revised to reflect FERPA Annual Notification and Record of Requests for Disclosure.
 - 1. Legal review: none
 - 2. Sponsor: Registration and Enrollment Services

General Education

General Education Values Statement

Coconino Community College's General Education curriculum is designed to provide the core of learning for all degree programs. The General Education curriculum provides students with the opportunity to acquire a breadth of knowledge in, and appreciation of, the arts and sciences, as well as the intellectual skills that provide a basis for effective communication, problem solving, and evaluative thinking. This course work helps create an awareness of the diverse nature of the world while encouraging students to become active lifelong learners and participants in society.

General Education Learning Outcomes

Coconino Community College offers General Education courses that provide students with the highest quality experience. To that end, we measure the effectiveness of our program using the following student learning outcomes as our guide. Students who complete our General Education program, whether as part of degree program or the AGEC, can expect to acquire or improve their skills in the following areas:

- **Communication Skills:** Conveying of ideas using one or more methods of expression (written, oral, signed).
- **Diversity and Global Awareness:** An understanding and appreciation of diverse cultures, values, beliefs, and historical perspectives.
- **Ethical and Civil Values:** A better understanding of oneself and others in order to clarify individual and societal responsibilities, needs, and values.
- **Thinking Skills:** Using a variety of inquiry methods, resources, and reasoning skills that support and promote lifelong learning.

General Education Criteria

General Education coursework must meet all of the following criteria:

1. Meet the particular AGEC category criteria
2. Promote intellectual exchange as an essential part of the learning process
3. With the exception of composition and math courses, all courses must provide tools for a broad understanding of the world, humanity, and the role of individuals within both.
4. Be graded as A/F only, S/U grading not allowable
5. Be accepted for transfer credit as elective or better at all three Arizona state universities according to the Course Equivalency Guide for the academic year in which the course was taken

Composition Criteria

Composition courses at Coconino Community College are designed to develop reading and writing skills at the college-level.

Composition courses:

1. Use writing and reading for inquiry, learning, thinking, and communicating.
2. Develop critical thinking skills through examination, analysis, and evaluation of texts.
3. Enhance students' ability to respond appropriately to different kinds of rhetorical situations. Emphasize writing as a process that requires flexible strategies for generating, revising, editing, and proofreading.
4. Develop knowledge, control, and confidence in using writing conventions, including structure, paragraphing, tone, mechanics, and documentation.
5. Promote reading and writing as life-long learning processes.

Mathematics

Mathematics courses at Coconino Community College are designed to develop essential skills in mathematics and an appreciation of the uses of mathematics in a variety of discipline areas. In these courses, students develop mathematical literacy enabling them to quantitatively compare, analyze, and model situations encountered in their world.

Mathematics Courses:

1. Analyze polynomial, exponential and logarithmic functions.
2. Employ the concepts of mathematical modeling in a variety of application problems.
3. Develop critical thinking skills through situational analysis and problem solving.
4. Include the above criteria or require College Mathematics as a prerequisite.

Arts and Humanities

Arts and Humanities courses at Coconino Community College encourage students to explore, question, compare, and analyze moral, aesthetic, spiritual, and cultural ideas and works.

Art and Humanities courses:

1. Examine, analyze, and evaluate aesthetic and philosophical contributions of humanity.
2. Cultivate intellectual curiosity and a desire for the pursuit of knowledge.
3. Examine, analyze and evaluate significant trends from various cultures and epochs.
4. Develop critical thinking and communication skills.

Social and Behavioral Sciences

Social and behavioral science courses at Coconino Community College are concerned with human interactions in historical, political, social, or psychological contexts.

Social and Behavioral Science courses:

1. Examine methods of inquiry, theories, and interpretations of the human condition.
2. Explore issues relating to the human condition.
3. Develop critical thinking skills through application, analysis, or synthesis of ideas and evidence.

Physical and Biological Sciences

Physical and biological science courses at Coconino Community College are designed to develop intellectual curiosity, scientific knowledge and literacy through the study of natural sciences and scientific methods of inquiry.

Physical and Biological science courses:

1. Examine scientific methods of inquiry and principles.
2. Analyze and evaluate significant issues of science in relation to society with sensitivity to the benefits, risks, and costs of scientific inquiry.
3. Develop critical thinking skills through experiential learning.

Explore how science relates to other disciplines.

Options

Any of the above criteria.

Intensive Writing/Critical Inquiry “W”

1. Require ENG 101 as a prerequisite and ENG 102 as a prerequisite or co-requisite;
2. Emphasize the gathering, interpretation, and evaluation of evidence;
3. Develop skills in analyzing and synthesizing information to support a thesis;
4. Provide an environment which values factual and rational interchange;
5. Develop critical thinking skills;
6. Foster flexible and creative thinking;
7. Enroll no more than 25 students per section;
8. Require successful completion of the major writing project in order to pass the class (see 9b and 9c below);
9. Pursue the above objectives by engaging students in the following:
 - a. Frequent discussions to develop skills in critical listening, thinking, and interacting;
 - b. Require the writing of a major project of at least 1500 words submitted for instructor approval incorporating the steps in the writing process (prewriting, drafting, organizing, reviewing, and revising) prior to receiving the final grade for the assignment;
 - c. Require the writing of at least 2 other papers totaling an additional 1500 words.

Ethnic, Race, and Gender Awareness “E”

All courses designated in this area must:

1. Foster an atmosphere in which relations between disparate groups may be improved.
2. Develop an understanding of the significant contributions of minorities.
3. Present aspects of the social, economic, political, or psychological relations between and among ethnic, race or gender groups.
4. Analyze traditional views concerning gender and/or minorities.
5. Explore changing perspectives about gender and/or minorities.
6. Encourage curiosity about and empathy for cultural and gender differences.
7. Promote critical thinking.

Global and International Awareness “C”

All courses designated in this area must:

1. Develop curiosity about the empathy for cultural diversity and global issues.
2. Incorporate subject matter within the twentieth century.
3. Promote critical thinking skills.
4. Emphasize one or more of the following:
 - a. Awareness of the interdependence of societies in the world;
 - b. Understanding of a variety of cultures;
 - c. Study of a region or country outside the United States.

Historical Awareness “C”

All courses designated in this area must:

1. Focus on historical sequence to show the interconnectedness of ideas/events/themes/theories.
2. Explore a period of human history through the study of values, cultures, politics, or other aspects of culture.
3. Cultivate curiosity concerning human and social behavior.
4. Promote curiosity critical thinking.

General Education List of Approved Courses at CCC

Composition

ENG 101	College Composition I (3)
ENG 101A	College Composition I with Review (5)
ENG 102	College Composition II (3)

Mathematics

MAT 140	College Math w/Algebra Review (5)	MAT 211	Business Calculus (4)
MAT 142	College Mathematics (3)	MAT 220	Calculus and Analytic Geometry I (5)
MAT 151	College Algebra (4)	MAT 230	Calculus and Analytic Geometry II (5)
MAT 160	Introduction to Statistics (3)	MAT 241	Calculus and Analytic Geometry III (5)
MAT 187	Pre-Calculus (5)	MAT 261	Differential Equations (4)

Arts and Humanities

ANT 102 ^{E,C}	Introduction to Cultural Anthropology (3)	HUM 235	American Arts and Ideas (3)
ART 100	Art Appreciation (3)	HUM 241 ^W	Humanities I (3)
ART 201 ^C	Art History: Prehistoric to 1400 (3)	HUM 242 ^{W,C}	Humanities II (3)
ART 202 ^C	Art History: 1400-2000 (3)	MUS 100	Music Appreciation (3)
ART 221 ^{E,C}	Art of the Southwest (3)	MUS 145 ^E	Jazz History and Literature (3)
CPS 100 ^{E,C}	Overview of the Colorado Plateau (3)	MUS 207 ^E	American Popular Music (3)
DAN 201 ^{E,C}	Dance History (3)	MUS 240 ^C	Music of World Cultures (3)

ENG 139 ^W	Introduction to Creative Writing	PHI 101 ^C	Introduction to Philosophy (3)
ENG 237 ^{E,W}	Women in Literature (3)	PHI 103	Introduction to Logic (3)
ENG 238 ^E	Literature of the Southwest (3)	PHI 105 ^E	Introduction to Ethics (3)
ENG 270 ^W	Creative Writing: Fiction (3)	REL 201 ^C	Comparative Religions (3)
ENG 272 ^W	Creative Writing: Nonfiction (3)	REL 241 ^C	Asian Religions (3)
HUM 205 ^{C,E}	Technology and Human Values (3)	THR 101	Introduction to Theatre (3)

Social and Behavioral Sciences

AJS 101	Intro to Administration of Justice (3)	HIS 202 ^C	Western Civilization from 1660 (3)
AJS 230	Deviant Behaviors (3)	HIS 211 ^C	World History to 1500 (3)
AJS 280	Criminology (3)	HIS 212 ^C	World History from 1500 (3)
ANT 102 ^{E,C}	Intro to Cultural Anthropology (3)	POS 101	Intro to Politics (3)
ANT 103 ^{E,C}	Culture and Language (3)	POS 110	American National Government (3)
ANT 110	Exploring Archeology (3)	POS 120 ^C	Introduction to World Politics (3)
ANT 230 ^{E,C}	Peoples of the Southwest (3)	POS 220	Arizona and National Constitution
ANT 250 ^{W,E,C}	Peoples of the World (4)	POS 233 ^{W,C}	Global Environmental Politics (3)
ASL 110	Intro to Deaf Studies (3)	PSY 101 ^E	Intro to Psychology (3)
BUS 214	Legal/Ethical/Regulatory Issues in Business (3)	PSY 227	Personality Development (3)
CPS 100 ^{E,C}	Overview of the Colorado Plateau (3)	PSY 236 ^E	Psychology of Women (3)
ECN 204	Macroeconomic Principles (3)	PSY 240	Developmental Psychology
ECN 205	Microeconomic Principles (3)	PSY 250 ^{W,E,C}	Social Psychology (4)
GEO 102 ^C	Human Geography (3)	SOC 101 ^E	Introduction to Sociology (3)
GEO 133 ^C	World and Regional Geography (3)	SOC 140 ^E	Marriage and Family in the United States (3)
HIS 131 ^{E,C}	United States History to 1877 (3)	SOC 210 ^{W,E}	Sociology of Gender (4)
HIS 132 ^{E,C}	United States History from 1877 (3)	SOC 215	Race and Ethnic Relations (3)
HIS 201 ^C	Western Civilization to 1660 (3)		

Physical and Biological Science

ANT 101	Intro to Physical Anthropology (4)	CHM 152	General Chemistry II (5)
BIO 100	Biology Concepts (4)	GEO 131	Intro to Physical Geography (4)
BIO 105 ^{W,C}	Environmental Biology (4)	GLG 101	Physical Geology (4)
BIO 109	Natural History of the Southwest (4)	GLG 102	Historical Geology (4)
BIO 160	Intro to Human Anatomy and Physiology (4)	GLG 105	Intro to Planetary Science (4)
BIO 181	Unity of Life I: Life of the Cell (4)	GLG 110	Natural Disasters (4)
BIO 182	Unity of Life II: Multicellular Organisms (4)	GLG 232	Geology of the Colorado Plateau (4)
BIO 201	Human Anatomy and Physiology I (4)	PHY 111	College Physics I (4)
BIO 202	Human Anatomy and Physiology II (4)	PHY 112	College Physics II (4)
BIO 205	Microbiology (4)	PHY 161	University Physics I (4)
CHM 130	Fundamentals of Chemistry (4)	PHY 180	Intro to Astronomy (4)
CHM 151	General Chemistry I (5)	PHY 262	University Physics II (4)

Options

ASL 101	American Sign Language I (4)	ITA 101	Beginning Italian I (4)
ASL 102	American Sign Language II (4)	ITA 102	Beginning Italian II (4)
ASL 201	American Sign Language III (4)	JPN 101	Beginning Japanese I (4)
ASL 202	American Sign Language IV (4)	JPN 102	Beginning Japanese II (4)
BUS 204 ^W	Business Communications (4)	NAV 101	Beginning Navajo I (4)
BUS 232	Business Statistics and Analysis (3)	NAV 102	Beginning Navajo II (4)
CIS 120	Intro to Computer Information Systems (3)	SPA 101	Beginning Spanish I (4)
CIS 215	Programming with Python (3)	SPA 102	Beginning Spanish II (4)
FRE 101	Beginning French I (4)	SPA 201	Intermediate Spanish I (4)
FRE 102	B French II (4)	SPA 202	Intermediate Spanish II (4)

GER 101	Beginning German I (4)	SPC 100	Fundamentals of Speech Communication (3)
GER 102	Beginning German II (4)		

Arizona General Education Curriculum (AGEC): Special Requirements

Intensive Writing and Critical Inquiry “W”

ANT 250	Peoples of the World (4)	HUM 205	Technology and Human Values (3)
BIO 105	Environmental Biology (4)	HUM 241	Humanities I (3)
BUS 204	Business Communications (3)	HUM 242	Humanities II (3)
ENG 139	Introduction to Creative Writing (3)	POS 233	Global Environmental Politics (3)
ENG 237	Women in Literature (3)	PSY 250	Social Psychology (4)
ENG 270	Creative Writing: Fiction (3)	SOC 210	Sociology of Gender (4)
ENG 272	Creative Writing: Nonfiction (3)		

Ethnic, Race, and Gender Awareness “E”

ANT 102	Introduction to Cultural Anthropology (3)	MUS 207	American Popular Music (3)
ANT 230	Peoples of the Southwest (3)	PHI 105	Introduction to Ethics (3)
ANT 250	Peoples of the World (4)	PSY 101	Introduction to Psychology (3)
ART 221	Art of the Southwest (3)	PSY 236	Psychology of Women (3)
CPS 100	Overview of the Colorado Plateau (3)	PSY 240	Developmental Psychology (3)
DAN 201	Dance History (3)	PSY 250	Social Psychology (4)
ENG 237	Women in Literature (3)	SOC 101	Introduction to Sociology (3)
ENG 238	Literature of the Southwest (3)	SOC 140	Marriage and Family in the United States (3)
HIS 131	United States History to 1877 (3)	SOC 210	Sociology of Gender (4)
HIS 132	United States History from 1877 (3)	SOC 215	Race and Ethnic Relations (3)
MUS 145	Jazz History and Literature (3)		

Global and International Awareness or Historical Awareness “C”

ANT 102	Introduction to Cultural Anthropology	HIS 202	Western Civilization from 1660 (3)
ANT 103	Culture and Language (3)	HIS 211	World History to 1500 (3)
ANT 230	Peoples of the Southwest (3)	HIS 212	World History from 1500 (3)
ANT 250	Peoples of the World (4)	HUM 205	Technology and Human Values (3)
ART 201	Art History I (3)	HUM 242	Humanities II (3)
ART 202	Art History II (3)	MUS 240	Music of World Cultures
ASL 110	Introduction to Deaf Studies (3)	PHI 101	Introduction to Philosophy (3)
BIO 105	Environmental Biology (4)	REL 201	Comparative Religions (3)
CPS 100	Overview of the Colorado Plateau (3)	REL 241	Asian Religions (3)
DAN 201	Dance History (3)	POS 120	Introduction to World Politics (3)
GEO 102	Human Geography (3)	POS 233	Global Environmental Politics (3)
GEO 133	World and Regional Geography (3)	PSY 250	Social Psychology (4)
HIS 131	United States History to 1877 (3)	POS 120	Introduction to World Politics (3)
HIS 132	United States History from 1877 (3)	PHI 101	Introduction to Philosophy (3)
HIS 201	Western Civilization to 1660 (3)		

Arizona General Education Curriculum (AGEC)

The public universities and community colleges in Arizona have agreed to three transfer general education programs. These general education transfer programs are referred to collectively as the Arizona General Education Curriculum (AGEC). This agreement ensures that the completion of the general education block of courses at CCC will allow students to transfer lower division general education courses to any of the Arizona public universities without losing credits. Courses applied to the AGEC may not be taken for Satisfactory/Unsatisfactory (S/U) grading. CCC began

implementing the AGECE during the spring of 1999. Three certificate programs have been designated to complete the specific 35 semester hour general education blocks of the AGECE requirements. These certificates are:

1. Arizona General Education Curriculum, Arts: AGECE-A fulfills the lower division general education requirements of liberal arts majors (e.g., social science, fine arts, and humanities). AGECE-A requirements include:
 - First Year Composition: 6 credits
 - Mathematics: 3 credits
 - Arts and Humanities: 6 credits
 - Social and Behavioral Sciences: 6 credits
 - Physical and Biological Sciences: 8 credits
 - Options: 0-6 credits to complete 35
 - Special Requirements: Intensive Writing and Critical Inquiry, and Awareness Areas
2. Arizona General Education Curriculum, Business: AGECE-B fulfills the lower division general education requirements of business majors. AGECE-B requirements include:
 - First Year Composition: 6 credits
 - Mathematics: 3 credits
 - Arts and Humanities: 6 credits
 - Social and Behavioral Sciences: 6 credits
 - Physical and Biological Sciences: 8 credits
 - Computer Information Systems/Introduction to CIS: 3 credits
 - Options: 0-6 credits to complete 35
 - Special Requirements: Intensive Writing and Critical Inquiry, and Awareness Areas
3. Arizona General Education Curriculum, Science: AGECE-S fulfills the lower division general education requirements of majors with more stringent mathematics and mathematics-based science requirements. AGECE-S requirements include:
 - Composition: 6 credits
 - Mathematics: 3 credits
 - Arts and Humanities: 6 credits
 - Social and Behavioral Sciences: 6 credits
 - Physical and Biological Sciences: 8 credits
 - Options: 0-6 credits to complete 35
 - Special Requirements: Intensive Writing and Critical Inquiry, and Awareness Areas

Exam Equivalency Guide

Advanced Placement (AP)

Exam	Score	CCC Course
Art History	Exam Score 3	ART 201 (3) or ART 202 (3)
Art History	Exam Score 4 or 5	ART 201 (3) & ART 202 (3)
Biology	Exam Score 3	BIO 100 (4)
Biology	Exam Score 4 or 5	BIO 181 (4) & BIO 182 (4)
Calculus AB	Exam Score 3, 4, or 5	MAT 220 (4)
Calculus BC	Exam Score 3	MAT 220 (4)
Calculus BC	Exam Score 4 or 5	MAT 220 (4) & MAT 230 (4)
Chemistry	Exam Score 4	CHM 151 (includes lab) (5)
Chemistry	Exam Score 5	CHM 151 (includes lab) (5) & CHM 152 (includes lab) (5)
English Language and Composition	Exam Score 4 or 5	ENG 101 (3) or Department Elective (3)
English Literature and Composition	Exam Score 4 or 5	ENG 101 (3) or Department Elective (3)
Environmental Science	Exam Score 4 or 5	BIO 105 (4)
European History	Exam Score 4 or 5	HIS 201 (3) & HIS 202 (3)

French Language and Culture	Exam Score 3, 4, or 5	FRE 101 (4) & FRE 102 (4) & FRE 201 (4) & FRE 202 (4)
German Language and Culture	Exam Score 3, 4, or 5	GER 101 (4) & GER 102 (4) & GER 201 (4) & GER 202 (4)
Human Geography	Exam Score 4 or 5	GEO 102 (3)
Italian Language and Culture	Exam Score 3	ITA 101 (4) & ITA 102 (4)
Italian Language and Culture	Exam Score 4	ITA 101 (4) & ITA 102 (4) & ITA 201 (4)
Italian Language and Culture	Exam Score 5	ITA 101 (4) & ITA 102 (4) & ITA 201 (4) & ITA 202 (4)
Japanese Language and Culture	Exam Score 3	JPN 101 (4) & JPN 102 (4)
Japanese Language and Culture	Exam Score 4	JPN 101 (4) & JPN 102 (4) & JPN 201 (4)
Japanese Language and Culture	Exam Score 5	JPN 101 (4) JPN 101 (4) JPN 102 (4) JPN 201 (4) & JPN Elective Credit (4)
Latin	Exam Score 3	Elective Credit (8)
Latin	Exam Score 4	Elective Credit (12)
Latin	Exam Score 5	Elective Credit (16)
Macroeconomics	Exam Score 4 or 5	ECN 204 (3)
Microeconomics	Exam Score 4 or 5	ECN 205 (3)
Music Theory	Exam Score 3	MUS 100 (3)
Music Theory	Exam Score 4 or 5	MUS 100 (3) & MUS 120 (3)
Physics C: Mechanics	Exam Score 3, 4 or 5 on Mechanics	PHY 111 (4)
Physics C: Electricity and Magnetism	Exam Score 3, 4 or 5 on Electricity & Magnetism	PHY 112 (4)
Psychology	Exam Score 4 or 5	PSY 101 (3)
Spanish Language	Exam Score 3, 4 or 5	SPA 101 (4) & SPA 102 (4) SPA 201 (4) & SPA 202 (4)
Spanish Literature and Culture	Exam Score 3, 4 or 5	SPA 101 (4) & SPA 102 (4) SPA 201 (4) & SPA 202 (4)
Statistics	Exam Score 3, 4, or 5	MAT 160 (3)
Studio Art: 2-D Design	Exam Score 4 or 5 on 2D	ART 160 (3)
Studio Art: 3-D Design	Exam Score 4 or 5	ART 165 (3)
Studio Art: Drawing	Exam Score 4 or 5	ART 110 (3)
US Government and Politics	Exam Score 4 or 5	POS 110 (3)
US History	Exam Score 4 or 5	HIS 131 (3) & HIS 132 (3)
World History	Exam Score 4 or 5	HIS 212 (3)

Cambridge International Exam (CIE)

Exam	Score	CCC Course
Biology- AS Level	Exam Score D	BIO 100 (4) or BIO Dept. Elective (4)
Biology- A Level	Exam Score E	BIO 181 (4)
Biology- A Level	Exam Score D	BIO 181 (4) & BIO 182 (4)
Chemistry- AS Level		CHM 130 w/ lab (4)
Chemistry- A Level	Exam Score D	CHM 130 w/ lab (4)
Chemistry- A Level	Exam Score E	CHM 130 w/ lab (4)
	Exam Score D	
Economics- A Level	Exam Score D	ECN 204 (4) & ECN 205 (3)
Environmental Management AS Level Exam	Exam Score D	Elective (4)
Geography- AS Level	Exam Score E	Dept. Elective (3)
Geography- AS Level	Exam Score D	Dept. Elective (3)
Geography- A Level	Exam Score E	Elective Credit (6)
Geography- A Level	Exam Score D	Elective Credit (6)

Marine Science- AS Level	Exam Score D	BIO 100 (4)
Marine Science- A Level	Exam Score D	BIO Dept. Elective (4)
Psychology- AS Level	Exam Score E	PSY 101 (3)
Psychology- AS Level	Exam Score D	PSY 101 (3)
Psychology- A Level	Exam Score E	PSY 101 and PSY Elective (6)
Psychology- A Level	Exam Score D	PSY 101 and PSY Elective (6)
Chemistry- A Level	Exam Score C	CHM 151 w/lab (5)
Chemistry- A Level	Exam Score B	CHM 151 w/lab (5)
Chemistry- A Level w/lab (5)	Exam Score A	CHM 151 w/lab (5) & CHM 152

College Level Examination Program (CLEP)

Exam	Score	CCC Course
American Government	Exam Score 50 or higher	POS 110 (3)
American Literature	Exam Score 55	ENG Elective (3)
Analyzing and Interpreting Literature	Exam Score 50 or higher	Elective (3)
Biology Exam Score 50 or higher	Exam Score 50 or higher	BIO Department Elective (3)
Calculus	Exam Score 50 or higher	MAT 220 (5)
Chemistry	Exam Score 50 or higher	CHM 151 (includes lab) (5)
College Algebra	Exam Score 50	MAT 151 (4)
College Composition	Exam Score 50 or 60	ENG 101 (3) or Elective Credit (3)
English Literature	Exam Score 50 or 55	Elective Credit (3)
Financial Accounting	Exam Score 50 or 60	ACC 255 (3)
French Language	Exam Score 50	FRE 101 (4)
French Language	Exam Score 55	FRE 101 (4) & FRE 102 (4)
French Language	Exam Score 62	FRE 101 (4) & FRE 102 (4) & FRE 201 (4)
French Language	Exam Score 66	FRE 101 (4) & FRE 102 (4) & FRE 201 (4) & FRE 202 (4)
German Language	Exam Score 39	GER 101 (4)
German Language	Exam Score 46	GER 101 (4) & GER 102 (4)
German Language	Exam Score 51	GER 101 (4) & GER 102 (4) & GER 201 (4)
German Language	Exam Score 60	GER 101 (4) & GER 102 (4) & GER 201 (4) & GER 202 (4)
History of the US I: Early Colonization to 1877	Exam Score 50	HIS 131 (3)
History of the US II: 1865 to the Present	Exam Score 50	HIS 132 (3)
Human Growth and Development	Exam Score 50	PSY 240 (3) & ECE 234 (3)
Humanities	Exam Score 49 or 50	HUM Elective Credit (3)
Introductory Business Law	Exam Score 50	Elective Credit (3)
Spanish Language	Exam Score 50	SPA 101 (4)
Spanish Language	Exam Score 55	SPA 101 (4) & SPA 102 (4)
Spanish Language	Exam Score 66	SPA 101 (4) & SPA 102 (4) & SPA 201 (4)
Spanish Language	Exam Score 68	SPA 101 (4) & SPA 102 (4) & SPA 201 (4) & SPA 202 (4)
Western Civilization I : Ancient Near East to 1648	Exam Score 56	HIS 201 (3)

International Baccalaureate (IB)

Exam	Score	CCC Course
Biology-HL	Exam Score 4 or 5	BIO 100 (4)
Biology-HL	Exam Score 6 or 7	BIO 181 (4) & BIO 182 (4)
Business and Management-HL	Exam Score 5 or higher	Elective Credit (3)
Chemistry-HL	Exam Score 4	CHM 151 (5)
Chemistry-HL	Exam Score 5	CHM 151 (5) & CHM 152 (5)
Classical Languages (Latin)-HL	Exam Score 4	LAT 101 (4) & LAT 102 (4)
Classical Languages (Latin)-HL	Exam Score 5, 6 or 7	LAT 201 (4) & LAT 202 (4)
Economics-HL	Exam Score 5 or higher	ECN 204 (3) & ECN 205 (3)
English A-HL	Exam Score 5, 6 or 7	ENG 101 (3) or Elective Credit (3)
Geography-HL	Exam Score 5, 6 or 7	GEO 102 (3)
History, Americas-HL	Exam Score 4	HIS 131 (3)
History, Americas-HL	Exam Score 5 or higher	HIS 131 (3) & HIS 132 (3)
History, European-HL	Exam Score 4	HIS 201 (3)
History, European-HL	Exam Score 5, 6 or 7	HIS 201 (3) & HIS 202 (3)
Mathematics-HL	Exam Score 5 or higher	MAT 220 (5)
Modern Languages: French B-HL	Exam Score 4	FRE 101 (4) & FRE 102 (4)
Modern Languages: French B-HL	Exam Score 5, 6 or 7	FRE 201 (4) & FRE 202 (4)
Modern Languages: German B-HL	Exam Score 4	GER 101 (4) & GER 102 (4)
Modern Languages: German B-HL	Exam Score 5, 6 or 7	GER 201 (4) & GER 202 (4)
Modern Languages: Spanish B-HL	Exam Score 4	SPA 101 (4) & SPA 102 (4)
Modern Languages: Spanish B-HL	Exam Score 5, 6 or 7	SPA 201 (4) & SPA 202 (4)
Music-HL	Exam Score 4, 5, 6 or 7	MUS 120 (3)
Physics-HL	Exam Score 5	PHY 111 (4)
Physics-HL	Exam Score 6 or higher	PHY 111 (4) & PHY 112 (4)
Physics- SL	Exam Score 6 or higher	PHY 111 (4)
Psychology-HL	Exam Score 5 or 6	PSY 101 (3)
Social and Cultural Anthropology-SL	Exam Score 5 or higher	Dept. Elective (3)
Music-HL	Exam Score 4 or higher	MUS 120 (3)
Theatre-HL	Exam Score 4 or 5	THR 101 (3)
Visual Arts-HL	Exam Score 4	ART 160 (3)
Visual Arts-HL	Exam Score 5, 6 or 7	ART 110 (3) & ART 160 (3)

Degrees

Associate of Arts Degree (AA)

The AA Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A). Courses, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

Associate of Applied Science Degree (AAS)

This degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Remedial or Developmental courses and courses taken for S/U credit will not be counted toward this degree.

With the exception of AAS to BAS degrees, these degrees are not intended for transfer to a university, although some courses may be accepted for transfer by universities.

Associate of Business Degree (ABUS)

This program is intended for students who plan to transfer to a baccalaureate program in business or a related field. It provides a foundation of general education, along with courses chosen to help fulfill lower-division baccalaureate requirements.

Associate of Fine Arts (AFA)

This degree is designed for transfer to the Fine Arts bachelor's degrees at all Arizona public universities. The programs give students a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Courses, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

Associate of Science Degree (AS)

This degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

Associate of Arts Degree (AA)

AA in Administration of Justice: 60 credits

The Associate of Arts in Administration of Justice is designed for transfer to the Criminal Justice bachelor's degree at Northern Arizona University (NAU) and Arizona State University (ASU). The program provides students with knowledge and skills which can be used to enter a wide variety of law enforcement and corrections positions. Students completing this degree will transfer 60-64 credits to NAU or ASU. Students planning to transfer to a university other than NAU or ASU should see an advisor. This degree results in an AGEC-A which is transferable to all Arizona public universities.

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"
Contemporary Global/International or Historical Awareness	"C"

Major Requirements: 15 credits

AJS 101	Introduction to Administration of Justice	3
AJS 110	The Correction Function	3
AJS 130	The Police Function	3
AJS 260	Constitutional Law	3
AJS 280	Criminology	3

Elective Requirements: 10 credits

Any transferable courses as stated in the Course Equivalency Guide (CEG) that transfer to UA, ASU, and NAU.

Recommended:

One course at the 100 level or above in Spanish or Navajo

SOC 210 Sociology of Gender (4)

SOC 215 Race and Ethnic Relations (3)

AA American Sign Language Interpreting: 60 credit hours

Designed to provide the foundation for students interested in pursuing a career in American Sign Language Interpreting or within the Deaf community.

General Education: 37 credits

All general education coursework must be selected from approved AGEC curriculum.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

ASL 200 Introduction to the Deaf Community

One additional SBS course, excluding ASL

Physical and Biological Sciences (8)

Two courses

Options (8)

ASL 101 American Sign Language I (4)

ASL 102 American Sign Language II (4)

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"

Major Requirements: 23 credits

ASL 201	American Sign Language III	4
ASL 202	American Sign Language IV	4
ASL 203	Comparative Analysis of American Sign Language to English	3
ASL 215	American Sign Language Literature: Narratives	3
ITP 201	Ethics and Social Justice of Interpreting	3
ITP 211	Fundamentals of Interpreting I	3
ITP 212	Fundamentals of Interpreting II	3

Any additional coursework as needed to complete 60 total credit hours.

AA in Anthropology: 60 credits

The AA degree in Anthropology is designed as and offers the student comprehensive preparation for transfer to the Anthropology bachelor's degree at all Arizona public universities. This degree provides a comprehensive introduction to the discipline and all its subfields. Students completing this degree will transfer a minimum of 60 credits to all Arizona public universities.

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Recommended: SOC 101 Introduction to Sociology (3)

Physical and Biological Sciences (8)

ANT 101 Introduction to Physical Anthropology (4)

One additional course (4)

Options (0-6)

Second semester proficiency in any foreign language, excluding English, to complete 35 credits.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

Major Requirements: 19 credits

ANT 102	Introduction to Cultural Anthropology	3
ANT 103	Culture and Language	3
ANT 110	Exploring Archaeology	3
ANT 230	Peoples of the Southwest	3
ANT 241	Witchcraft and Religion	3
ANT 250	Peoples of the World	4

Elective Requirements: 6 credits

6 credit hours of transferable coursework

Recommended: MAT 160 Introduction to Statistics (3) or PSY 230 Introduction to Statistics (4)

AA in Business: 60 credits

The Associate Arts in Business degree is designed for transfer to the Business bachelor's degree at Northern Arizona University (NAU). Students interested in these programs or who are planning to transfer to a university other than NAU should see an advisor.

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 151 College Algebra (4) or higher

Arts and Humanities (6)

Two courses from different disciplines

Recommended: PHI 105 Introduction to Ethics (3)

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

CIS 120 Introduction to Computer Information Systems (3)

And one additional course to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

Degree Core Requirements: 18 credits

ACC 255	Principles of Financial Accounting	3
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ACC 256	Principles of Managerial Accounting	3
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BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
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BUS 232	Business Statistics and Analysis	3
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ECN 204	Macroeconomic Principles	3
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ECN 205	Microeconomic Principles	3
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Degree Electives

Select a minimum of two courses or more from the list below to complete 60 total credit hours.

BUS 204	Business Communications	3
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CIS 220	Computer Programming I	4
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MAT 172	Finite Mathematics	3
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MAT 211	Business Calculus	4
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Any combination of Accounting (ACC) or Business (BUS) course that transfers according to the Course Equivalency Guide (CEG) at www.aztransfer.com to Northern Arizona University (NAU).

AA in Construction Technology Management: 65 credits

This degree is designed for transfer to the Construction Management bachelor's degree at Northern Arizona University (NAU).

AGEC-A Requirements: 35 credit hours.

All AGEC coursework must be selected from the approved AGEC list.

Composition:	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics:	MAT 187 Pre-Calculus (5) or higher (3)	3
Arts and Humanities:	Two courses from separate disciplines	6
Social/Behavioral Sciences:	BUS 214 Legal, Ethical and Regulatory Issues in Business	3
	ECN 204 Macroeconomic Principles	3
Physical/Biological Sciences:	PHY 111 College Physics I	4
	PHY 112 College Physics II	4
Options:	CIS 120 Introduction to Computer Information Systems	3
	SPC 100 Fundamentals of Speech Communication	3

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"
Contemporary Global/International or Historical Awareness	"C"

Degree Core Requirements: 30 credit hours

ACC 108	Accounting Procedures I	3
ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
CTM 120	Building the Human Environment	3
CTM 123	Building Construction Methods I	3
CTM 124	Building Construction Methods II	3
CTM 130	Blueprint Reading and Estimating	3
CTM 224	Concrete and Masonry Systems	3
CTM 253	Plane Surveying and Building Layout	3
ECN 205	Microeconomic Principles	3

AA in General Studies: 60 credits

This degree is designed for students who either have undeclared majors or who are developing a general or liberal studies emphasis. Students completing this degree will transfer a minimum of 60 credits to ASU, NAU, and UA.

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)
ENG 101 College Composition I (3)

ENG 102 College Composition II (3)
 Mathematics (3)
 MAT 140 College Mathematics w/Algebra Review (5) or higher
 Arts and Humanities (6)
 Two courses from different disciplines
 Social and Behavioral Sciences (6)
 Two courses from different disciplines
 Physical and Biological Sciences (8)
 Two courses
 Options (0-6)
 Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"
Contemporary Global/International or Historical Awareness	"C"

Major Requirements: 25 credits

Any transferable coursework as stated in the Course Equivalency Guide (CEG) with a minimum of 6 credit hours of coursework within the same discipline/prefix. Depending on transfer goals, student may decide to take up to fourth semester proficiency in any natural human language, excluding English.

AA in Hotel and Restaurant Management: 67 credits

Designed for transfer to the Hospitality bachelor's degree at Northern Arizona University (NAU). This program trains graduates for management careers in one of the fastest growing industries in the United States, the hospitality industry. Students planning to transfer to a university other than NAU should see an advisor.

Program Requirements: 67 credit hours

Arizona General Education Curriculum- Art (AGEC-A): 37 credit hours

All AGEC coursework must be selected from approved AGEC curriculum.

Course	Course Title	Credit Hours
Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 140 College Mathematics or higher	3
Arts and Humanities	Two courses from different disciplines	6
Social and Behavioral Sciences	ECN 204 Macroeconomic Principles	3
	ECN 205 Microeconomic Principles	3
Physical and Biological Sciences	Two courses	8
Option:	Two semesters of the same foreign language excluding English	8

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"
Contemporary Global/International or Historical Awareness	"C"

Degree Core Requirements: 30 Credit hours

Course Prefix/Number	Course Title	Credit Hours
ACC 108	Practical Accounting Procedures I	3
ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
CIS 120	Introduction to Computer Information Systems	3
HRM 100	Introduction to Hospitality	3
HRM 140	Food Production Concepts	3
HRM 210	Guest Service Management	3
HRM 220	Property Management	3
HRM 240	Commercial Food Production	3
HRM 270	Hospitality Information Technology II	3

AA in Psychology: 60 credits

The Associate of Arts degree in Psychology is designed for transfer to the three Arizona State universities. Requirements differ significantly among universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

Major Requirements: 10 credits

PSY 101 Introduction to Psychology 3

PSY 230 Introduction to Statistics 4

PSY 250 Social Psychology 4

Elective Requirements: 9-12 credits

Select from the following courses:

PSY 205	Introduction to Abnormal Psychology	3
PSY 227	Personality Development	3
PSY 236	Psychology of Women	3
PSY 240	Developmental Psychology	3
PSY 255	Introduction to Biological Psychology	3

Additional Electives

Any transferable coursework as listed in the Course Equivalency Guide at www.aztransfer.com to complete 60 total credit hours.

AA in Sociology: 62 credits

The Associate of Arts degree in Sociology is designed for transfer to the Sociology bachelor's degree at all Arizona public universities. Students completing this degree will transfer 61-64 credits to all Arizona public universities.

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences

(8) Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

Degree Core Requirements: 10 credits

SOC 101	Introduction to Sociology	3
SOC 210	Sociology of Gender	4
SOC 215	Race and Ethnic Relations	3

Degree Electives 9 credits

Select three courses from the following list:

PSY 230	Introduction to Statistics	4
SOC 130	Human Sexuality	3
SOC 140	Marriage and Family in the United States	3
SOC 230	Sociology of Film and Media	3

Additional Electives: 8 credits

Two semesters of the same natural human language, excluding English.

AAS Degrees**AAS in Administration of Justice: 62 credits**

This program is designed to prepare students to enter the workforce in the criminal justice arena. This program provides students with specific knowledge and skills, which will assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention positions.

Note: This occupational program is not intended for transfer to a 4-year institution. Students thinking about pursuing a bachelor's degree in the criminal justice arena should work on the Associate of Arts degree in Administration of Justice.

General Education: 29 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses.

Social and Behavioral Sciences (6)

Two courses.

Recommended: SOC 210 Sociology of Gender (4)

or SOC 215 Race and Ethnic Relations (3)

Physical and Biological Sciences (8)

Two courses

Major Requirements: 33 credits

AJS 101	Intro to Administration of Justice	3
AJS 105	Juvenile Detention Studies	3
AJS 110	The Correction Function	3
AJS 120	Substantive Criminal Law	3
AJS 150	Rules of Criminal Procedure	3
AJS 160	Justice Systems Management	3
AJS 200	Community Relations	3
AJS 220	Rules of Evidence	3
AJS 230	Crime and Deviant Behavior	3
AJS 240	Juvenile Justice Procedure	3
AJS 280	Criminology	3

AAS in Business: 61 credits

This program is designed to prepare students to enter the business profession, at an entry level position, with tracks in General Business and Accounting.

General Education: 35 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

Degree Requirements: 27 credits

ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
BUS 100	Mathematics of Business	3
BUS 204	Business Communications	3
BUS 206	Principles of Management	3
BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
CIS 120	Introduction to Computer Information Systems	3
ECN 204	Macroeconomic Principles	3
ECN 205	Microeconomic Principles	3

Degree Electives

Select one emphasis area and complete 9 credit hours. Students may apply for 3 credits of Internship I to any specialization option in consultation with a Business advisor.

Accounting Specialization Option

ACC 110	Payroll Accounting	3
ACC 206	Accounting and EDP Systems	3
ACC or BUS	Any ACC or BUS course	1-3

General Business Specialization Option

ACC or BUS	Any ACC or BUS course	1-4
BUS 213	Small Business Management	3
LDR 201	Leadership Basics	3

AAS Computer Technology: 61 Credit Hours

Designed to prepare students for computer technology positions. The program offers emphases in Computer Technician, Desktop Support, Graphics and Web Design, and Network Administrator. Many courses in the program align directly with industry standard certifications.

General Education Curriculum: 25 credit hours

All General Education coursework must be selected from the approved Arizona General Education Curriculum.

Credit Hours

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 140 College Mathematics (5) or higher	3
Arts and Humanities	Two courses	6
	Recommended: HUM 205 (3)	
Social and Behavioral Sciences	Two courses	6
Physical and Biological Sciences	One course	4

Degree Core Requirements 21 credits

Course	Title	Credit Hours
BUS 204	Business Communications	3
CIS 120	Introduction to Computer Information Systems	4
CIS 135	Basic Server Operating Systems	4
CIS 215	Principles of Programming with Python	3
CIS 220	Computer Programming I	4

Degree Elective Requirements: 15-16 credit hours

Select at least one track below and complete the indicated amount of total credit hours from the coursework listed.

***A maximum of six credit hours can be selected in CIS 289 and/or CIS 298 to complete any of the tracks listed below.**

Computer Technician Track: 16 credits

Course	Title	Credit Hours
CIS 161	Linux Administration I	4
CIS 171	Linux Administration II	4
CIS 230	Implementing and Supporting Windows	4
CIS 240	Installing, Configuring, and Administering Microsoft Windows Servers	4
*CIS 289	Internship I	1-6
*CIS 298	Special Topics	1-6

Desktop Support Track: 16 credits

Course	Title	Credit Hours
CIS 117	Introduction to Web Page Design	3
CIS 122	Introduction to MS Word	3
CIS 123	Introduction to Spreadsheets	3
CIS 125	Introduction to Databases	3
CIS 228	Network Essentials	4
*CIS 289	Internship I	1-6
*CIS 298	Special Topics	1-6

Graphics and Web Design Track: 15 credits

Course	Title	Credit Hours
ART 130	Computer Graphics	3
ART 135	Adobe Photoshop	3
*ART 160	Color and Design	3
CIS 116	Introduction to HTML	3
CIS 117	Introduction to Web Page Design	3
*CIS 289	Internship I	1-6
*CIS 298	Special Topics	1-6

Network Administrator Track: 16 credits

Course	Title	Credit Hours
CIS 161 & 171	Linux Administration I and II	8
or		
CIS 230 & CIS 240	Implementing and Supporting Windows & Installing, Configuring, and Administering Microsoft Windows Server	8
and		
CIS 228	Network Essentials	4
CIS 237	Introduction to Computer Security	4
*CIS 289	Internship I	1-6
*CIS 298	Special Topics	1-6

AAS in Construction Technology: 60 credits

This degree will provide students with the skills to pursue a career in the construction trades or in construction management. The student will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in the Construction Technology Certificate toward completion of the AAS degree.

General Education: 25 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

Degree Requirements: 24 credits

CTM 111	Plumbing	3
CTM 120	Building the Human Environment	3
CTM 123	Building Construction Methods I	3
CTM 124	Building Construction Methods II	3
CTM 130	Blueprint Reading & Estimating	3
CTM 150	Basic Electrical Theory	3
CTM 211	International Residential Code	3
CTM 288	Construction Supervision, Scheduling, and Project Management	3

Degree Elective Requirements: 11 credits

Any 11 credits from BUS, CIS, CTM, or WLD with a minimum of 3 credits in CTM.

AAS in Environmental Technology: Alternative Energy Technician: 61 credits

This degree will provide students with the skills to pursue a career in the Alternative Energy field. The student will be instructed through mastery learning components and field study workshops arranged with local contractors.

General Education: 25 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

One course

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

Options (3)

CIS 120 Introduction to Computer Information Systems (3)

Major Requirements: 36 credits

CTM 111	Plumbing	3
CTM 115	Introduction to Wood Working	3
CTM 120	Building the Human Environment	3
CTM 123	Building Construction Methods I	3
CTM 124	Building Construction Methods II	3
CTM 130	Blueprint Reading & Estimating	3
CTM 132	Solar Water Heating System	2
CTM 138	Introduction to Solar Design Applications	1
CTM 150	Basic Electrical Theory	3
CTM 151	House Wiring I	3
CTM 211	International Building Code	3
CTM 235	Solar Home Design	3
CTM 236	Photovoltaics and Wind Power	3

AAS in Fire Science: 66 credits

Designed to prepare students with the knowledge, skills, and abilities (KSA's) to enter the Fire Service. Successful completion of the program also provides the student with an opportunity to obtain Arizona state certifications for Hazardous Materials Awareness and Operations and Fire Fighter I and II along with National Wildfire Coordinating Group certificates for: S-130, S-190, L-180, I-CS-100, and IS-700.

Program Requirements: 66 credit hours

All AGEC coursework must be selected from the approved list of AGEC courses.

AZ General Education Curriculum (AGEC) Requirements: 19 credit hours

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
	Mathematics MAT 140 (5) or higher (3)	3

Arts/Humanities	One course	3
Social/Behavioral Sciences	One course	3
Physical/Biological Sciences	One course	4

Degree Core requirements: 47 credit hours

EMS 131	Emergency Medical Technician	8
FSC 135	Fundamentals of Fire Prevention	3
FSC 136	Fire Apparatus and Hydraulics	4
FSC 138	Hazardous Materials/First Responder	4
FSC 180	Fire Fighter I and II	8
FSC 233	Introduction to Wildland Fire Behavior/Fire Fighter and Human Factors in the Wildland	4
FSC 235	Fire Protection Systems	3
FSC 236	Firefighter Occupational Safety	3
FSC 238	Emergency Scene Management	3
FSC 239	Emergency Services Leadership and Management	4
FSC 241	Firefighter Safety and Building Construction	3

AAS in Hospitality Management: 60 credits

This program prepares students for entry-level management careers in the hospitality industry. Students completing this degree will develop knowledge and skills necessary to compete in one of Arizona's fastest growing businesses.

General Education: 25 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

BUS 100 Mathematics of Business (3)

or MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

Degree Requirements: 18 credits

BUS 206	Principles of Management	3
BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
CIS 120	Introduction to Computer Information Systems	3
HRM 100	Introduction to Hospitality	3
LDR 201	Leadership Basics	3
SPC 100	Fundamentals of Speech Communication	3

Degree Emphasis Requirements: 6 credits

Select 1 emphasis area and complete 6 credits.

Hotel Emphasis

HRM 210	Guest Service Management	3
HRM 220	Property Management	3

Restaurant Emphasis

HRM 140	Food Production Concepts	3
HRM 240	Commercial Food Production	3

Degree Electives

Select any credits from the following list to complete 60 credit hours:

ACC 255 Principles of Financial Accounting (3)	BUS 211 Human Resources/Personnel Management (3)
ACC 256 Principles of Managerial Accounting (3)	ECN 204 Macroeconomic Principles (3)
BUS 204 Business Communications (3)	ECN 205 Microeconomic Principles (3)

AAS in Medical Office Management: 63 credits

Prepares students for the varied and expanded responsibilities involved in working within medical offices today.

Students will receive training in numerous areas including administrative, clinical and management aspects, which will give them an understanding of the workings within today's medical businesses. Graduates will have the skills necessary to obtain a position as a medical office manager. Students completing the program are eligible to take the American Medical Technologists (AMT) certification exam to become a Registered Medical Assistant (RMA) and will have the skills necessary to manage a medical office effectively. Students must complete the medical assistant certificate consisting of AHS 145, 146, 147, 148, 149, and 289 prior to pursuing the rest of the degree.

Program Requirements: 63 credit hours**General Education Core Requirements: 19 credit hours**

All General Education coursework must be selected from the approved Arizona General Education Curriculum (AGEC) list.

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 140 College Mathematics (5) or higher	3
Arts and Humanities	One course from Arts/Humanities or Options	3
Social and Behavioral Sciences	One course	3
Physical and Biological Sciences	One course	4

Degree Core Requirements: 44 credit hours

Prefix/Number	Course Title	Credit Hours
ACC 108	Practical Accounting Procedures I	3
AHS 110	Health Care Ethics and Law	3
AHS 145	Medical Assistant Essentials	4
AHS 146	Medical Assistant A	10
AHS 147	Medical Assistant A Skills	2
AHS 148	Medical Assistant B	10
AHS 149	Medical Assistant B Skills	2
AHS 289	Internship I	4

BUS 206	Principles of Management	3
CIS 120	Introduction to Computer Information Systems	3

AAS in Nursing: 77 credits

The nursing program is designed to prepare graduates for entry level nursing positions.

Program Requirements: 77 credit hours in:

*All program admission requirements must be completed prior to applying to the Nursing program. All requirements, except LNA licensure, can be applied towards the AAS Nursing degree program requirements.

Program Admission Requirements:

BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II
BIO 205	Microbiology
BIO 218	Pathophysiology
CHM 130	Fundamentals of Chemistry or higher
ENG 101	College Composition I
MAT 140	College Mathematics (5) or higher AGEC math course
NTR 135	Human Nutrition
LNA License	

General Education Requirements: 27 credit hours

All general education coursework must be selected from the appropriate AGEC category.

Composition	ENG 101	College Composition I	3
	ENG 102	College Composition II	3
Mathematics	MAT 140	College Mathematics (5) or higher	3
Arts & Humanities	One course. A course from Options may be selected.		3
Social & Behavioral Sciences	PSY 240	Developmental Psychology	3
Physical & Biological Sciences	BIO 202	Human Anatomy and Physiology II	4
	BIO 205	Microbiology	4
	BIO 218	Pathophysiology	4

Degree Core Requirements: 50 credit hours

BIO 201	Human Anatomy and Physiology	4
CHM 130	Fundamentals of Chemistry or higher	4
NTR 135	Human Nutrition	3
NUR 114	Nursing Pharmacology	3
NUR 116	Nursing Concepts I	7
NUR 124	Nursing Concepts II	9
NUR 215	Nursing Concepts III	9
NUR 220	Nursing Concepts IV	9
NUR 222	Management & Leadership in Nursing	2

AAS in Paramedic Studies: 65 credits

The Paramedic Studies program is designed to prepare students to enter the paramedic profession by providing them with the knowledge and skills which can be used to enter the paramedic field. This program is provided in partnership with Northern Arizona Healthcare (NAH). Application to and acceptance into the program is required for the EMS 262 course in order to complete this program. See the NAH website at www.nahealth.com for more information.

General Education: 18 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (3)

One course

Social and Behavioral Sciences (6)

Two courses from different disciplines

Major Requirements: 47 credits

EMS 262	Certified Emergency Paramedic	47
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AAS in Pre-Health Careers: 60 credits

The pre health careers program is designed to prepare students for application to the CCC nursing program and/or to seek employment in a variety of health professions.

General Education Requirements: 25 credit hours

All General Education coursework must be selected from approved Arizona General Education Curriculum (AGEC).

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 140 College Mathematics or higher	3
Arts and Humanities	Two courses, including Options.	6
Social and Behavioral Sciences	PSY 101 Intro to Psychology	3
	PSY 240 Developmental Psychology	3
Physical and Biological Sciences	BIO 181 Unity of Life I: Life of the Cell	4

Degree Core Requirements: 26 credit hours

AHS 131	Medical Terminology	3
BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 205	Microbiology	4
BIO 218	Human Pathophysiology	4
CHM 130	Fundamentals of Chemistry	4
NTR 135	Human Nutrition	3

Degree Electives:

Any 9 credit hours of transferable college-level coursework to complete 60 credit hours. The following are recommended:

AHS 110	Health Care Ethics and Law	3
AHS 145/148/149	Medical Assistant	16
EMS 131	Emergency Medical Technician	8
NUR 110/111	Nursing Assistant I/Nursing Assistant Clinical	5
PSY 230	Introduction to Statistics	4

AAS Sustainable Green Building: 61 credits

The Associate of Applied Science in Sustainable Green building is designed to educate students comprehensively on the many subjects related to Green Building Categories and related Environmental and occupant issues, Energy Efficiencies and Sustainable Building design considerations.

General Education: 22 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (3)

One course

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

Major Requirements: 39 credits

CTM 120	Building the Human Environment	3
CTM 123	Building Methods I	3
CTM 124	Building Methods II	3
CTM 130	Blueprint Reading & Estimating	3
CTM 131	Green Building Introduction	1
CTM 132	Solar Water Heater System	2
CTM 133	Solar Greenhouse Design	1
CTM 134	Rain Water Harvest Systems	1
CTM 138	Intro to Solar Design Applications	1
CTM 150	Basic Electrical Theory	3
CTM 235	Solar Home Design	3
CTM 236	Photovoltaics and Wind Power	3
CTM 250	Innovative and Alternative Building Techniques	3
CTM 260	Green Building I	3
CTM 289	Internship I	3
ENV 113	Global Environmental Issues	3

Associate of Business Degree (ABUS): 60 credits

General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3-5)

MAT 211 Business Calculus (4) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-3)

CIS 120 Introduction to Computer Information Systems (3)

Any additional AGECE coursework to complete 35 credits.

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

"W"

Ethnic/Race/Gender Awareness

"E"

Contemporary Global/International or Historical Awareness

"C"

Degree Core Requirements: 25 credits

University majors require certain lower-division courses; these are the courses that should be taken as the degree core. Courses numbered 100 or above which transfer to Arizona state universities as equivalent, departmental elective credit, or general elective credit will be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

At least 12 of these credits must be taken in the ACC, BUS, or ECN prefixes.

To select the most appropriate courses for your program of study, create an educational plan with an advisor.

Associate of Fine Arts (AFA) Degree

Associate of Fine Arts (AFA) in Visual Arts: 62 credits

General Education: 35 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (9)

ART 201 Art History I (3)

ART 202 Art History II (3)

Any additional Arts and Humanities course, excluding ART (3)

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGECE coursework to complete 35 credits

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

"W"

Ethnic/Race/Gender Awareness

"E"

Contemporary Global/International or Historical Awareness

"C"

Major Requirements: 15 credits

ART 110	Drawing I	3
ART 111	Drawing II	3
ART 160	Color and Design	3
ART 165	Three-Dimensional Design	3
ART 210	Life Drawing	3

Elective Requirements: 12 credits

Select from electives suggested below or other Art (ART) courses. Additional electives may be selected with Program Coordinator approval.

ART 120	Ceramics I	3
ART 121	Ceramics II	3
ART 136	Digital Photography I	3
ART 190	Painting I	3
ART 191	Painting II	3
ART 236	Digital Photography II	3

Associate of Science (AS) in General Studies: 60 credits

General Education: 35 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 220 Calculus I (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Select one group from any of the following:

BIO 181 Unity of Life I: Life of the Cell (4)

BIO 182 Unity of Life II: Multicellular Organisms (4) or

CHM 151 General Chemistry I (5)

CHM 152 General Chemistry II (5) or

PHY 161 University Physics I (4)

PHY 262 University Physics II (4)

Options (0-6)

Any AGECE coursework in mathematics above calculus and/or science from the following content areas to complete 35 credits: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, or Zoology.

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

Major Requirements: 25 credits

Any transferable coursework as stated in the Course Equivalency Guide (CEG) including 6 credit hours of coursework with the same prefix to complete 60 credits.

Certificates

Certificate programs are designed to provide specific knowledge to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

Accounting: 27 credits

The Accounting Certificate program is designed to prepare students for employment as entry-level bookkeeper/accounting position. Students may apply earned credit hours of this program toward the Associate of Applied Science in Business degree with an Accounting track.

Certificate Requirements: 26 credits

ACC 108	Practical Accounting Procedures 1	3
ACC 110	Payroll Accounting	3
ACC 111	Practical Accounting Procedures 2	3
ACC 206	Computerized Accounting	3
ACC 255	Principles of Financial Accounting	3
BUS 100	Mathematics of Business	3
BUS 111 or ENG 101	Business English or College Composition I	3
BUS 204	Business Communications	3
CIS 120	Introduction to Computer Information Systems	3

Gainful Employment Disclosures:

Coconino County Community College

Undergraduate certificate in Accounting

Program Length: 12 months

Students graduating on time

N/A* of Title IV students complete the program within 12 months¹

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$2,970 for in-state tuition and fees

\$10,058 for out-of-state tuition and fees

\$1,244 for books and supplies

Other Costs:

estimated off campus room and board = \$ 9,674

estimated parking permit = \$ 51

Visit website for more program cost information: [/www.coconino.edu/disclosures](http://www.coconino.edu/disclosures)

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt³

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***⁴.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

Bookkeeping, Accounting, and Auditing Clerks: <http://onetonline.org/link/summary/43-3031.00>

Payroll and Timekeeping Clerks: <http://onetonline.org/link/summary/43-3051.00>

Statistical Assistants: <http://onetonline.org/link/summary/43-9111.00>

Licensure Requirements⁶

The following do not have licensure requirements for this profession:

Arizona

Additional Information:

No additional notes provided.

Date Created: 2/27/2018

These disclosures are required by the U.S. Department of Education

Footnotes:

The share of students who completed the program within 100% of normal time (12 months).

The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.

The median earnings of program graduates who received Federal aid.

Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

American Sign Language and Interpreting Studies: 34 Credits

Designed to provide the foundation for students interested in pursuing a career in American Sign Language Interpreting or within the Deaf community. This certificate is aligned to the AA American Sign Language Interpreting degree.

Certificate Requirements: 34 credit hours

Course	Title	Credit Hours
ASL 101	American Sign Language I	4
ASL 102	American Sign Language II	4
ASL 200	Introduction to the Deaf Community	3
ASL 201	American Sign Language III	4
ASL 202	American Sign Language IV	4
ASL 203	Analysis of American Sign Language to English	3
ASL 215	American Sign Language Literature: Narratives	3
ITP 201	Ethics and Social Justice of Interpreting	3
ITP 211	Fundamentals of Interpreting I	3
ITP 212	Fundamentals of Interpreting II	3

Coconino County Community College

Undergraduate certificate in American Sign Language Interpreting Program Length: 64 weeks

[Edit](#)

Students graduating on time

N/A* of Title IV students complete the program within 64 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,350 for in-state tuition and fees

\$11,225 for out-of-state tuition and fees

\$1,770 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Interpreters and Translators](#)

Licensure Requirements

Program does not qualify students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/12/2019

These disclosures are required by the U.S. Department of Education

Arizona General Education Curriculum-Arts (AGEC-A)

AGEC-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors at all three Arizona State Universities. (e.g., Anthropology, Social Science, Fine Arts, and Humanities).

Certificate Requirements: 35 credits

All AGECE coursework must be selected from the approved AGECE list.

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 140 College Mathematics or higher	3
Arts and Humanities	Two courses from different disciplines	6
Social and Behavioral Sciences	Two courses from different disciplines	6
Physical and Biological Sciences	Two courses	8
Options	Any AGECE coursework to complete 35 credits	0-6

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Arizona General Education Curriculum-Business (AGEC-B)

AGEC-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors at all three Arizona State Universities (e.g. Business Administration, Computer Information Systems). Note: Associate in Business degree core courses may not be used to satisfy AGEC-B requirements.

Certificate Requirements: 35 credits

All AGEC coursework must be selected from the approved AGEC list.

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 211 Business Calculus or higher	4
Arts and Humanities	Two courses from different disciplines	6
Social and Behavioral Sciences	Two courses from different disciplines	6
Physical and Biological Sciences	Two courses	8
Options	CIS 120 Introduction to Computer Information Systems	3
	Any AGEC coursework to complete 35 credits	0-6

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	“W”
Ethnic/Race/Gender Awareness	“E”
Contemporary Global/International or Historical Awareness	“C”

Arizona General Education Curriculum-Science (AGEC-S)

AGEC-S is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements at all three Arizona State Universities (e.g. Biology or Chemistry).

Certificate Requirements: 35 credits

All AGEC coursework must be selected from the approved AGEC list.

Composition	ENG 101 College Composition I	3
	ENG 102 College Composition II	3
Mathematics	MAT 220 Calculus and Analytic Geometry I (5) or higher	3
Arts and Humanities	Two courses from different disciplines	6
Social and Behavioral Sciences	Two courses from different disciplines	6
Physical and Biological Sciences		8
	BIO 181 Unity of Life I: Life of the Cell	
	BIO 182 Unity of Life: Multi-cellular Organisms	
or		
	CHM 151 General Chemistry I	
	CHM 152 General Chemistry II	

or	
PHY 161	University Physics I
PHY 262	University Physics II

General Education Options

Any AGECE coursework above calculus and/or 0-6 science from the following content areas to complete 35 credit hours: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, or Zoology.

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"
Contemporary Global/International or Historical Awareness	"C"

Basic Detention Academy: 13 credits

The Coconino Community College Basic Detention Academy is designed to provide entry level training to detention/corrections officer staff, meeting Arizona Detention Association standards.

Certificate Requirements: 13 credits

AJS 216	Basic Detention Academy	13
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Computer Technician: Basic (19) and Advanced (19)

Basic:

Designed to develop professional skills related to computer hardware and software support and maintenance. Students in this program are encouraged to test for Microsoft Certified Professional in Windows and A+ Certification. Students may also apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology.

Advanced:

Designed to develop professional skills related to computer network, infrastructure, and security. Students in this program are encouraged to test for Network +, Security +, Server+, Linux+ industry certifications. Students may also apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology.

Program Goals:

Overall, the program will provide students with a thorough understanding of computer support as a computer technician and acquire the knowledge to test for industry standard certifications related to the field.

Basic:

To provide students with professional skills related to computer hardware and software support and maintenance. These skills would prepare students to test for the Microsoft Certified Professional in Windows and A+ Certification industry standard certifications.

Advanced:

To build on the skills developed in the basic certificate, with a focus on computer network, infrastructure, and security. These skills will prepare students to test for Network +, Security +, Server+, Linux+ industry certifications.

Program Outcomes:

Upon completion of the **Basic** program, students will be able to:

1. understand technological terminology;
2. demonstrate technological skills;
3. synthesize technological concepts;
4. effectively troubleshoot and identify network components;
5. install and maintain the Windows OS;
6. effectively troubleshoot software.

Upon completion of the **Advanced** program, students will be able to:

1. effectively deploy, install, and configure networking infrastructure;
2. identify and explain network security;
3. understand secure network architecture and systems design;
4. explain risk management processes and concepts.

Program Outcomes Assessment for both **Basic** and **Advanced** will include:

1. midterm and final exams;
2. graded lab simulations.

Certificate Requirements

Basic Certificate: 19 credits

CIS 120	Introduction to Computer Information Systems	3
CIS 130	Digital Technology Repair and A+ Introduction	4
CIS 135	Basic Server Operating Systems	4
	*Prerequisite: CIS 130 or COI	
CIS 161	Linux Administration I	4
	*Prerequisite: CIS 120 or COI	
CIS 230	Implementing and Supporting Windows	4
	*Prerequisite: CIS 130 or COI	

Fall Semester	Credits	Spring Semester	Credits
CIS 120	3	CIS 135	4
CIS 130	4	CIS 230	4
CIS 161	4		

Advanced Certificate: 19 credits

CIS 237	Computer and Network Security	4
CIS 171	Linux Administration II	4
	*Co-requisite: CIS 161 (CIS 120 or COI) or COI	
CIS 215	Principles of Programming with Python	3
CIS 228	Network Essentials	4
CIS 240	Installing, Configuring, and Administering Microsoft Windows Server	4
	* CIS 130 or COI	

Fall Semester	Credits	Spring Semester	Credits
CIS 171	4	CIS 237	4
CIS 215	3	CIS 240	4
CIS 228	4		

Coconino County Community College

Undergraduate certificate in Computer Technician - Advanced Program Length: 64 weeks

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 64 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$4,260 for in-state tuition and fees

\$14,235 for out-of-state tuition and fees

\$1,818 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Computer Programmers](#)

[Software Developers, Applications](#)

[Software Developers, Systems Software](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/12/2019

These disclosures are required by the U.S. Department of Education

Construction Technology: 24 credits

The Construction Technology Certificate provides the student with a technical foundation required to compete in today's construction field. The student will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Construction Technology.

CTM 111	Plumbing	3
CTM 115	Introduction to Wood Working	3
CTM 123	Building Construction Methods I	3
CTM 124	Building Construction Methods II	3
CTM 130	Blueprint Reading & Estimating	3
CTM 150	Basic Electrical Theory	3
CTM 151	House Wiring I	3
CTM 211	International Building Code	3

Gainful Employment Disclosures

Coconino County Community College

Undergraduate certificate in Building Construction Technology

Program Length: 8 months

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 8 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$2,835 for in-state tuition and fees

\$9,135 for out-of-state tuition and fees

\$1,005 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Civil Engineering Technicians](#)

[First-Line Supervisors of Construction Trades and Extraction Workers](#)

Licensure Requirements

The following do not have licensure requirements for this profession:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Early Childhood Education: 33 credits

The certificate in Early Childhood Education is designed to prepare students for positions within the field of Early Childhood Education.

ECE 100	Introduction to Early Childhood Education	3
ECE 110	Early Childhood Curriculum	3
ECE 120	Health, Safety, and Nutrition for the Young Child	3
ECE 200	Child Guidance	3
ECE 210	Creative Arts for the Young Child	3
ECE 220	Language Arts for the Young Child	3
ECE 230	Exploration and Discovery for the Young Child	3
ECE 234	Child Growth and Development	3
ECE 2340	School, Family, and Community Relations	3
ECE 250	Children with Special Needs	3
PSY 101	Introduction to Psychology	3

Coconino County Community College

Undergraduate certificate in Early Childhood Education Program Length: 12 months

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,465 for in-state tuition and fees

\$12,128 for out-of-state tuition and fees

\$1,579 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Preschool Teachers, Except Special Education](#)

[Kindergarten Teachers, Except Special Education](#)

Licensure Requirements

The following do not have licensure requirements for this profession:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Environmental Technology: Alternative Energy Technician Intermediate: 22 credits

The **Intermediate** certificate is designed to introduce the student to the construction and electrical industries and provide the foundations for hazard recognition and safety design issues associated with home construction, community development and passive solar design.

The **Advanced** certificate improves the student's expertise and knowledge in construction from an economic perspective. This certificate advances electrical skills with particular applications in Photovoltaic and wind power electrical generation, and blueprint reading, and drafting skills are developed.

Certificate Requirements

Intermediate Certificate: 22 credit hours:

CTM 111	Plumbing	3
CTM 115	Introduction to Wood Working	3
CTM 123	Construction Methods I	3
CTM 124	Construction Methods II	3
CTM 130	Blueprint Reading	3

CTM 138	Intro to Solar Applications	1
CTM 150	Basic Electricity	3
MAT 097	Intermediate Algebra (4) or higher (3)	3

Advanced Certificate: 44 credit hours:

Completion of the Intermediate Certificate	22
CTM 120 Building the Human Environment	3
CTM 132 Solar Water Heating	2
CTM 133 Solar Greenhouse Design	1
CTM 151 House Wiring I	3
CTM 235 Solar Home Design	3
CTM 236 Photovoltaics and Wind Power	3
CTM 250 Innovative & Alternative Building Techniques	3
CTM 289 Service Learning	1
MAT 140 College Mathematics (5) or higher course (3)	3

Coconino County Community College

Undergraduate certificate in Alternative Energy Technician - Intermediate

Program Length: 8 months

[Edit](#)

Students graduating on time

N/A* of Title IV students complete the program within 8 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$2,560 for in-state tuition and fees

\$8,335 for out-of-state tuition and fees

\$1,052 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Electrical Engineering Technologists](#)

[Solar Photovoltaic Installers](#)

Licensure Requirements

Program does not qualify students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Coconino County Community College

Undergraduate certificate in Alternative Energy Technician -
Advanced

Program Length: 64 weeks

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 64 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$5,285 for in-state tuition and fees

\$17,360 for out-of-state tuition and fees

\$2,153 for books and supplies

Other Costs

[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Electrical Engineering Technologists](#)

[Solar Photovoltaic Installers](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/12/2019

These disclosures are required by the U.S. Department of Education

Fire Science: Wildfire Suppression 24 credits

The Wildfire Suppression Certificate program is designed to introduce basic skills and to assist those who desire to gain employment as a wildland fire fighter. Included in the curriculum are cognitive and practical applications and knowledge. Students may apply a limited amount of credit hours earned in this program toward the Associate of Applied Science degree in Fire Science.

EMS 131	Emergency Medical Technician	8
FSC 138	Hazardous Materials/First Responder	4
FSC 233	Introduction to Wildland Fire Suppression	4
FSC 233	Introduction to Wildland Fire Suppression	4

This certificate will be introduced in Fall 2019 and thus does not yet have Gainful Employment information.

Fire Science Intermediate: 24 credits

The Fire Science Basic Certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Fire Science.

EMS 131	Emergency Medical Technician	8
FSC 138	Hazardous Materials/First Responder	4
FSC 180	Firefighter I and II	8
FSC 233	Introduction to Wildland Fire Behavior/Fire Fighter and Human Factors in the Wildland	4

Coconino County Community College

Undergraduate certificate in Fire Science – Intermediate Program Length: 8 months

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 8 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,880 for in-state tuition and fees

\$10,705 for out-of-state tuition and fees

\$813 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Municipal Fire Fighting and Prevention Supervisors](#)

[Municipal Firefighters](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Fire Science Advanced: 47 credits

The Fire Science Advanced Certificate program is designed to introduce additional skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Fire Science.

Completion of the Intermediate Certificate	24
FSC 135 Fundamentals of Fire Prevention	3
FSC 136 Fire Apparatus and Hydraulics	4
FSC 235 Fire Protection Systems	3
FSC 236 Firefighter Occupational Safety	3

FSC 238	Emergency Scene Management	3
FSC 239	Emergency Service Leadership and Management	4
FSC 241	Firefighter Safety and Building Construction	3

Coconino County Community College

Undergraduate certificate in Fire Science - Advanced Program Length: 64 weeks

[Print](#)

Students graduating on time

N/A* of Title IV students complete the program within 64 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$6,770 for in-state tuition and fees

\$19,895 for out-of-state tuition and fees

\$1,961 for books and supplies

Other Costs

[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Municipal Fire Fighting and Prevention Supervisors](#)

[Municipal Firefighters](#)

[Fire Inspectors](#)

[Fire Investigators](#)

[Forest Fire Inspectors and Prevention Specialists](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/12/2019

These disclosures are required by the U.S. Department of Education

Graphics and Web Design: 18 credits

The Graphics and Web Design Certificate is designed to develop professional skills in computer graphics and web page design. Students may apply some of the credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology. *Prerequisite: ART 110 will be waived for students enrolled in this certificate.

ART 130	Computer Graphics	3
ART 135	Adobe Photoshop	3
*ART 160	Color and Design	3
CIS 116	Introduction to HTML	3
CIS 117	Introduction to Web Page Design	3
CIS 120	Introduction to Computer Info Systems	3

Coconino County Community College

Undergraduate certificate in Graphics and Web Design

Program Length: 8 months

[Exit](#)

Students graduating on time

N/A* of Title IV students complete the program within 8 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$2,775 for in-state tuition and fees

\$9,075 for out-of-state tuition and fees

\$1,148 for books and supplies

Other Costs

[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Desktop Publishers](#)

Licensure Requirements

The following do not have licensure requirements for this profession:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Health Information Management: 37 credits

This certificate is designed to prepare students for entry-level positions as a certified coding associate. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the Certificate are eligible to sit for the American Health Information Management Associate certificate exam to become a Certified Coding Associate.

AHS 100	Introduction to the U.S. Health Care System	3
AHS 131	Medical Terminology	3
BIO 160	Introduction to Human Anatomy and Physiology	4
CIS 120	Introduction to Computer Information Systems	3
HIM 110	Introduction to ICD 9-CM and ICD 10-CM	3
HIM 112	Introduction to Technology in HIM	3
HIM 121	Understanding Medical Therapies for HIM	3
HIM 122	Introduction to Medical Billing and Reimbursement	4
HIM 123	Health Records Documentation in HIM	3
HIM 289	Internship I	4

Coconino County Community College

Undergraduate certificate in Health Information Management Program Length: 64 weeks

[Exit](#)

Students graduating on time

N/A* of Title IV students complete the program within 64 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,960 for in-state tuition and fees

\$13,673 for out-of-state tuition and fees

\$1,770 for books and supplies

Other Costs

[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Medical Secretaries](#)

Licensure Requirements

The following do not have licensure requirements for this profession:

Arizona

[Additional Information](#)

Date Created 2/12/2019

These disclosures are required by the U.S. Department of Education

Hotel and Restaurant Services Introduction: 12 credits

The introduction certificate is designed to prepare students for entry-level positions in various hotel and restaurant business environments. The students will receive training in fundamental computer skills and hotel and restaurant practices, giving them an understanding of the varied responsibilities and skills necessary for employment in entry level hotel and restaurant support positions.

CIS 120	Introduction to Computer Information Systems	3
HRM 100	Introduction to Hospitality	3
HRM 210	Guest Service Management	3
HRM 220	Property Management	3

Hotel and Restaurant Services Intermediate: 24 credits

The Intermediate certificate is designed to prepare students for entry-level positions in various hotel and restaurant business environments. The students will receive training in fundamental computer skills, hotel and restaurant practices, accounting, and management practices, giving them an understanding of the varied responsibilities and skills necessary for employment in hotel and restaurant support positions.

Completion of the Introduction Certificate		12
ACC 108	Practical Accounting Procedures 1	3
ACC 255	Principles of Financial Accounting	3

Coconino County Community College

Undergraduate certificate in Intermediate Hotel and Restaurant Services

Program Length: 8 months

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 8 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$2,640 for in-state tuition and fees

\$8,940 for out-of-state tuition and fees

\$1,148 for books and supplies

Other Costs

[Visit website for more program cost information](#)

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Food Service Managers](#)

[Lodging Managers](#)

Licensure Requirements

The following do not have licensure requirements for this profession:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Medical Assistant: 32 credits

This certificate is designed to prepare students for entry-level positions as Medical Assistants in medical office businesses. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the certificate are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA).

Certificate Requirements: 32 credit hours

AHS 145	Medical Assistant Essentials	4
AHS 146	Medical Assistant A	10
AHS 147	Medical Assistant Skills A	2
AHS 148	Medical Assistant B	10
AHS 149	Medical Assistant Skills B	2
AHS 289	Internship	4

Coconino County Community College

Undergraduate certificate in Medical Assistant

Program Length: 64 weeks

[Back](#)

Students graduating on time

N/A* of Title IV students complete the program within 64 weeks

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,560 for in-state tuition and fees

\$11,960 for out-of-state tuition and fees

\$1,866 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Medical Assistants](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/12/2019

These disclosures are required by the U.S. Department of Education

Nursing Assistant: 8 Credits

Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and ethical/legal aspects of health care. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. To provide students with the necessary clinical time required for application for state certification as a Certified Nursing Assistant. Students will practice basic concepts common to all members of the health team in acute and long-

term care settings, which include basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, ethical/legal aspects of health care, basic nursing skills based upon fundamental nursing concepts in giving individualized client care.

Program Requirements: 8 credit hours

Course	Title	Credit Hours
AHS 131	Medical Terminology	3
NUR 110	Nursing Assistant I	4
NUR 111	Nursing Assistant Clinical	1

Pre-Health Careers: Minimum 21 Credits

Designed to provide students a foundation in pre-health careers and a certificate as they progress towards completing: AAS Pre-Health Careers, AAS Nursing, preparation for students seeking entry into the CCC nursing program, and /or seek training or employment in a variety of health professions. This is a Tech Prep articulated program.

Prefix/Number		Credit Hours
BIO 181	Unity of Life I: Life of the Cell	4
BIO 201	Anatomy and Physiology	4
CHM 130	General Chemistry	4
ENG 101	English Composition I	3
MAT 142	College Mathematics	3
NTR 135	Human Nutrition	3

Coconino County Community College

Undergraduate certificate in Pre-Health Careers

Program Length: 12 months

[Exit](#)

Students graduating on time

N/A* of Title IV students complete the program within 12 months

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$3,270 for in-state tuition and fees

\$10,620 for out-of-state tuition and fees

\$1,244 for books and supplies

Other Costs

Visit website for more program cost information

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields:

[Nursing Assistants](#)

Licensure Requirements

Program qualifies students to sit for licensure exam in:

Arizona

Additional Information

Date Created 2/27/2018

These disclosures are required by the U.S. Department of Education

Course Descriptions

Accounting (ACC)

ACC 108 Practical Accounting Procedures 1 (3)

Offers a step by step approach to the study of accounting for service, merchandising, and small business operations. This course includes analyzing business transactions, recording transactions in the general journal, posting to the general ledger, preparing adjusting and closing entries. Also, this course encompasses the preparation of the income statement, balance sheet, and the statement of owner's equity through the use of the worksheet. The three business formations (sole proprietor, partnership, and corporation) are discussed along with the issues of accounting for all three forms of ownership. Three lecture. Fall, Spring, Summer.

ACC 110 Payroll Accounting (3)

A course that provides comprehensive and practical instruction in manual and computerized preparation and calculation of a business's payroll records and tax returns. Prerequisite: ACC 108 or ACC 255 or Consent of Instructor. Three lecture. Fall.

ACC 111 Practical Accounting Procedures 2 (3)

Continues the step by step approach to the study of accounting for service, merchandising, and small business operations where ACC 108 leaves off. This course includes all four of the financial statements, basic accounting cycle, special journals, special ledgers, procedures for controlling cash and payroll accounting. Prerequisite: ACC 108 or Consent of Instructor. Three lecture. Spring.

ACC 206 Computerized Accounting (3)

Electronic data processing systems as they apply to accounting systems. Provides hands-on experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. Three lecture.

ACC 255 Principles of Financial Accounting (3)

Financial accounting theory as applied to corporate form of business involving service and merchandising activities. Includes analysis and recording of business transactions and preparation of financial statements. Prerequisite: ACC 108 and MAT 140 or placement beyond math prerequisite or Consent of Instructor. Three lecture. Fall, Spring.

ACC 256 Principles of Managerial Accounting (3)

Offers both theory and practice as it applies to the uses of accounting information and techniques in the realm of the management decision making process of an organization. Introduces manufacturing accounting concepts, which include cost concepts, cost behavior analysis, profit planning, budgeting, and capital budgeting decisions. Prerequisite: ACC 255. Three lecture.

ACC 289 Accounting Internship (1–6)

Designed for students who are looking for paid or voluntary, practical application of applied accounting principles. Agreed upon internship will have a direct link to responsibilities regarding the business aspects of transaction analysis, journalizing, adjusting, posting, creating financial statements, and doing fundamental evaluation of the statements. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. One to six variable credit hours. Grading option S/U.

Administration of Justice (AJS)

AJS 101 Introduction to Administration of Justice (3)

Organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems, terminology, and constitutional limitations of the system. General Education: Social and Behavioral Sciences. Three lecture.

AJS 105 Juvenile Detention Studies (3)

Introduction to the field of juvenile detention, including responsibilities and job duties of the detention employee. The course will include both legal and procedural issues in the subject area. Three lecture.

AJS 110 The Correction Function (3)

History and development of correctional theories and institutions. Three lecture.

AJS 120 Substantive Criminal Law (3)

Philosophy and legal sanctions and historical development from the common law to modern American criminal law. Classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and review of offenses and the essential elements of each defense. Three lecture.

AJS 130 The Police Function (3)

Theories of procedures and methods of operations with emphasis on the discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement will be presented. Three lecture.

AJS 150 Rules of Criminal Procedure (3)

Procedural criminal law including the judiciary role in the criminal justice system, the right to council, pretrial release, grand juries, adjudication process, types and rules of evidence, and sentencing. Three lecture.

AJS 160 Justice Systems Management (3)

Principles of administration and organization of management functions and services within criminal justice systems. Three lecture.

AJS 170 Security Issues in Private Industry (3)

A historical overview of the development and evolution of law enforcement and its developing relationship and dependence on the need for private asset protection. Students will assess current prevention technology, its development and history, and future direction and application. The class will further examine the roles of law enforcement and private security officers as well as the inherent differences. Legal limitations and provisions, public/private security agency, and liability issues in the industry will be analyzed. Three lecture.

AJS 200 Community Relations (3)

Examination, recognition, and understanding of community problems; community action programs; methods of coping with human behavior; conflict and communications; ethnic and minority cultures and environments; the community and the relationships with the criminal justice system. Three lecture.

AJS 216 Basic Detention Academy (13)

Designed to provide entry level training to detention officer staff, meeting Arizona Detention Association standards. Prerequisite: Hired and/or recommended by approved law enforcement or correctional agency. Thirteen lecture.

AJS 220 Rules of Evidence (3)

Understanding of the rules of evidence which most often affect personnel concerned with the administration of the criminal law. Three lecture.

AJS 230 Deviant Behavior (3)

Examines the basic concepts of deviant behavior; evaluates current literature and studies the application of current criminological theories related to patterns of deviance. General Education: Social and Behavioral Sciences. Three lecture.

AJS 240 Juvenile Justice Procedures (3)

History and development of juvenile procedures and institutions. Three lecture.

AJS 250 Criminal Investigations (3)

Fundamentals of criminal investigation. Examines theory of criminal investigation, crime scene procedures, case preparation, basic and advanced interviewing techniques, and basic investigative techniques. Three lecture.

AJS 260 Constitutional Law (3)

Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 280 Criminology (3)

Deviance and society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime and victimization; relationships between statistics and crime trends. General Education: Social and Behavioral Sciences. Three lecture.

AJS 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences

that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours.

Grading Option S/U.

AJS 298 Special Topics (1–6)

Designed to meet the needs of an individual(s) with an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Aerospace Studies (AES)

AES 101 Foundations of U.S. Air Force I (1)

U.S. military defense structure, its mission and role in contemporary American society; organization and mission of the Air Force; examines the concepts of professionalism and officership as they apply to the military; basic communication skills. Students interested in a future career in the Air Force have co-requisites: AES 111 and AES 250 or Consent of Instructor. One lecture.

AES 102 Foundations of U.S. Air Force II (1)

Role and mission of U.S. strategic offensive and defensive forces, aerospace support forces, and general purpose forces; examines selected geopolitical determinants and constraints relating to

the use of national power; basic theory and principles of flight; basic communication skills. Students interested in a future career in the Air Force have co-requisites: AES 112 and AES 250 or Consent of Instructor. One lecture.

AES 111 Aerospace Studies Leadership Lab (1)

Development of personal leadership and managerial abilities. Examination and demonstration of Air Force customs and courtesies, drill and ceremonies, and standards of discipline and conduct. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in...practical military training," including LAB. Co-requisites: AES 101 and AES 250 or Consent of Instructor. Students wanting to take AES 111 must be Air Force ROTC candidates at NAU. Two lab. May be taken for S/U credit only.

AES 112 Aerospace Studies Leadership Lab (1)

Continuation of AES 111. Development of personal leadership and managerial abilities. Examination and demonstration of Air Force customs and courtesies, drill and ceremonies, and standards of discipline and conduct. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and...will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in...practical military training," including LLAB. Students wanting to take AES 112 must be Air Force ROTC candidates at NAU. May be taken for S/U credit only. Co-requisites: AES 102 and AES 250 or Consent of Instructor. Two lab.

AES 201 Air Power History I (1)

Historical survey of events, trends, and policies leading to the emergence of air power through World War II. Nature of war, advent of the air age, and development of various concepts of employment and technological improvements in air power; effective communication skills. Prerequisites: AES 101 or consent of instructor. Students interested in a future career in the Air Force have co-requisites: AES 211 and AES 250 or Consent of Instructor. One lecture.

AES 202 Air Power History II (1)

Establishment of Air Force as a separate service, the Cold War, development of various concepts of employment and technological improvements of air power from Korean conflict to present; effective communication skills. Prerequisites: AES 102 or Consent of Instructor. Students interested in a future career in the Air Force have co-

requisites: AES 212 and AES 250 or Consent of Instructor. One lecture.

AES 211 Aerospace Studies Leadership Lab (1)

Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and will not be able to become qualified for, advanced training (POC), shall not be permitted to participate in practical military training," including LLAB. Students wanting to take AES 211 must be Air Force ROTC candidates at NAU. Co-requisites: AES 201 and AES 250 or Consent of Instructor. May be taken for S/U credit only. Two lab.

AES 212 Aerospace Studies Leadership Lab (1)

Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and will not be able to become qualified for, advanced training (POC), shall not be permitted to participate in...practical military training," including LLAB. Students wanting to take AES 211 must be Air Force ROTC candidates at NAU. Co-requisites: AES 202 and AES 250 or Consent of Instructor. May be taken for S/U credit only. Two lab.

AES 250 Air Force Physical Training Course (1)

Opportunity for CCC students who meet the following requirements: Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and... will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in... practical military training," including Physical Fitness Training. All students must have a recent physical examination medically clearing individual to participate in class and proof of liability insurance. The syllabus will cover both cardiovascular and anaerobic activity, aimed at helping every participant to get in better shape regardless of fitness level. This class is only available to Air Force ROTC cadets. May be repeated for a maximum of 4 times. May be taken for S/U credit only. Three lab.

AES 298 Special Topics (1-6)

Individualized approach to selected topics by guided reading and critical evaluation. Department consent required. 1-6 variable credit hours. May be taken for S/U credit.

Allied Health Sciences (AHS)

AHS 100 Introduction to the U.S. Health Care System (3)

Overview of the inner workings of the health care industry and the political, cultural, and socio-economic forces that shape the delivery of health services. Predominant health care systems in the U.S., including Medicare and Medicaid will be examined along with the availability and utilization of various resources, health ethics and law, and quality of care. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

AHS 101 Careers in Health Care (3)

Presents an introduction to the breadth and health care providers and supportive roles in today's rapidly diversifying health care industry. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

AHS 105 Professionalism in Health Care Settings (3)

Introduces the health occupations student to essential workplace communication and behavioral skills that foster the provision of quality patient care, team work, and employee job satisfaction. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

AHS 110 Health Care Ethics and Law (3)

Study of the central legal and ethical issues facing health care providers in today's complex health care delivery system; examines managed care, bioethics, telemedicine, death and dying, workplace and practice employment issues, and liability and malpractice through the use of case studies and scenarios. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

AHS 131 Medical Terminology I (3)

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

Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

AHS 145 Medical Assistant Essentials (4)

The Medical Assistant Essentials course prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148, AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA).

Prerequisites: Consent of Instructor. Co-requisite: AHS 146 and AHS 147 (spring semester) or AHS 148 and AHS 149 (fall semester.) Four lecture. Fall, Spring.

AHS 146 Medical Assistant A (10)

Prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148,

AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA).

Prerequisites: RDG 099, ENG 099 and MAT 091 or placement test scores beyond prerequisite courses. Co-requisite: AHS 147 and either AHS 145 (1st Semester Students) or AHS 289 (2nd Semester Students.) Ten lecture.

AHS 147 Medical Assistant A Skills (2)

A skills practice and competency development class to be taken in conjunction with AHS 146 Medical Assistant A. Co-requisite: AHS 146. Six lab. Fall, Spring.

AHS 148 Medical Assistant B (10)

Prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148,

AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical

Assistant (RMA). Prerequisites: RDG 099, ENG 099, and MAT 091 or placement test scores beyond prerequisite courses. Co-requisite: AHS 149 and either AHS 145 (1st Semester Students) or AHS 289 (2nd

Semester Students). Ten lecture. Fall, Spring.

AHS 149 Medical Assistant B Skills (2)

A skills practice and competency development class to be taken in conjunction with AHS 148 Medical Assistant B. Co-requisite: AHS 148. Six lab. Fall, Spring.

AHS 289 Internship I (1–6)

Practical learning experiences that apply academic to on-the-job situations. Credit hours will be negotiated based on the certificate or degree requirements. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prerequisite: Consent of Instructor or Dean. Grading option S/U. One to six variable credit hours.

American Sign Language (ASL)

ASL 101 American Sign Language I (4)

Principles, methods, and techniques for acquiring basic skills using American Sign Language, with emphasis on developing visual/receptive skills and basic communication. General Education: Options.

Grading option S/U. Four lecture.

ASL 102 American Sign Language II (4)

Further emphasis on American Sign Language vocabulary, grammar, receptive, and expressive technique development. Prerequisite: ASL 101 or Consent of Instructor. General Education: Options. Grading option S/U. Four lecture.

ASL 200 Introduction to the Deaf Community (3)

Macroscopic view of culture and microscopic view of the Deaf life experience through culture and language. Includes cross-cultural interactions between deaf and hearing people. Also includes the history of the Deaf community, Deaf education, Deaf technologies, Deaf employment, historical trends and Deaf services. General Education: Social and Behavioral Sciences. Special Requirement: Contemporary Global/International Awareness or Historical Awareness. May be taken for S/U credit with instructor approval. Three lecture. Fall, Spring.

ASL 201 American Sign Language III (4)

Enhanced focus on expressive and receptive American Sign Language sign skills. Application of syntactical and grammatical structure, idioms, body language, and cultural aspects of deafness.

Prerequisite: ASL 102 or Consent of Instructor. General Education: Options. Grading option S/U. Four lecture.

ASL 202 American Sign Language IV (4)

Further development of American Sign Language communication skills with emphasis on spontaneous conversation, discussions, narratives, and register. Prerequisite: ASL 201 or Consent of Instructor. General Education: Options. Grading option S/U. Four lecture.

ASL 203 Comparative Analysis of American Sign Language to English (3)

Enhanced study of the fundamental principles and cognitive processing of American Sign Language. Includes a further study of the Deaf community and Deaf culture. Prerequisite: ASL 202 with a grade of B or better and ENG 102 or Consent of Instructor. May be taken for S/U credit. Three lecture.

ASL 211 Fingerspelling and Numbers (3)

Overview of basic fingerspelling techniques. Concentration on receptive and expressive skills including manual alphabet production and numbers. Focus and continue methods, theory, and skill development including speed, dexterity, clarity, and loan signs. Also includes advanced use of numbers, prefixes, suffixes, and polysyllabic words. Prerequisite: ASL 101 or Consent of Instructor. Grading option S/U. Three lecture.

ASL 215 American Sign Language Literature: Narratives (3)

This course is a continuation of the major grammatical features of American Sign Language (ASL) to develop communicative and interactive competencies in the culture and language of the Deaf. Includes a focus on ASL literature by introducing students to ASL storytelling techniques, film analysis, story analysis, and its techniques. Also includes ASL narratives, classifiers and perspectives. Prerequisites: ASL 200 and 202 with a grade of B or better or Consent of Instructor. Three lecture. Fall, Spring.

Anthropology (ANT)

ANT 101 Introduction to Physical Anthropology (4)

An introductory survey of the basic principles, concepts, assumptions, theories, and vocabulary of human evolution and world archaeology. General Education: Physical and Biological Sciences. Three lecture. Two lab.

ANT 102 Introduction to Cultural Anthropology (3)

Principles of cultural and social anthropology with illustrative materials from a variety of cultures with a focus on globalization. The nature of culture; social, political, and economic systems; religion, aesthetics, and language. General Education: Arts/Humanities; Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 103 Culture and Language (3)

An introductory survey of the basic history, concepts, assumptions, theories, and vocabulary of linguistic anthropology and their application within the discipline. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 110 Exploring Archeology (3)

History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historical populations and their cultural remains. General Education: Social/Behavioral Sciences. Three lecture.

ANT 230 Peoples of the Southwest (3)

Ethno historical survey of the American Southwest culture area, focusing on selected Pueblo and non-Pueblo peoples. This course is designed to expose the student to the richness of traditional Southwestern cultures in order to stimulate an appreciation for the Native history and ethnic diversity of the region. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 241 Witchcraft and Religion (3)

Anthropology of religious practices employed by both western and non-western people in dealing with adversity, misfortune, illness, life cycle rituals, and similar phenomena beyond human control. Three lecture.

ANT 250 Peoples of the World (4)

This capstone course in anthropology provides the opportunity for students to apply anthropological theoretical perspectives and methodologies to topics of interest, including both historic and contemporary subject matter. General Education: Social/Behavioral Sciences. Special requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness; Global and International Awareness; Historical Awareness. Recommended: ANT 101. Prerequisites: ANT 102 and ENG 101. Co-requisite: ENG 102. Four lecture.

ANT 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on the job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

ANT 298 Special Topics (1-6)

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Art (ART)**ART 100 Art Appreciation (3)**

Historical overview and appreciation of painting, sculpture, architecture, film, and crafts. Examines individual works of art with regard to both their formal qualities and the way they reflect the shifting patterns of culture. Field trips. General Education: Arts/Humanities. Three lecture.

ART 105 Beginning Art (3)

Introductory course in drawing and painting techniques and materials for students who would like to explore their creativity. Grading option S/U. One lecture. Five lab.

ART 110 Drawing I (3)

Introduction to drawing. Includes drawing techniques and the use of various materials traditionally used in drawing, perceptual skills, critique practices and critical thinking, analysis of professional art events or artwork in galleries or museums. Grading option S/U. One lecture. Five lab.

ART 111 Drawing II (3)

Further development of technical and perceptual drawing skills and critical thinking skills. Greater emphasis on composition. Intermediate drawing and design problems; intermediate use of materials and techniques. Prerequisite: ART 110 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

ART 120 Ceramics I (3)

Introduction to hand building techniques, wheel throwing, glazing and other decorative techniques, kiln firing and ceramics history. Grading option S/U. One lecture. Five lab.

ART 121 Ceramics II (3)

Emphasis on developing intermediate skill with the potter's wheel and hand building methods, glazing and decoration techniques, and kiln operations. Prerequisite: ART 120. Grading option. One lecture. Five lab.

ART 130 Computer Graphics I (3)

An introductory course in computer graphics. Introduction to design principles and visual problem solving with software suitable for two-dimensional design and illustration. Prerequisites: CIS 120 or Consent of Instructor. Recommended: ART 110 and ART 160. Grading option S/U. Two lecture. Two lab.

ART 135 Adobe Photoshop (3)

Introduction to Adobe Photoshop software, its variety of tools and basic techniques for working with them. Includes practice with basic scanning and printing devices and techniques. Prerequisite: CIS 120 or Consent of Instructor. Grading option S/U. Three lecture.

ART 136 Digital Photography I (3)

Introduction to digital photography, image editing, and printing techniques. Course requirement: Students must have their own digital camera and basic computer skills. Grading option S/U. Three lecture.

ART 160 Color and Design (3)

Fundamentals of two-dimensional design emphasizing the study and utilization of the principles of design, color theory, and the development of a visual vocabulary. Prerequisite: ART 110 or Consent of Instructor. Grading option S/U. One

lecture. Five lab.

ART 165 Three-dimensional Design (3)

Introduction to the fundamental concepts and design principles involved in organizing three-dimensional space and materials used in three-dimensional art forms. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab.

ART 180 Sculpture I (3)

Introduction to sculptural processes, techniques, and materials in clay, metal, wood, and stone. Includes sculptural history and criticism. Prerequisite: ART 165 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

ART 190 Oil/Acrylic Painting I (3)

An introductory course in the techniques and materials traditionally used in oil and/or acrylic painting. Prerequisite: ART 110 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

ART 191 Oil/Acrylic Painting II (3)

Intermediate course in developing expressive and descriptive skills using oil and/or acrylic paint. Prerequisite: ART 160 and ART 190, or Consent of Instructor. Grading option S/U. One lecture. Five lab.

ART 194 Watercolor I (3)

Introduction to watercolor painting techniques and materials. Prerequisite: ART 110 or Consent of Instructor. May be taken for S/U credit. One lecture. Five lab. Fall, Spring.

ART 195 Watercolor II (3)

Advanced watercolor painting techniques. Prerequisite: ART 194 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

ART 201 Art History: Prehistoric to 1400 (3)

Study of the historical development of significant periods and styles in painting, sculpture, and architecture from the prehistoric through the Gothic periods. Emphasis is placed upon the cultural context within which the works of art are created. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Prerequisite: ENG 101. Three lecture.

ART 202 Art History: 1400 - 2000 (3)

Historical development of significant periods and styles in painting, sculpture, and architecture from the Renaissance to the twentieth century with an emphasis on the cultural context within which the works of art were created. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International/Awareness or Historical

Awareness. Prerequisite: ENG 101. Three lecture.

ART 210 Life Drawing I (3)

Applications of the elements of drawing in the description of the human figure, drawing from the model. Topics include: light and shade, composition, and anatomy. Prerequisite: ART 110 or Consent of Instructor. Grading Option S/U. One lecture. Five lab.

ART 211 Portrait Drawing (3)

Introduction to portrait drawing techniques and materials. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab.

ART 212 Life Drawing II (3)

Continuation from ART 210 Life Drawing I. Emphasis on use of the elements of line, value, and color to create art based upon the human form. May be taken for S/U credit. Prerequisite: ART 210 or Consent of Instructor. One lecture. Five lab. Fall, Spring.

ART 221 Art of the Southwest (3)

A historical survey of painting, sculpture, and architecture in the southwestern region of the United States from pre-historic time to the present. General Education: Art/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Prerequisite: ENG 101. Three lecture.

ART 236 Digital Photography II (3)

Creative digital camera operation. Advanced equipment, lighting, color calibration, and workflow. Digital output processes for print and web. Three lecture. Grading option S/U.

ART 279 Painting Workshop (2)

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals. Prerequisite: ART 190 or ART 194 or Consent of Instructor. Grading option S/U. Two lecture.

ART 280 Advanced Studio Workshop (3)

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals. Prerequisite: ART 111 or ART 190 or ART 195 or ART 210 or Consent of Instructor. One lecture. Five lab.

ART 281 Advanced Ceramics Workshop (3)

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals in ceramics. Prerequisite: ART 120 and ART 121 or Consent of Instructor. One lecture. Five lab.

ART 285 Ceramic Sculpture (3)

A course for students who want to further develop their hand building skills, glazing and firing techniques, and individual artistic expression. Prerequisite: ART 120 or Consent of Instructor. One lecture. Five lab.

ART 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading option S/U.

ART 294 Watercolor III (3)

An advanced course in watercolor painting with increased opportunity for development of individual style through traditional and experimental techniques. Prerequisite: ART 195 or Consent of Instructor. One lecture. Five lab. Grading option S/U.

ART 298 Special Topics (1-6)

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Automotive (AUT)

AUT 100 Automotive Basics (3)

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

AUT 106 Automotive Engines (3)

An overview of the design, operation, diagnosis and service procedures of modern automotive engines. Students participate in the disassembly, inspection, and reassembly. Service and technical data are presented to prepare the students for practical experience in engine servicing. Prerequisites: AUT 100 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

AUT 107 Automotive Engine Short Block Service Lab (3)

Laboratory experiences in engine service and rebuilding; specializing in valve train, cooling, lubricating, exhaust and intake systems. Pre/Co-requisite: AUT 106. Grading option S/U. Two lecture. Two lab.

AUT 108 Automotive Engine Long Block Service Lab (3)

Continuing laboratory experience in engine service and rebuild; emphasizing the “long block” assembly. Students will disassemble, inspect, and service the engine block for warpage, alignment and bore, service crankshaft, service camshafts and timing, service pistons and rods and service plugs, seals, covers, damper and flywheel. Prerequisites: AUT 107. Grading option S/U. One lecture. Three lab.

AUT 110 Automotive Electrical and Electronic Systems (3)

A study of automotive electrical and electronic systems used on light and medium duty vehicles. Topics include principles of electrical/electronic systems, general electrical system diagnosis, and battery diagnosis and service. Pre/Co-requisite: AUT 100. Grading option S/U. Two lecture. Two lab.

AUT 111 Automotive Electrical and Electronic Systems (3)

Emphasizes service of automotive and light truck starting and charging systems. Topics will include: starting system diagnosis and repair, charging system diagnosis and repair.

Prerequisites: AUT 110. Grading option S/U. One lecture. Three lab.

AUT 112 Automotive Electrical and Electronic Systems-Lighting and Accessories Systems Lab (3)

Emphasizes hands-on service of automotive and light truck lighting, gauge, horn, and other accessories systems. Prerequisites: AUT 111.

Grading option S/U. One lecture. Three lab.

AUT 120 Automotive Brake Systems (3)

A study of braking systems used on light and medium duty vehicles with an overview of heavy duty brakes (air) which will include theory, operation, construction, maintenance, testing, diagnosis and repair of drum and disc brakes. Pre/Co-requisite: AUT 100. Grading option S/U. One lecture. Three lab.

AUT 121 Automotive Brake Systems Service Lab (3)

Emphasizes service of automotive and light truck brake systems. Topics will include: power assist units diagnosis and repair, brakes related (Wheel Bearings, Parking Brakes, Electrical, Etc.), and antilock brake and traction control systems. Pre/Co-requisite: AUT 120. Grading option S/U. One lecture. Four lab.

AUT 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours.

Grading option S/U.

Biology (BIO)

BIO 100 Biology Concepts (4)

Basic principles and concepts of biology. Explores methods of scientific inquiry and behavior of organisms and energy in biological systems. Prerequisites: ENG 099 or placement. General Education: Physical and Biological Sciences. Three lecture. Three lab.

BIO 103 STEM Readiness (1)

In this course, students will learn how to effectively engage in the disciplines of science, technology, engineering and mathematics (STEM). This course will introduce the foundations of STEM, lab environment readiness and safety, and will provide an understanding of how to integrate mathematical and scientific research practices. Students will be introduced to and become familiar with lab terminology and learn about the various STEM careers.

BIO 105 Environmental Biology (4)

Basic concepts of ecology and the importance of human interaction with the natural ecosystem. Field trips. Pre/Co-requisites: ENG 102 and MAT 091 or placement or Consent of Instructor. General Education: Physical and Biological Sciences. Special Requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Three lecture. Three lab.

BIO 109 Natural History of the Southwest (4)

Based on the life zone concept, an examination of the geologic history and ecological history of the Southwest. Emphasis is on the identification and adaptations of biotic populations. Field trips. General Education: Physical and Biological Sciences. Prerequisite: ENG 099 and MAT 091 or placement. Three lecture. Three lab.

BIO 131 Bioscience Practicum I (4)

In this course you will begin to understand the natural world in which we live and address issues of personal well-being and worldwide concern, in the context of infectious disease and threats to human health. The course is broken into modules around epidemiological principles. Three lecture. One lab.

BIO 132 Bioscience Practicum I (4)

Preparation of students to become lab technicians by introduction of fundamental skills, knowledge, and attitudes essential to any lab professional. Includes lab safety, documentation, quality control, lab math, validation and verification of results. Also includes understanding government regulations, biological solution preparation, assays, biological separations, and growing cells. The course aims at implementing a community based scientific problem and varying teams of students create a workable scientific solution using the methods taught in the Bio 131 and further development in this course. Exposure to varying scientific internships and work environments are also explored. At the successful completion of this course the student will have the opportunity to take the Bio-Assistant Credentialing Exam (BACE). Prerequisite: BIO 131. Three lecture. One lab.

BIO 160 Introduction to Human Anatomy and Physiology (4)

The study of the structure and function of the human body. It is designed for students who want a one semester course in anatomy and physiology and those pursuing certificates in the allied health sciences; students majoring in the sciences or preparing for professional health science careers should enroll in the BIO 201/202 sequence. Prerequisite: ENG 099 and MAT 091 or placement. General Education: Physical and Biological Sciences. Three lecture. Three lab.

BIO 181 Unity of Life I: Life of the Cell (4)

An introductory course in Biology emphasizing central principles related to cellular and molecular processes in the cell. Course will include molecular structure, cell structure, reproduction, metabolism molecular genetics and evolution. General Education: Physical and Biological Sciences. Three lecture. Three lab.

BIO 182 Unity of Life II: Multicellular Organisms (4)

This course emphasizes general concepts pertaining to the evolution, biodiversity, and ecology of multicellular organisms. General Education: Physical and Biological Sciences. Three lecture. Three lab.

BIO 201 Human Anatomy and Physiology I (4)

Design and function of the human body. Topics include: cells, tissues, integumentary, muscular, skeletal, nervous, and sensory systems. Prerequisite: BIO 181 or Consent of Instructor.

General Education: Physical and Biological Sciences. Three lecture. Three lab.

BIO 202 Human Anatomy and Physiology II (4)

Design and function of the human body. Topics include: body fluids, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. General Education: Physical and Biological Sciences. Prerequisite: BIO 201 or Consent of Instructor. Three lecture. Three lab.

BIO 205 Microbiology (4)

Microbes and their relationships to health, ecology, and related areas. Prerequisite: BIO 181 or Consent of Instructor. General Education: Physical and Biological Sciences. Three lecture. Three lab. Fall, Spring.

BIO 218 Human Pathophysiology (4)

This course surveys disease processes that affect the body systems, focusing on altered physiological mechanisms in cells and organ systems. Prerequisites: BIO 201 and BIO 202. Recommended: BIO 205. Four lecture.

BIO 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences

that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours.

Grading option S/U.

Business (BUS)**BUS 100 Mathematics of Business (3)**

Mathematical concepts and procedures involved in financial transactions. Includes percentages, liabilities, insurance, investments, assets, amortization, proration, taxes, and banking as it pertains to business. Prerequisites: MAT 091 or

placement. Three lecture.

BUS 101 Personal Money Management (1)

Introduction to spending money wisely, saving money, personal budgeting, applying for financial aid, understanding your credit score, how to interpret your paycheck, basic investing, and protecting yourself from identify theft. This class is a lecture format with interaction in a computer in a computer lab. Grading option S/U. One lecture.

BUS 103 Personal Finance (3)

Students will learn the fundamentals of assessing, managing, and implementing a plan for personal finance. Coursework includes individual budgeting, personal banking, home ownership, investing, insurance, and planning for retirement. Three lecture.

BUS 105 Basic Investments (3)

Basic investment strategies. The study of stocks and bonds, mutual funds, investment principles, and strategies to evaluate potential investments. Three lecture.

BUS 111 Business English (3)

Effective listening, responding, reading, and writing with emphasis on using these skills in the workplace, from job application and interview to on-the-job oral and written communications. Prerequisite: ENG 099 or placement. Three lecture.

BUS 204 Business Communications (3)

Solving business problems through effective oral and written communications. Letter forms and methods of writing business letters. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. General Education: Options. Special Requirement: Intensive Writing/Critical Inquiry. Pre/Co-requisite: ENG 102. Three lecture.

BUS 206 Principles of Management (3)

Fundamentals of management including the management principles and techniques used for business objectives, structure, operational procedures, and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

BUS 207 Principles of Marketing (3)

Environment of marketing including, analysis of various marketing activities and discussion of the economic, psychological, and sociological factors which influence marketing activities. Three lecture.

BUS 211 Human Resources/Personnel Management (3)

Human resources planning and its application to the organization's goals and objectives. Human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety, and termination. Three lecture.

BUS 213 Small Business Management (3)

Students will learn the fundamentals of starting and operating a successful business. Studies will include business objectives, operational procedures, financing, legal organizations, feasibility studies, and marketing. Three lecture.

BUS 214 Legal, Ethical, and Regulatory Issues in Business (3)

Legal theories, ethical issues, and regulatory climate affecting business policies and decision. General Education: Social/Behavioral Sciences. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

BUS 216 Principles of Business Finance (3)

Principles of financial management as applied to the operations of non- financial business and industry firms. Application of financial analysis tools and techniques needed for the process of business and industry financial administration and decision making, goals and functions of financial management, analysis and planning, working capital management, capital budgeting, and the cost of capital risk. Three lecture.

BUS 232 Business Statistics and Analysis (3)

Business statistics involves statistical tools and techniques used in applications. Includes collection of data, graphical and descriptive statistics, probability and probability distributions, point and interval estimates of population parameters, hypothesis testing, and correlation and regression Prerequisite: MAT 140 or placement test scores beyond prerequisite course. General Education: Options. Three lecture.

BUS 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical application of applied business principles. Agreed upon internship will have a direct link to responsibilities regarding the business aspects of management, finance, customer service, or marketing. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or coursework in the area of interest is required. One to six variable credit hours. Grading option S/U.

BUS 298 Special Topics (1-6)**Chemistry (CHM)****CHM 130 Fundamental Chemistry (4)**

General inorganic chemistry, scientific method, and general laboratory procedures. General Education: Lab Sciences. Prerequisite: ENG 099 and MAT 097 or placement. Three lecture. Three lab.

CHM 151 General Chemistry I (5)

Fundamental concepts in chemistry presented at a level appropriate for science majors. An exploration of matter and the changes it undergoes using both qualitative and quantitative methods. General Education: Physical and Biological Sciences. Recommended: CHM

130. Prerequisite: MAT 097 or placement test score beyond prerequisite. Four lecture. Three lab.

CHM 152 General Chemistry II (5)

Continuation of Chemistry 151 with an emphasis on kinetics and equilibrium, nuclear, aqueous solution, and electrochemistry. General Education: Physical and Biological Sciences. Prerequisite: CHM 151.

Four lecture. Three lab.

Colorado Plateau Studies (CPS)

CPS 100 Overview of the Colorado Plateau (3)

Introduction to the history, art, literature, physical and cultural geography of the Colorado Plateau, and contemporary issues of the region. General Education: Arts/Humanities, Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

CPS 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours.

CPS 290 Colorado Plateau Studies Seminar (3)

Colorado Plateau Studies Seminar is the capstone course for the Colorado Plateau Studies program. Topics will include historical and contemporary issues pertaining to the Colorado Plateau region with the intention of establishing a sense of stewardship in students. Prerequisites: ANT 230, CPS 100, ENG 220, and GLG 232 or Consent of Instructor. Three lecture.

Communication (COM)

COM 181 College Publications II (3)

Hands-on experience producing online college student publications. Three lecture.

Computer Information Systems (CIS)

CIS 116 Introduction to HTML (3)

An introduction to programming with HTML. Students will learn basic web design fundamentals with HTML and Cascading Style sheets (CSS). Three lecture. Fall.

CIS 117 Intro to Web Page Design (3)

An introduction to creating and editing documents for the World Wide Web (WWW). Students will learn basic editing and design skills and develop a multi- page document including graphical elements. May be taken for S/U credit. Three lecture. Spring.

CIS 120 Introduction to Computer Information Systems (3)

Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological/computer information available and a hands-on component using word processing, spreadsheet, database, and presentation, e-mail and web browsing application software packages. No prior experience necessary. General Education: Options. Three lecture.

CIS 122 Introduction to MS Word (3)

Concepts and capabilities of word processing software MS Word in the Windows environment through extensive hands-on experience with business applications creating, editing, and enhancing documents appropriate to the work environment and personal use. No prior computer experience required. Grading option S/U. Three lecture.

CIS 123 Introduction to Spreadsheets (3)

Concepts and capabilities of electronic spreadsheet software using Microsoft Excel through extensive hands-on experience. Students will gain the necessary knowledge and skills to create, edit, and format worksheets and charts. Students will gain experience with sensitivity analysis using formulas, functions, lists, integration, macros, and VBA. No prerequisites. Basic file management skills are helpful. Grading option S/U. Three lecture.

CIS 125 Introduction to Databases (3)

Database design using the relational model and entity-relation diagrams. Concepts and capabilities of database management system (DBMS) software through extensive hands-on experience. No prior experience necessary. Three lecture. Grading Option S/U.

CIS 130 Digital Technology Repair and A+ Introduction (4)

A comprehensive overview of digital devices and software applications with an introduction to advanced concepts aligned with CompTIA A+ certification objectives. CIS 130 is for students pursuing careers in IT who want practical knowledge and troubleshooting skills required of entry level IT professionals. Digital devices and software includes, but not limited to, Desktop PCs, mobile devices, printers, common software applications, operating system installation/upgrade for laptops/workstations and mobile devices, networking concepts, IT security, and hands-on troubleshooting. Student engagement includes: Instructor led lectures, interactive learning experience with hands-on labs, virtual lab simulations and assessments. Four lecture. May be taken for S/U.

CIS 135 Basic Server Operating Systems (4)

This course will prepare students for the A+ CompTIA OS exam. Focus will be on operating system's functions, file concepts and procedures, Windows OS 9X, 2000, and XP installations, configuration and upgrading, boot system sequences, diagnosing and troubleshooting error messages, basic system network procedure and connections. Prerequisite: CIS 130 or Consent of Instructor. Four lecture. May be taken for S/U credit. Fall, Spring.

CIS 161 Linux Administration I (4)

This is the first of two semester courses designed to provide students with classroom and laboratory experience in current and emerging UNIX Administration that will empower them to enter employment or further education and

training in the computer administration/networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, UNIX Administration, UNIX networking, UNIX terminology and related protocols, network operation system standards, local-area networks (LANs), Network Management tools, Open System Interconnection (OSI) models, Ethernet, Internet Protocol (IP) addressing, User Administration, Files and Directories, Backup and recovery. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve UNIX Administration/Networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of UNIX software, tools, and equipment. Co- requisite: CIS 120 or Consent of Instructor. Four lecture.

CIS 171 Linux Administration II (4)

This is the second of two semester courses designed to provide students with classroom and lab experience in current and emerging Linux Administration employment or further education and training in the Linux administration/networking field. This course is aligned with the second of two exams to achieve both the CompTIA Linux+ certification and Linux Professional Institute LPIC-1 certification. This course explores deeper features of Linux based shells and scripting, data management, complex system processes and system security. Co-requisite: CIS 161 or Consent of Instructor. May be taken for S/U. Four Lecture.

CIS 202 Systems Analysis and Design (3)

Introduces the design and analysis process of computer based information systems. Topics include feasibility studies, System Development Life Cycle (SDLC) methodology, forms design, data structure, manual interfaces, hardware and software selection, program specifications, project scheduling and management, and communications systems. Case-study methods are used for oral and written presentations. Students design the specifications and documentation for a complete system. Prerequisite: CIS 120 or Consent of Instructor. Three lecture. Fall, Spring.

CIS 215 Principles of Programming with Python (3)

Introduction to programming logic and structures as applied to business computer applications and programming languages through structured techniques and high-level languages. No prior computer experience necessary. General Education: Options. May be taken for S/U credit. Three lecture.

CIS 220 Computer Programming I (4)

This course will provide students with a good foundation in object-oriented programming concepts and practices. Emphasis is placed on the development of small business systems applications. Prerequisite: CIS 120 or Consent of Instructor. Four lecture.

CIS 228 Network Essentials (3)

This course provides a general introduction to current network technologies including local area networks (LAN), wide area networks (WAN), and the Internet. Students will acquire a strong foundation of knowledge in network terminology, hardware, software, design, topologies, platforms and protocols. This course helps to prepare students to pass Microsoft's Networking Essentials exam number 70-058. Prerequisite: CIS 120 or Consent of Instructor. Three lecture. Fall, Spring.

CIS 230 Implementing and Supporting Windows (4)

This course is aligned with Microsoft Certified Professional certification 70-698 Installing and Configuring Windows 10. 70-698 is one of two exams towards the Microsoft Certified Solutions Associate and one of four exams towards the Microsoft Certified Solutions Expert. This course focuses on the skills necessary to enter IT employment or further education and training in Windows administration: Installing, configuring, customizing, optimizing and troubleshooting current Microsoft Windows client operating systems. Prerequisite: CIS 130 or Consent of Instructor. Four lecture.

CIS 235 Configuring Windows Devices (4)

This course is aligned with Microsoft Certified Professional certification 70- 697 Configuring Windows Devices. 70-697 is one of two exams towards the Microsoft Certified Solutions Associate (MCSA) and one of four exams towards the Microsoft Certified Solutions Expert (MCSE). This course focuses on the skills necessary to enter IT employment or further education and training in Windows device administration and cloud computing: plan and manage devices and applications in a local, remote and/or cloud computing environment. Prerequisite: CIS 130 or CIS 230 or Consent of Instructor. Four lecture. Fall, Spring.

CIS 237 Introduction to Computer Security (4)

Concepts and principles of computer system and data security. Risk mitigation and vulnerabilities, policy formation, control and protection methods, encryption, authentication technologies, host-based and network-based security issues, personnel and physical security issues, issues of law, policy and regulations. Discussions include design, architecture, and implementation, technologies and tools, and techniques for responding to security breaches. The topics covered in this course align with the CompTIA Security+ (SY0-501) certification exam. Prerequisites: CIS 228 or Consent of Instructor.

CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)

Installing, configuring, managing and supporting Microsoft Windows environment. This course helps to prepare students to take the Microsoft Certified Professional exam for implementing a Microsoft Windows Server Environment. Prerequisite: CIS 130 or Consent of Instructor. Four lecture. Grading option S/U.

CIS 260 Implementing and Administering Microsoft Windows Directory (4)

Installing and configuring Microsoft Windows Active Directory. Implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. This course helps to prepare students to take the Microsoft Certified Professional exam for Windows. Prerequisite: CIS 130 or Consent of Instructor. Grading option S/U. Four lecture.

CIS 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

Construction Technology Management (CTM)

CTM 111 Plumbing (3)

This course will define the plumber's responsibility and introduce the student to the plumbing trade for single and multi-unit family dwelling units. Topics include plumbing plans, safety, plumbing materials and fittings, pipe-joining techniques, drain-waste and vent systems, water supply systems, fixture installations and leak testing as well as plumbing operation and maintenance. Emphasis will be placed on safe operation of all trade tools and equipment and job site safety. Three lecture. May be taken for S/U credit. Fall.

CTM 115 Introduction to Wood Working (3)

Fundamental Woodworking Safety and Applications including basic wood shop safety precautions, practices and procedures. Basic wood working project design, drawings, materials calculation and estimates. Basic shop procedures, wood preparation, joinery and jointing techniques. Emphasis on safe and proper use of wood working hand tools, portable power and stationary power tools. Grading option S/U. One lecture. Three lab.

CTM 120 Building the Human Environment (3)

Addresses architectural design and construction building practices, including aspects of their psychological and environmental impacts. Historical, current and projected solutions to the human need for shelter and infrastructure are explored. Three lecture.

CTM 122 Construction Material and Equipment Safety (3)

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

CTM 123 Building Construction Methods I (3)

Floor foundations and interior and exterior framing, including various types and methods of building foundations and framing systems. Two lecture. Two lab.

CTM 124 Building Construction Methods II (3)

Construction methods, materials, and safe working practices as they relate to carpentry framing with wood. Floor, interior and exterior walls, ceilings, and roof and stair framing are described. Window, door, insulation, drywall, flooring, roofing and cabinetry systems are described for residential construction. Prerequisite: CTM 123. Two lecture. Two lab.

CTM 130 Blueprint Reading and Estimating (3)

Provides the basic knowledge of how to read and interpret construction drawings and specifications. Students will develop an understanding of construction documents, schedules, and symbols to create a comprehensive estimate for a construction project. Three lecture.

CTM 131 Green Building Introduction (1)

Introduction to Green Building presents the Core Concepts and underlying reasons for approaching construction from a Sustainable methodology perspective. Several Categories of Green Building are introduced and explored. Categories include Building Site, Energy performance concepts and issues, Water Utilization, Indoor Environment, Materials

resourcing and Recycling approaches. Green Building myths are dispelled. Co- requisite: CTM 13 or construction experience. Grading option S/U. One lecture.

CTM 132 Solar Water Heating Systems (2)

This course will describe the basics of heating domestic hot water via the sun. Heat transfer and thermal dynamics principles are presented, studied, and applied. The basic parameters of solar hot water system design and system sizing will be explored. Various solar water heating systems and each component will be described, and their functions presented. Both drain back, and glycol based solar water heater systems diagrams are presented and discussed, with advantages and disadvantages of each system. Flat plate and evacuated tube solar collectors are examined, discussed, and applied. Other system components are also examined, such as heat exchangers, differential controllers, heat pumps, and solar hot water heaters. This course is designed to allow participants assembly of a solar hot water system. One lecture. One Lab. May be taken for S/U credit with Consent of Instructor.

CTM 133 Solar Greenhouse Design (1)

This course will lead students through basic passive solar design for solar greenhouses. Solar orientation, home site evaluation and energy efficient design and construction approaches will be considered for the architectural integration of the passive solar design and construction of a "solar" greenhouse.

Grading option S/U. One lecture.

CTM 134 Rain Water Harvest Systems (1)

This class introduces students to rainwater harvesting as a source of domestic potable drinking water and/or landscape use. All rainwater collection components for proper and safe use of potable water will be presented and discussed. Components include: roofing materials, gutters and gutter sizing, first flush diverters and downspouts, plumbing piping to and from tank, tanks, water purification, and filtration are examined. Water analysis issues, contamination, pumps and control devices, water conservation and plumbing fixtures strategies are discussed, explored, and applied. Guiding principles for water conservation, and best practice regarding conserving domestic potable water is examined. One lecture. One lab. May be taken for S/U credit.

CTM 138 Introduction to Solar Design Applications (1)

Basic introduction to the concepts and principles related to solar energy applications. A survey of the many types of systems that solar energy can be used in single and multi-family dwellings. One lecture. May be taken for S/U credit or with written consent of the instructor. Fall, Spring.

CTM 139 Greywater (1)

Don't let good "greywater" from tubs, sinks and washers go down the drain! Greywater re-use for landscape irrigation is safe and legal when done properly. In this class we'll explore greywater options, some simple, some more complex, including systems that when combined with use of composting toilets constitute affordable alternatives for people with difficult "perc" conditions. Grading option S/U. One lecture.

CTM 150 Basic Electrical Theory (3)

Introduction to both alternating current (A.C.) and direct current (D.C.) of electrical theory, along with the fundamentals of algebra and trigonometry used to compute circuit analysis. Electrical safety and first aid, introduction to direct current theory and battery sources, A.C. theory, alternating current circuits including resistive, inductive, and capacitive circuits that are in series, parallel and combination configuration. Additional topics include: Ohm's Law, phase and vector analysis, electrical and electronic diagrams and schematics, wire gauges, ampacity for line and loads, as well as grounding and bonding of circuits. This class will emphasize the proper use and function of electrical multi-meters. Prerequisite: *MAT 096 or *MAT 097 or Consent of Instructor. Three lecture. May be taken for S/U credit.

*Course has additional pre or co requisite(s)

CTM 151 House Wiring I (3)

Basic electrical theory and safety presented. Survey of electrical construction processes for single and multi-family dwellings that require voltages less than 480 volts, with single phase power. The most typical alternating current (A.C.) circuits are discussed, illustrated, and wired for these applications. Determining materials, installation processes, safety, and the National Electrical Code requirements of electrical construction will be emphasized and applied. Students will wire a variety of circuits for single and multi-family dwellings using devices such as receptacles, switches, and lighting fixtures in a training module application. Two lecture. Two lab. May be taken for S/U credit.

CTM 152 House Wiring II (3)

Survey of electrical construction processes for residential applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Prerequisites: CTM 151 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

CTM 155 Commercial Wiring I (4)

This class will emphasize Light Commercial Wiring Applications to determine sizes of service entrance conductors and feeders, conduit sizes and boxes, Transformer types, theory and sizing, and protection of transformers: referencing to the National Electric Code. Prerequisite: CTM 151 or Consent of Instructor. Grading option S/U. Three lecture. One lab.

CTM 211 International Residential Code (3)

Safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry, fire resistant materials and ratings, and occupancy requirements. Three lecture.

CTM 224 Concrete and Masonry Systems (3)

This course will provide instruction in structural and architectural applications of concrete and masonry systems. It will examine concrete and masonry characteristics, chemistry, mix designs, placement and finishing methods, and forming systems. Two lecture. Two lab.

CTM 235 Solar Home Design (3)

Alternative passive solar building techniques such as adobe, earth brick, rammed earth, sand bag, and earth ship will be presented, along with environmental and aesthetic design considerations. Prerequisite: CTM 120. Grading option S/U.

Three lecture.

CTM 236 Photovoltaics and Wind Power (3)

This course will define the design and installation of photovoltaic and wind power systems. Emphasis will be placed on electrical safety and operation of trade tools and equipment and job site safety. Topics covered: photovoltaic and wind power system plans, safety, electrical materials and fittings, solar cell panel and wind generator wiring techniques, battery systems, inverters and charge controllers. Prerequisite: CTM 150. Three lecture.

CTM 250 Innovative and Alternative Building Techniques (3)

Innovative and alternative building techniques such as steel framing, SIP, Integra or Rastra block, adobe, earth brick, rammed earth, cast earth, sand bag, papercrete, straw bale and earth ship will be presented along with environmental and aesthetic design considerations. These concepts will be integrated with a “pattern language” and passive solar design approach for student design projects. Recommended:

CTM 120, CTM 123, CTM 124, CTM 235, or prior construction related experience. Grading option S/U. Three lecture. One lab.

CTM 253 Plane Surveying and Building Layout (3)

Building layout and surveying to establish building location for excavation and for the accurate placement of the building foundation, including finish floor elevation. Three lecture.

CTM 260 Green Building I (3)

Principles of Sustainable Construction introduces the student to the principles and techniques of designing, building and maintaining more comfortable, energy-and-resource-efficient buildings from a Sustainable / Green Building categorical approach. Prerequisites: CTM 235 and CTM 250. Grading option S/U. Three lecture.

CTM 288 Construction Supervision and Scheduling (3)

Function of the construction site supervisor and the process used in scheduling, pre- and post-construction, communication techniques, and documentation of records and reports. Three lecture.

CTM 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

Dance (DAN)

DAN 110 Ballet I (3)

Basic ballet techniques and appreciation of ballet as a form of artistic expression. Grading option S/U. Three lecture.

DAN 157 Bollywood Cardio Workout (1)

This dance-inspired workout achieves a cardiovascular component due to the expansive movements of Bhangra folk dance steps from the Punjab region of NW India. Includes choreography from Hindi Bollywood movies. One lecture.

DAN 201 Dance History (3)

History of dance from the ancient world to the present including cultural dance, performance dance and social dance. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

DAN 211 Ballet II (3)

Ballet techniques for the student with previous ballet experience. Prerequisite: DAN 110 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

DAN 212 Ballet III (3)

Advanced ballet technique. Prerequisite: DAN 112 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

DAN 217 Ballet IV (3)

A study of Classical Ballet incorporating techniques from the Royal Academy of Dance Advanced level. Prerequisites: DAN 212 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

Drafting (DFT)**DFT 110 Technical Drafting and CAD Fundamentals (3)**

For Dual Enrollment students only. Technical drafting fundamentals, supported by introductions to computer-aided drafting (CAD), enabling the familiarization and visualization of drafting principles, standards, tools, and techniques. Two lecture. Two lab.

DFT 150 Auto CAD D (3)

For Dual Enrollment students only. This course will enable students to utilize computer-aided drafting (CAD) in a D medium. Prerequisite: DFT 110 or Consent of Instructor. Two lecture. Two lab.

DFT 155 SolidWorks and the Manufacturing Environment (3)

For Dual Enrollment students only. This course will enable students to utilize SolidWorks, a 3D parametric solid modeling software. Students will also explore the relationship of SolidWorks in the world of manufacturing. Grading option S/U. Three lecture.

DFT 200 AutoCAD 3D (3)

For Dual Enrollment students only. This course furthers a student's mastery of computer-aided drafting (CAD) by exploring how to unlock the power of 3D through the use of advanced AutoCAD applications.

Prerequisite: DFT 150. Two lecture. Two lab.

Early Childhood Education (ECE)

ECE 100 Introduction to Early Childhood Education (3)

An introduction to the profession of Early Childhood Education, including a historical overview, developmentally appropriate practices, cultural diversity, family roles, teacher roles, professional development, and current issues. Students will perform 30 hours of classroom experiential involvement in local organizations that care for children 0-8 years of age. Three lecture.

ECE 110 Early Childhood Curriculum (3)

The fundamentals of curriculum theory and design appropriate to the developmental needs of young children. Three lecture.

ECE 120 Health, Safety, and Nutrition for the Young Child (3)

Provides a study of health, safety and nutrition with related activities including current issues, guidelines and practices in early childhood settings. Three lecture.

ECE 200 Child Guidance (3)

Exploration, through observation and recording, of behaviors of young children. Emphasis placed on positive guidance techniques to promote pro-social behaviors and self-guidance for young children. Three lecture.

ECE 234 Child Growth and Development (3)

Child development from conception to eight years old, emphasizing cognitive, social and physical growth. Including theories of development. Three lecture.

ECE 240 School, Family, and Community Relations (3)

Study of the relationship between the child, the family, the community and the early childhood educators. Involves multicultural issues and diversity. Prerequisite: ECE 100. Three lecture.

ECE 260 Child Development Associate (CDA) Assessment (2)

Candidates for the CDA Credential complete the application for the CDA and are observed working as lead teacher in a federally approved setting. Prerequisite: ECE 100, 110, 120, 200, 234, or 240 and approval of ECE department advisor. One lecture. Two lab.

Economics (ECN)

ECN 204 Macroeconomic Principles (3)

Basic principles of macroeconomics designed to acquaint the student with workings of the national economy: market economy, national income accounting, fiscal and monetary policy, and the Federal Reserve System. General Education: Social/Behavioral Sciences. Three lecture.

ECN 205 Microeconomic Principles (3)

Microeconomic topics of market structures, elasticity, price and output determination, and general equilibrium. General Education: Social/Behavioral Sciences. Three lecture.

Education (EDU)

EDU 200 Introduction to Education (3)

An examination of the development of education in the United States, the historical development and social foundations of education, the student as learner, the teacher as a professional and current issues and trends in education. This course includes 30 hours of classroom observations and experiences. Prerequisites: ENG 099 and RDG 099 and or placement or Consent of Instructor. Three lecture.

EDU 222 Introduction to the Exceptional Student (3)

Study of special education and the exceptional student with emphasis on factors relating to current practices, identification, and characteristics of the exception learner, one who differs from the average learner. Pre/Co-requisite: ENG 101 or Consent of Instructor. Three lecture.

EDU 247 Beginning Community College Teaching (1)

A beginning methods course that focuses on an analysis of teaching and learning styles, delivery, classroom management and college policies. One lecture.

EDU 248 Intermediate Community College Teaching (1)

Explore development and purpose of the community college in the United States including current practices and issues with a particular focus on The Learning College. A methods course that focuses on student advisement and course articulation, assessment at both the course and program level, and technical expertise in the classroom. One lecture.

EDU 249 Advanced Community College Teaching (1)

A methods course that focuses on an application of teaching and learning styles and delivery, including discipline specific techniques and skills and advanced curriculum development. One lecture.

EDU 250 The Community College (3)

Development and purpose of the community college in the United States including current practices and issues. A methods course that focuses on analysis of teaching and learning styles, delivery, student assessment at course and program level, and curriculum development. Completing EDU 47, EDU 48, and EDU 49 is equivalent to EDU 50. Three

lecture.

Emergency Medical Services (EMS)

EMS 100 Emergency Medical Services First Response Training Course (3)

Working knowledge of emergency medicine per the U.S. Department of Transportation guidelines. Two lecture. Two lab.

EMS 131 Emergency Medical Technician (8)

Emergency Medical Technician course using the 2009 curriculum adapted by the Arizona Department of Health Services. This course will help prepare students for the National Registry of EMTs and certification as an AZ EMT. Prerequisites: Please review the CCC website for most current list as these are subject to change at the discretion of Northern Arizona Healthcare (NAH). Pre/Co-requisite: FSC 138 for Fire Science students.

Eight lecture.

EMS 262 Certified Emergency Paramedic (47)

Preparation of the Certified Basic Emergency Medical Technician for transition to an advanced Certified Emergency Paramedic provider level. Includes human anatomy and physiology, physical assessment, advanced airway and ventilation techniques, intravenous therapy, medical emergencies, and trauma patient management. Interested students will go through a rigorous testing process and should contact the EMS program coordinator. Prerequisite: EMS 131 or equivalent course/certification, current Arizona EMT certification. One year as a Certified EMT-Basic and acceptance to the program. Pre/Co-requisite: FSC 138. This course is provided in partnership and held at Northern Arizona Healthcare (NAH). Application to and acceptance into the program is required in order to take this course. See the NAH website at www.nahealth.com for application information. Twenty-seven lecture. Forty lab. Fall.

Engineering (EGR)

EGR 186 Introduction to Engineering (3)

Introduction to the engineering design process. Participation in hands-on team based design projects. Development of problem solving techniques, oral and written communications skills. Create education and career plans. Pre/Co-requisite: MAT 187. Two lecture. Three lab. This course is licensed under a Creative Commons Attribution 4.0 International License. To view a copy of this license, visit the CCC website.

EGR 122 Programming for EGR/SCI (3)

Introduction to computer programming for scientists, engineers, and mathematicians in MATLAB. Guided use of algorithms and structured programming to solve practical problems in applied engineering and science. Prerequisite: MAT 151 or placement beyond prerequisite. Two lecture. Three lab. Fall, Spring

English (ENG)

ENG 095 Basic Reading and Writing Skills (4)

The course focuses on principles of basic reading and writingskills through, vocabulary development, reading strategies, reading comprehension, recognizing reading and writing structures, grammar and punctuation, sentence structure, and concepts of paragraph and essaydevelopment. Prerequisite: Placement. May be taken for S/U credit.

Four lecture. Fall, Spring.

ENG 099 Fundamentals of Composition (4)

Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on the writing process, writing strategies and essay development. Prerequisite: ENG 095 or placement beyond prerequisite. Four lecture.

ENG 101 College Composition I (3)

Requires practice in writing, rhetoric, and reasoning, with emphasis on using the writing process to compose college level essays. Prerequisites: ENG 099 and RDG 099 or placement. General Education: Composition. Three lecture.

ENG 101A College Composition I with Review (5)

Requires practice in writing, rhetoric, and reasoning, with emphasis on using the writing process to compose college level essays. This course integrates foundational training in essay development, grammar and writing mechanics into the ENG 101 curriculum. Prerequisites: *RDG 099 or placement test score(s) beyond RDG prerequisite course(s) and a Writeplacer Score of 4 or above. General Education: English Composition. Five lecture.

Information: Equivalent to ENG 101. For students who place into ENG 099 with a Writeplacer score of 4 but believe that with additional instruction they can successfully complete ENG 101.

ENG 102 College Composition II (3)

Continued development of ideas and strategies introduced in ENG 101. Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays on literary topics and a documented research paper. Prerequisite: ENG 101. General Education: English Composition. Three lecture.

ENG 139 Introduction to Creative Writing (3)

Techniques of writing poetry, fiction, and creative non-fiction, with analysis of both published and student writing. Pre/Co-requisites: ENG 102. General Education: Arts and Humanities. Special Requirements: Intensive Writing/Critical Inquiry. May be taken for S/U credit. Three lecture.

ENG 235 Fundamentals of Screenwriting (3)

Integrated approach to basic skills needed for the successful completion of two short screenplays. Extensive screenwriting practice with critical analysis and group workshops to complement the revision process. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

ENG 237 Women in Literature (3)

Literature by and about women with emphasis on stereotypes, changing roles, and psychological and philosophical concerns. Pre-/Co-requisite: ENG 102. General Education: Arts and Humanities. Special Requirements: Intensive Writing/Critical Inquiry, Ethnic/Race/Gender Awareness, and Historical Awareness. Three lecture.

ENG 238 Literature of the Southwest (3)

Literature of the land and peoples of the Southwest, including the Colorado Plateau as a distinctive geographic region; the influence and interaction of Native American, Chicano, and Anglo cultures, and contemporary concerns of Southwestern writers. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

ENG 270 Creative Writing: Fiction (3)

Extensive practice in writing and revising fiction with emphasis on critical and cultural analysis of published models and students' work. Pre/Co-requisite: ENG 102. General Education: Arts and Humanities. Special Requirement: Intensive Writing/Critical Inquiry. May be taken for S/U credit.

ENG 271 Creative Writing: Poetry (3)

Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: ENG 101 or Consent of Instructor. Grading option S/U. Three lecture.

ENG 272 Creative Writing: Non-Fiction (3)

Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Pre/Co-requisite: ENG 102. Grading option S/U. Three lecture.

ENG 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

Environmental Studies (ENV)

ENV 113 Global Environmental Issues (3)

Students will examine the scientific basis of and reasons for concern about human population growth, loss of biodiversity and atmospheric alterations (global climate change). Prerequisite: any science course numbered 100-level or above or Consent of Instructor. Three lecture.

ENV 253 Water, Energy and Climate Change on the Colorado Plateau (3)

Learners will examine the nexus of water, energy and climate change on the Colorado Plateau. Course will examine fundamental principles of hydrology, climatology, historic human usage of energy and water, current patterns of water distribution and use, the different energy fuels and systems employed for electrical generation, and the current and projected effects of climate change on biota, ecosystems and future generations. Field trips required. Prerequisites: ENG 101 and MAT 088 or Consent of Instructor. Grading option S/U. Three lecture.

Fire Science (FSC)

FSC 135 Fundamentals of Fire Prevention (3)

Role and functions of fire prevention. Practical rather than theoretical aspects of fire prevention. Three Lecture.

FSC 136 Fire Apparatus and Hydraulics (4)

Principles of care, maintenance, and operation of fire apparatus and pumps. Pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting, and producing effective fire streams. Three Lecture. Two Lab.

FSC 137 Hazardous Materials Awareness (.5)

This course presents the basic concepts and techniques related to hazardous materials first response. It is for those individuals who in the course of their normal duties may be first on the scene of an emergency involving hazardous material. First Responders at the awareness level are expected to recognize and identify a hazardous materials incident, protect themselves, call for trained personnel, and secure the area. (Required for EMS 131. Fire Science students must take FSC 138). One half credit hours.

FSC 138 Hazardous Materials First Responder (4)

Definition, detection, identification, scene management, basic training, equipment planning, strategy, and tactics in the management of hazardous materials incidents. Preparation for the Department of Emergency Services certificate. For Fire Science majors, the co-requisite is EMS 131. Three Lecture.

FSC 180 Firefighter I and II (8)

For the new firefighter or student interested in firefighting. Fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Prerequisites: FSC 138 and EMS 131 or Consent of Fire Science Coordinator. Six Lecture. Four Lab.

FSC 233 Introduction to Wildland Fire Behavior/Fire Fighter and Human Factors in the Wildland (4)

Provide a fundamental knowledge of wildland fire: behavior, control techniques, and fireline leadership, along with an introduction to the Incident Command System and National Response Network. Covers material from, IS-100,, IS-700, S-130, S-190, and L-180 After completion, students may qualify for "Red Card" with the addition of fire service employment and successful completion of the Fire Fighter Pack Test Four lecture.

FSC 234 Fire Investigation (3)

Methods of determining point of fire origin and fire cause, and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three Lecture.

FSC 235 Fire Protection Systems (3)

Required standard for water supply, protection systems, automatic sprinklers, and special extinguishing systems, including analysis of various automatic signaling and detection systems. Prerequisite: FSC 180 or Consent of Instructor. Three Lecture.

FSC 236 Firefighter Occupational Safety (3)

Informational base to reduce injuries to firefighting personnel. Awareness, training, and research of equipment to develop a safety program to meet the needs of the fire service. Three Lecture.

FSC 238 Emergency Scene Management (3)

Effective methods of managing emergency incidents including multiple alarm fires, high-rise fires, brush fires, hazardous materials incidents, and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Prerequisite: FSC 180 or Consent of Instructor. Three Lecture.

FSC 239 Emergency Services Leadership and Management (4)

Basic principles for administrative management of emergency service organizations. Includes fundamental elements in supervision, leadership, group dynamics, decision making, organizational structure and legal obligations. Also includes health and fitness, customer service and recovery efforts. Four lecture.

FSC 241 Firefighter Safety and Building Construction (3)

Safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three Lecture.

FSC 243 Wildland Fire Chain Saws (4)

Instructor led course that provides introduction to the function, maintenance and use of internal combustion engine powered chain saws, and their tactical wildland fire application. Includes field exercise(s) that support entry level training for fire fighters with little to no previous experience in operating a chain saw, providing hands-on cutting experience in surroundings similar to fireline situations. Prerequisite FSC 233 or Instructor consent. Four Lecture

FSC 253 Wildland Fire Observation and Origin Scene Protection, Portable Pumps and Water Use, Basic Air Operations (4)

Designed to teach sound wildland fire observations and origin scene protection, provide knowledge and skills to design, set-up, operate, troubleshoot, and shut down portable water delivery systems. Course also covers aircraft types, capabilities, aviation management and safety for flying in and working with agency aircraft, tactical, and logistical uses of aircraft, and requirements for helicopter takeoff and landing areas. Covers materials from FI-110, S-211, S-270. Prerequisite: FSC 233 and FSC 243, or consent of instructor. Four lecture.

FSC 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary, practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

Fitness (FIT)

FIT 102 Pilates (2)

Introduction to the Pilates method for improving flexibility, strength and total body conditioning. Grading option S/U. Two lecture.

FIT 103 Cardio-Fitness Workout (1)

An intense cardio-vascular workout that combines aerobic exercise, free-weights, Strength training and nutrition. Grading option S/U. One lecture.

FIT 111 Beginning Yoga (2)

Beginning Yoga including yoga postures, breathing, history, and philosophy. Grading option S/U. One lecture. Two lab.

FIT 155 Tai Chi Chuan (3)

An introduction to the basic philosophy and movements of Tai Chi Chuan (Yang Style Long Form). Grading Option S/U. Three lecture.

FIT 202 Pilates II (2)

Intermediate studies in the Pilates method for improving flexibility, strength and total body conditioning. Grading option S/U. Two lecture.

FIT 210 Yoga II (2)

Intermediate studies in Yoga including yoga postures, breathing, history, and philosophy. Includes study into various yoga styles including, but not limited to gentle/restorative, flow, yin, Siyananda, and Kripalu.

Prerequisite: FIT 111 or Consent of Instructor. Grading option S/U. One lecture. Two lab.

Forensics (FOR)**FOR 101 Introduction to Forensics (3)**

Students in this course will study the techniques and technologies of the various forensic sciences as they relate to criminal investigations. Students will become fully aware of the legal issues that pertain to these activities and current forensic practices. Three lecture.

FOR 150 Death Investigations (3)

This course is designed to provide students with an overview of the procedures of Scene Investigators, and the Medical Examiner's Office, in determining cause and manner of death. Students will study the techniques and technologies utilized in modern death investigations, and become fully aware of the legal issues surrounding these activities. Three lecture.

FOR 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

French (FRE)

FRE 101 Beginning French I (4)

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Grading option S/U. Four lecture.

FRE 102 Beginning French II (4)

Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Pre-requisite: FRE 101 or Consent of Instructor. Grading option S/U. Four lecture.

Geography (GEO)

GEO 102 Human Geography (3)

Thematic approach towards the study of global attributes to provide a bridge between the social and environmental sciences that considers how trends, patterns, and interactions developed within and between countries. Emphasis consists of comparisons and contrasts of the physical, socio-cultural, economic, and political aspects among regions of the world and application of geographical concepts and theories that explain or predict the cause and effect leading to the development of specific aspects for a country or region. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International and Historical Awareness. Three Lecture.

GEO 131 Introduction to Physical Geography (4)

Natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciations, and coastal processes emphasizing geographic distribution. General Education: Physical and Biological Sciences. Three Lecture. Three Lab.

GEO 133 World/Regional Geography (3)

Physical (climate, vegetation, landform) and cultural (ethnic, religious, political, economic) attributes of the world's major regions and the interplay between them. Includes a study of world place- name geography. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three Lecture.

GEO 135 Geodesign (3)

This course will provide an overview of geodesign processes, an understanding of the concepts, principles, and applications of spatial analysis to design problem-solving projects, and provide student preparation for integrating geodesign techniques across disciplines of study and/or applications in the workplace, and/or to issues relating to optimizing the nature and course of human interactions in an environmental, social, or political context. Three lecture. Fall, Spring.

Geology (GLG)

GLG 101 Physical Geology (4)

The study of Earth's processes and materials including rocks and minerals, structures, landforms and their origins. General Education: Physical and Biological Sciences. Three lecture. Three lab.

GLG 102 Historical Geology (4)

Chronological study of the sequence of events involved in the formation and development of the earth and its inhabitants as revealed in the geological record. General Education: Physical and Biological Sciences. Prerequisite: GLG 101. Three lecture. Three lab. Fall, Spring.

GLG 105 Introduction to Planetary Science (4)

A survey of Solar System objects and their geologic evolution, surfaces, interiors, atmospheres, and processes, the methods used to study them, and the history of space exploration; weekly laboratory for data analysis and experiments; may include field trip(s). General Education: Physical and Biological Sciences. Three lecture. Three lab.

GLG 110 Natural Disasters (4)

Examine the forces behind the geologic, atmospheric, and climatic processes that have caused great loss of life and property throughout history as a result of natural disasters with a focus on causation, prediction, preparation, and mitigation. General Education: Physical and Biological Sciences. Three lecture. Three lab.

GLG 112 Geology of the Grand Canyon (2)

Concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Grand Canyon. Field trips. One lecture. Three lab.

GLG 232 Geology of the Colorado Plateau (4)

Examine and observe the geology and geologic processes of the Colorado Plateau and how it has affected its inhabitants. Three lecture. Three lab.

German (GER)**GER 101 Beginning German I (4)**

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing German. General Education: Options. Grading option S/U. Four Lecture.

GER 102 Beginning German II (4)

Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing German. General Education: Options. Prerequisite: GER 101 or Consent of Instructor. Grading option S/U. Four lecture.

History (HIS)**HIS 131 U.S. History to 1877 (3)**

Study of the peoples and forces that comprise the history of the United States from the pre-Columbian era to the end of Reconstruction (1877). General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

HIS 132 U.S. History from 1877 (3)

History of the United States and the peoples and forces that shape it from the end of Reconstruction to the present. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

HIS 201 Western Civilizations to 1660 (3)

Interdisciplinary approach to the history and development of Western civilizations from the ancient civilization of Egypt and Mesopotamia to 1660 or the dawning of modern Europe. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 202 Western Civilizations from 1660 (3)

Interdisciplinary approach to the history and development of Western civilizations from 1660 to the present. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 211 World History to 1500 (3)

This course introduces students to the wide range of civilizations and cultural traditions in the world prior to 1500. Course highlights how various civilizations found unique solutions to common problems, which, combined with increasing contact and exchange, resulted in the diverse contemporary world. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 212 World History from 1500 (3)

This course is to introduce students to the global community that develops after 1500 out of the diverse civilizations and cultures that existed before 1500. Course highlights various civilizations found unique solutions to common problems, which, combined with increasing contact and exchange, resulted in the diverse contemporary world. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 238 Navajo History (3)

Examines Diné (The People) history with emphasis on the role the Navajo have played in the economic, cultural, and political life of the Navajo nation. Three lecture.

Hotel and Restaurant Management (HRM)**HRM 100 Introduction to Hospitality (3)**

History, policies, and procedures of the hospitality industry relating to hotel/restaurant management. Three lecture.

HRM 140 Food Production Concepts (3)

Introductory course identifying and describing the various interrelated components of systematic food service management. Three lecture.

HRM 210 Guest Service Management (3)

Overviews of the hotel industry, front office management, guest expectations, reservations, uniformed services, and guest accounting. Also emphasizes the importance of communication and the key role front office plays within the framework of the entire hotel. Three lecture.

HRM 220 Property Management (3)

Introduction to the direction and control of housekeeping operations, personnel and facilities management, problem solving techniques, and guest security and safety. Three lecture.

HRM 240 Commercial Food Production (3)

Introduction to the operations, principles, and presentation techniques associated with the large and small commercial food services industry. Prerequisite: HRM 140 or Consent of Instructor. Two lecture. Three lab.

HRM 270 Hospitality Information Technology II (3)

Study and learn to use hotel and restaurant information management systems. Learn how to manage functionality of industry specific application to meet the goals of the organization. Prerequisite: CIS 120. Three lecture.

HRM 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical application of applied hotel and restaurant management skills. Agreed upon internship will have a direct link to responsibilities regarding customer service, employee responsibility, proper handling, preparation or management of resources (food, equipment, supplies, linen, etc.). Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. Grading option S/U. One to six variable credit hours.

Human Development Education (HDE)

HDE 102 College Study Skills (3)

Exploration of techniques that facilitate learning, improve academic performance, and help students succeed in the college environment. Topics include time management, organizational and study strategies, reading textbooks, taking notes, critical thinking, learning styles, preparing for tests, and using electronic tools to find information. Three lecture.

Humanities (HUM)

HUM 205 Technology and Human Values (3)

Explores the relationship between technological development and individual and social values in the Western World from ancient times through the present. Includes technologies connected with a variety of areas, such as medicine, printing, agricultural production, work, ethics, art and architecture. General Education: Arts/Humanities. Special requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Pre/Co-requisite: ENG 102. Three lecture.

HUM 235 American Arts and Ideas (3)

Cultural development of the arts, literature, and philosophical and religious movements within the United States from the colonial period through the present. Pre/Co-requisite: ENG 101. General Education: Arts/Humanities. Pre/Co-requisite: ENG 101. Three lecture.

HUM 241 Humanities I (3)

Cultural development of the western world from the ancient Greeks to the Renaissance as reflected in the literature, visual arts, architecture, and performing arts of the various periods. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Pre/Co-requisite: ENG 102. Three lecture.

HUM 242 Humanities II (3)

Cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture, and performing arts of the various periods. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Pre/Co-requisite: ENG 102. Three lecture.

Interpreter Training Program (ITP)

ITP 201 Ethics and Social Justice of Interpreting (3)

Focuses on identifying personal ethics and beliefs as well as ethics as it relates to the field of interpreting and the Code of Professional Conduct. Also includes discussions of social justice theory and how it relates to ASL and English speaking communities. Prerequisite: ASL 201 with a grade of B or better and ENG 102. Three lecture. Fall, Spring.

ITP 210 Intro to Professional Interpreting and Ethics (3)

A foundation course to discuss the role, function, responsibilities, and communication strategies of the ASL interpreter, including situational application of national standards and the Code of Professional Conduct. Prerequisite: ASL 202 or Consent of Instructor. Grading option S/U. Three lecture.

ITP 211 Fundamentals of Interpreting I (3)

Foundation skills required for effective translation and interpretation. Includes critical analysis and application for systemically analyzing interactions and texts in order to ascertain where meaning lies. Also includes understanding and developing the cognitive skills for English translating and interpreting. Prerequisite: ASL 201 with a grade of B or better and ENG 102. Three lecture. Fall, Spring.

ITP 212 Fundamentals of Interpreting II (3)

Focuses on the foundation skills required for effective translation and interpretation. Includes intralingual translation and interpretation text analysis techniques through main point abstraction, summarization, paraphrasing and restructuring a message while retaining its meaning. Discussions will address theoretical aspects of translating and interpreting techniques as well as specific issues related to interpreting skills. Also includes introduction to the interpreting field. Prerequisites: ASL 202 with a grade of B or better and ENG 102 and ITP 211. Three lecture. Fall, Spring.

ITP 213 Consecutive Interpreting (4)

Intensive practice of consecutive (following dialogue) ASL to English, and English to ASL using a variety of vocabulary and linguistic situations including source language analysis and application of appropriate techniques. Prerequisite: ITP 210. Co-requisite: ASL 203. Grading option S/U. Four lecture.

ITP 214 Simultaneous Interpreting (4)

Intensive practice of simultaneous (immediate) ASL to English, and English to ASL using a variety of vocabulary and linguistic situations including source language analysis and application of appropriate techniques. Prerequisites: ITP 210 and ITP 213. Co-requisite: ASL 203. Grading option S/U. Four lecture.

ITP 215 Transliterating (3)

Learning the techniques of interpreting in manually coded English, using conceptually- accurate American Sign Language in a variety of interpreting situations. Prerequisites: ITP 213, ITP 214, and ASL 212. Three lecture. Grading option S/U.

ITP 216 Educational Interpreting (3)

A course specifically designed for the student who wishes to interpret in the K1 and post-secondary educational settings. Includes 20 clock hours of clinical experience or service learning in the field.

Prerequisite: Consent of Instructor. Three lecture. Grading option S/U.

ITP 217 Interpreting Seminar (3)

Capstone course designed to give students practice of all the combined skills required for professional interpreting in a variety of situations and role play opportunities. Students will gain further understanding of the certification and licensure process, as well as continuing education units. This capstone course is required for all program completers. Prerequisite: Consent of Instructor. Three lecture. Grading option S/U.

Italian (ITA)

ITA 101 Beginning Italian I (4)

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Four lecture. Grading option S/U.

ITA 102 Beginning Italian II (4)

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Prerequisite: ITA 101 or Consent of Instructor. Four lecture. Grading option S/U.

Japanese (JPN)

JPN 101 Beginning Japanese I (4)

Learn basic grammar and vocabulary, while learning about Japanese culture. Practice in speaking, reading, writing, and listening to Japanese. General Education: Options. Four lecture.

JPN 102 Beginning Japanese II (4)

Upper-level beginner grammar and vocabulary; Japanese customs and culture; Practice in speaking, reading, and writing Japanese. General Education: Options. Prerequisites: JPN 101. Four lecture.

Leadership (LDR)

LDR 201 Leadership Basics (3)

Introduction to leadership in which students will develop a personal leadership philosophy, learn to articulate a vision, examine, evaluate and solve ethical dilemmas in the workplace, and practice leading by serving. Three lecture. Fall, Spring.

LDR 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical application of applied leadership principles. Agreed upon internship will have a direct link to responsibilities regarding goal-setting, decision-making, conflict resolution, team building, supervision, and service. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. Grading option S/U. One to six variable credit hours.

Machine Shop (MCH)

MCH 110 Machining Level I (3)

For Dual Enrollment students only. Overview of metal machine practices and shop safety designed to help the student have a better understanding of machine shop procedures. Two lecture. Two lab. Grading option S/U.

MCH 111 Machining Level II (3)

For Dual Enrollment students only. Operation of machine shop tools including: engine lathe operation: set-up, cutting speeds and feed, threading tapers; milling operations: set-up, boring and gear cutting; Computer Numerical Control (CNC) Milling Machine: Programs in CNC and set-ups. Prerequisite: MCH 110. Two lecture. Two lab. Grading option S/U.

Mathematics (MAT)

MAT 010 Math Help- 911 (2)

Small group supplemental instruction in math and study skills development. Co-requisite:

MAT 088, 091, 121 or 122. Must be taken for S/U grading. Two lecture.

MAT 088 Pre-Algebra (4)

Arithmetic concepts with integers, fractions, and decimals, including signed numbers. Solving linear equations and evaluating algebraic expressions. Prerequisite: Placement. Four lecture. Fall, Spring.

MAT 091 Beginning Algebra (4)

Basic algebraic concepts including operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: MAT 088 or placement. Four lecture. Fall, Spring.

MAT 097 Intermediate Algebra (4)

Basic algebraic concepts, including rational expressions, functions and their graphs, radicals, quadratics, and logarithms/exponentials. Prerequisite: MAT 091 or placement. Four lecture.

MAT 140 College Math with Algebra Review (5)

Students will examine finance, growth, probability, statistics, and common applications encountered in society. Review material will be taught just in time for when it is needed. General Education: Mathematics. Prerequisite: *MAT 091 or placement into MAT 097 or MAT 140. Five lecture.

MAT 142 College Mathematics (3)

Students will examine finance, growth, probability, statistics, and common applications encountered in society. General Education: Mathematics. Prerequisite: MAT 097 or placement. Three lecture.

MAT 151 College Algebra (4)

College level algebra, including equations, functions, matrices, inequalities, sequences and series, and fundamental algebra theorems will be studied. Prerequisite: MAT 097 (Recommended) or placement. General Education: Mathematics. Four lecture. Fall.

MAT 160 Introduction to Statistics (3)

Introduction to Statistics involves statistical tools and techniques used in applications. Includes collection of data, graphical and descriptive statistics, probability and probability distributions, point and interval estimates of population parameters, hypothesis testing, and correlation and regression. Prerequisite: MAT 140 or placement. General Education: Mathematics. Three lecture. Fall, Spring.

MAT 172 Finite Mathematics (3)

Various analytical methods used in business and social sciences, including algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: MAT 151 or placement. Three lecture. Fall, Spring.

MAT 187 Pre-Calculus (5)

College level algebra and trigonometric topics to prepare for calculus. Functions, equations, and inequalities, trigonometry, and fundamental algebra theorems will be studied. General Education: Mathematics. Prerequisite: MAT 097 or placement. Five lecture.

MAT 211 Business Calculus (4)

Integral and differential calculus, including multidimensional, with business and social science applications. General Education: Mathematics. Prerequisite: MAT 151 or placement. General Education: Mathematics. Four lecture. Spring.

MAT 220 Calculus and Analytic Geometry I (5)

Limits, continuity, differential, and integral operations on algebraic and trigonometric functions and applications. General Education: Mathematics. Prerequisite: MAT 187 or placement. Five lecture.

MAT 230 Calculus and Analytic Geometry II (5)

Applications and methods of integration, Taylor polynomials and series, differential equations, multivariable functions and vectors. General Education: Mathematics. Prerequisite: MAT 220. Five lecture.

MAT 241 Calculus and Analytic Geometry III (4)

Multidimensional calculus. Includes conic sections, polar coordinates, partial derivatives, gradients, directional derivatives, extreme, multiple and iterated integrals, vector calculus, line integrals, and Green's Theorem. General Education: Mathematics. Prerequisite: MAT 230. Four lecture.

MAT 261 Differential Equations (4)

Introduction to ordinary differential equations. Includes first order equations, higher order linear equations, applications of first and second order equations, series solutions, Laplace transforms, and systems of linear differential equations. General Education: Mathematics. Prerequisite: MAT 230. Four lecture.

Military Science (MSC)

MSC 101 Basic Military Science I (1)

Studies the defense establishment and organization of the U.S. Army. Introduces military discipline, traditions, and historical perspectives. Studies the roles of the different branches of the U.S. Army in our nation's defense. Includes training in marksmanship, field craft, rappelling, and first aid. One lecture.

MSC 102 Basic Leadership (1)

This course is an introduction to problem solving, decision-making, leadership and helps students become more effective leaders and managers, whether they serve in the military or become leaders in civilian life. Topics addressed include problem solving and methods, critical thinking, leadership theory, followership, group cohesion, goal setting, and feedback mechanisms. One lecture.

MSC 130 Leadership Lab I (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Co-requisite: MSC 101 and MSC 150 or Department Consent. Two lab. Fall.

MSC 131 Leadership Lab I (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Co-requisites: MSC 102 and MSC 151 or Department Consent. Two lab. Spring.

MSC 150 Army Physical Fitness I (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

MSC 151 Army Physical Fitness I (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

MSC 201 Advanced Leadership (2)

Theoretical and practical leadership instruction, in which students will examine several aspects of communication and leadership concepts such as written and oral communications, effective listening, assertiveness, personality, adult development, motivation, and organizational culture and change. Students will be well grounded in fundamental leadership principles and will be better prepared to apply such principles to a wide variety of life experiences. Prerequisites: MSC 101, MSC 102, or Department Consent. Two lecture.

MSC 202 Officership (2)

Provides an extensive examination of the unique purpose, roles, and obligations of commissioned officers. It includes a detailed look at the origins of U.S. Army values and their practical application in decision-making and leadership. Includes military tactics, values and ethics, leadership, oral and written communications, and the Army's successes and failures from the Vietnam War to present. Prerequisite: Completion of MSC 101, MSC 102, MSC 201, or Department Consent. Two lecture.

MSC 230 Leadership Lab II (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Co-requisites: MSC 201 and MSC 250 or Department Consent. Two lab.

MSC 231 Leadership Lab II (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Co-requisites: MSC 202 and MSC 251 or Department Consent. Two lab.

MSC 250 Army Physical Fitness II (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

MSC 251 Army Physical Fitness II (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

Music (MUS)

MUS 100 Music Appreciation (3)

Development of understanding and enjoyment of various musical forms and styles including an introduction to musical history. Relates concepts of music style and technique to those of other arts.

General Education: Arts/Humanities. Three lecture.

MUS 120 Introduction to Music Theory (3)

An introduction to the fundamentals of music: reading, notation, rhythm, scales, intervals, triads, sight-singing, and dictation. Three lecture. Grading option S/U.

MUS 145 Jazz History and Literature (3)

History and development of jazz music from its origin to the present day. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

MUS 207 American Popular Music (3)

Develops listening skills and an understanding of how American geography, history, politics, and economics relate to the

development of selected musical styles. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

MUS 240 Music of World Cultures (3)

This course is intended as a broad survey of music and its place in human cultures around the world, with a focus on non-Western Cultures. We will consider traditional, popular, and classical music from a number of regions in an ethnomusicological perspective, highlighting similarities and differences in music's relation to other domains of social life, such as cosmology, art, language, economics, and politics, cross-culturally. Ultimately, the purpose of this class is to better understand music and the many ways it can be meaningful as a part of the world's cultural diversity. General Education: Arts and Humanities. Contemporary Global/International or Historical Awareness. Three lecture.

Navajo (NAV)

NAV 101 Beginning Navajo I (4)

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Grading option S/U. Four lecture.

NAV 102 Beginning Navajo II (4)

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Prerequisite: NAV 101 or Consent of Instructor. Grading option S/U. Four lecture.

Nursing (NUR)

NUR 110 Nursing Assistant I (4)

Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and ethical/legal aspects of health care. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Prerequisites: These are subject to change at the discretion of Northern Arizona Healthcare.

Please refer to the CCC website for a list of current requirements. Three lecture. One lab.

NUR 111 Nursing Assistant Clinical (1)

To provide students with the necessary clinical time required for application for state certification as a Certified Nursing Assistant. Students will practice basic concepts common to all members of the health team in acute and long-term care settings which include basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, ethical/legal aspects of health care, basic nursing skills based upon fundamental using concepts in giving individualized client care. Prerequisites: These are subject to change at the discretion of Northern Arizona Healthcare. Please refer to the CCC website for a list of current requirements. Co-requisite: NUR 110. Grading option S/U. One lab.

NUR 114 Introduction to Nursing Pharmacology (3)

This introductory pharmacology Nursing course is an overview of pharmacological concepts and the nursing process. Emphasis will be placed on understanding drug classifications and basic foundations of pharmacology. Prerequisite:

Admission to the nursing program. Pre/Co-requisite: ENG 102. Co-requisites: NUR 116. Three lecture. Fall

NUR 116 Nursing Concepts I (7)

This introductory nursing course focuses on the core components of nursing practice and caring as the essence of nursing. Emphasis will be placed on professional roles of the nurse, the nursing process, critical judgement, basic assessment, communication skills, medication administration and basic nursing skills. Pre-requisites: Admission to the nursing program. Pre/Co-requisites: ENG 102. Co-requisite: NUR 114. Six lecture. Six lab. Fall

NUR 124 Nursing Concepts II (9)

This course is the beginning of medical surgical nursing across the life span. The focus is on Endocrinology, Gastrointestinal, Respiratory, Cardiac, Hematological systems, and Cancer across the life span. Emphasis will be placed on the nursing process, which includes nursing interventions, critical judgement, as it relates to each system. Content will include the care of the pediatric patient as it relates to each system. Each system will include pharmacology, dosage calculation, and pediatric dosage. Prerequisites: NUR 114 and NUR 116. Pre/Co-requisite: PSY 240. Seven lecture. Six lab.

NUR 215 Nursing Concepts III (9)

This course focuses on the medical surgical systems, Neurological, Musculoskeletal, Genitourinary, and Reproductive as it relates to the adult and pediatric patient. Emphasis will be placed on the nursing process that includes nursing interventions, critical judgement, and assessment as it relates to each system. This course will also focus on the care of the childbearing and the childbearing family, reproductive system, and the care of the newborn. Emphasis is placed on health promotion, health maintenance, and health restoration in families during pregnancy, nursing care of the newborn, sexuality transmitted disease, reproduction, and growth and development of the pediatric patient. This course will also focus on the utilization of the nursing process and critical judgement in the care of the client and family with alterations in mental health and illness. Emphasis will be placed on psychiatric/mental health and emotional problems in hospitalized patients as well as in the community settings. Included in each focus area is Pharmacology as it relates across the life span. Emphasis will be on the dosage calculation, nursing interventions, patient teaching, therapeutic indications and the nursing process. Prerequisites: NUR 124. Seven lecture. Six lab. Spring

NUR 220 Nursing Concepts IV (9)

This course focuses on the utilization of the nursing process and critical judgement in the care of pediatric, adult and geriatric clients with acute health care needs. Emphasis is placed on acute disease processes in hospitalized patients. Includes basic concepts of critical care and emergency/disaster nursing. There is a 3- day NCLEX prep course at the end of the semester Prerequisites: NUR 215. Pre/Co-requisite: Humanities Elective. Co-requisite: NUR 222. Seven lecture. Eleven lab. Spring

Nursing 222 Management and Leadership in Nursing (2)

This course focuses on transitioning from the role of student nurse to entry-level nurse and the continued development of knowledge and skills essential for client care. Emphasis will be placed on collaborative clinical decision-making, nursing leadership skills and client management, professionalism and professional development, lifelong learning, trends in nursing and health care, and applicable career management and development. Prerequisites: NUR 215. Pre or Co-requisite: Humanities or General Education Options elective, Co-requisite: NUR 220. Three lecture. Spring

Nutrition (NTR)

NTR 135 Human Nutrition (3)

Principles of nutrition in critical periods throughout the life cycle and the essentials for the nutritional care of clients suffering from various diseases. Three lecture.

Philosophy (PHI)

PHI 101 Introduction to Philosophy (3)

Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

PHI 103 Introduction to Logic (3)

The systematic study, with emphasis on analysis and evaluation, of arguments. Topics will include both classical and current arguments from various disciplines of study. General Education: Arts and Humanities. Three lecture. Fall and Spring.

PHI 105 Introduction to Ethics (3)

Key concepts and problems in ethics and social and political philosophy. Historic and contemporary reading with application to modern concerns. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

PHI 122 Philosophy of Religion (3)

Philosophical readings, discussion, and analysis of Eastern Buddhist and Western monotheist religious traditions including concepts of 'God', arguments for and against God's existence, the Buddhist concept of the self and the nature of 'nirvana'. Three lecture.

Physics (PHY)

PHY 111 College Physics I (4)

Algebra-based study of motion, static and dynamic mechanics, waves and sound. General Education: Physical and Biological Sciences. Prerequisite: MAT 187. Three lecture. Three lab.

PHY 112 College Physics II (4)

Second-semester algebra based physics course. Introduction to the concepts of electricity and magnetism, light, and optics. General Education: Physical and Biological Lab Sciences. Prerequisite: PHY 111. Three lecture. Three lab. Spring

PHY 161 University Physics I (4)

First semester calculus-based physics course designed for pre-engineering and pre-science majors. Mechanics, motion, statics and dynamics, work, power and energy, impulse, and momentum will be studied. General Education: Physical and Biological Sciences. Prerequisite: MAT 220. Three lecture. Three lab.

PHY 180 Introduction to Astronomy (4)

Motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutron stars and black holes. Lab component requires numerous night observations. General Education: Physical and Biological Sciences. Three lecture. Three lab.

PHY 262 University Physics II (4)

Second semester calculus-based physics course. Topics include electrostatic phenomena, conductors, electric and magnetic fields, resistance, capacitance, and other basic circuit components and analysis, and magnetic forces and currents. General Education: Physical and Biological Sciences. Prerequisite: PHY 161. Pre/Co-requisite: MAT 230. Three

lecture. Three lab.

Political Science (POS)

POS 101 Introduction to Politics (3)

Issues in contemporary political analysis, human values, and political goals; how governments differ and change; relationship between individuals and government; how nation-states influence one another. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

POS 110 American National Government (3)

Introduction to the American national government; constitutional and philosophical foundations, federalism, structure and evolution of the federal government, and recent trends and issues in the federal government. General Education: Social/Behavioral Sciences. Three lecture.

POS 120 Introduction to World Politics (3)

Introduction to the international system, its actors and their capabilities; international political economy; ends and means of foreign policy; international cooperation, tension, and conflict. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

POS 140 Introduction to Public Administration (3)

Political context of American public administration, alternative frameworks for the analysis of the policy process in government agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

POS 220 Arizona and National Constitution (3)

Basic course in Arizona and United States governments and constitutions designed to meet the requirements for Arizona state teaching certification. General Education: Social/Behavioral Sciences. Three lecture.

POS 221 Arizona Constitution and Government (1)

Arizona Government and Constitution designed to meet the requirements for Arizona state teaching certification. One lecture.

POS 233 Global Environmental Politics (3)

International environmental policies, issues and concerns involving environmental ethics, resource use, global environmental divisions, ecological degradation, biodiversity and other global changes. Pre/Co-requisite: ENG 102. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing and Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Three lecture. Fall.

Psychology (PSY)

PSY 101 Introduction to Psychology (3)

A foundation course in the science of behavior. The course will provide an overview of the factors that affect behavior and mental processes including biological, behavioral, cognitive, and socio-cultural influences. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

PSY 205 Introduction to Abnormal Psychology (3)

This course provides an introduction to the classification, causes, and treatment of various disorders, including anxiety, mood, schizophrenic, substance abuse, personality, and developmentally-related disorders. Prerequisite: PSY 101. Three

lecture.

PSY 227 Personality Development (3)

Survey and comparison of different personality theories, including the dynamics that underlie personality development, assessment, and research. General Education: Social/Behavioral Sciences. Prerequisite: PSY 101. Three lecture.

PSY 230 Introduction to Statistics (4)

Basic concepts in descriptive and inferential statistics, emphasizing application to behavioral sciences. Includes methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, and hypothesis testing, tests for significance, and decision-making. Prerequisite: MAT 140 or higher. General Education: Options. Three lecture. Three lab.

PSY 236 Psychology of Women (3)

A cross-cultural study of the definition, trends, and issues of the psychological status of women, including an examination and evaluation of the psychological theories, as well as the operative forces behind women's role in society. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: PSY 101. Three lecture.

PSY 240 Developmental Psychology (3)

Life span development, including the scientific study of normal physiological, emotional, cognitive, and social development and the factors that influence this development, from conception until death. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: PSY 101. Three lecture.

PSY 241 Drugs, Society, and Human Behavior (3)

The course examines the impact of substance use and abuse on the individual and on society. In addition, the course provides a balanced account of all of the aspects of this subject, interpreting its complex nature. Prerequisite: PSY 101. Three lecture.

PSY 250 Social Psychology (4)

This course is designed for students interested in advanced study in psychology. This course critically examines the scientific study of social thinking, social influence, and social relations. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness; Contemporary Global and International Awareness Course. Prerequisite: PSY 101. Pre/Co-requisite: ENG 102. Four lecture.

PSY 255 Introduction to Biological Psychology (3)

A survey course exploring the biological and biochemical correlates of behavior and mental processes; focusing on relationships between the nervous system and behavior, and providing a foundation in nervous system structure and function. Prerequisite: PSY 101 Three lecture.

PSY 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours on the job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading option S/U.

Reading (RDG)

RDG 099 Advanced Reading Improvement (4)

A multi-pronged approach that includes mastery of college reading skills enhanced with supplemental reading, critical thinking, and reading fluency activities. Prerequisite: ENG 095 or placement beyond prerequisite course. May be taken for S/U credit. Four lecture.

Religious Studies (REL)**REL 201 Comparative Religions (3)**

Study of the world's major religions including religious and philosophical concepts pertaining to the existence and nature of the Absolute. Indigenous religions, Native American Religions, Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Zoroastrianism, Judaism, Christianity and Islam. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

REL 241 Asian Religions (3)

A cross analysis of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Zoroastrianism, Islam and Shintoism including religious and philosophical contents pertaining to Divinity, rituals, doctrines, beliefs and geographic Locations. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

Sociology (SOC)**SOC 101 Introduction to Sociology (3)**

Fundamental concepts of social organization, culture, race, ethnicity, socialization, social institutions, and social change. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

SOC 130 Human Sexuality (3)

Sociological, biological, psychological, and cultural factors that influence human sexuality with an emphasis in social constructions, ethics, gender roles, reproduction, and changing values in contemporary society. Three lecture.

SOC 140 Marriage and the Family in the United States (3)

Institutions and systems of kinship, marriage, family grouping, child rearing and status placement are studied. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

SOC 210 Sociology of Gender (4)

This capstone course will identify and critically examine contemporary social issues related to the theories of gender development; examination of social, cultural, political and economic conditions affecting the experience of gender; and exploration of issues involved in the different roles and expectations placed on women and men in various cultures at different periods in history, with particular emphasis on the contemporary U.S. culture. Various sociological perspectives namely functionalism, conflict theory, interactionist perspective, feminism, and social constructionism are to be utilized in approaching gender in the United States. General Education: Social and Behavioral Sciences, Special Requirements: Intensive Writing/Critical Thinking, and Ethnic/Race/Gender Awareness. Prerequisite: ENG 101 and SOC 101. Pre/Co-requisite: ENG 102. Four lecture.

SOC 215 Race and Ethnic Relations (3)

Sociological perspectives and theories on race and ethnic relations including: contemporary and historical racial and ethnic intergroup relations, cultural origins, developments, and problems experienced by minority groups. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

SOC 230 Sociology of Film and Media (3)

Overview of sociological concepts and perspectives as they relate to media and film; examination of social, cultural, political and economic conditions affecting the various cultures at different periods in history, with particular emphasis on contemporary American culture. Three lecture.

SOC 235 Sociology of Deviance (3)

Deviance in the United States emphasizing the study of deviance through topics and perspectives including social control, traditional and social constructionist studies, deviant careers, and career deviance. Additionally, the course will examine the crime and deviance by evaluating social norms, conformity, anomie, alienation, culture, and social constructionism. This examination will focus on the relationship between social constructions of deviance and crime while investigating various institutions and crime. Three lecture.

SOC 289 Internship I (3)

Student's opportunity to gain experience in the application of knowledge and skills as it relates to sociology in an appropriate setting. Prerequisites: ENG 101 and SOC 101. Co-requisite: ENG 101. One to six variable credit hours.

Spanish (SPA)**SPA 101 Beginning Spanish I (4)**

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. General Education: Options. Recommended: Spanish placement exam if you have previous Spanish experience of any kind. Grading option S/U. Four lecture.

SPA 102 Beginning Spanish II (4)

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. General Education: Options. Prerequisite: SPA 101 or placement. Grading option S/U. Four lecture.

SPA 125 Spanish for Health Professionals (3)

Develops a practical speaking knowledge of common medical terms frequently used in a variety of health care settings. Provides significant cultural information essential to field. Prior knowledge of Spanish useful but not required. Grading option S/U. Three lecture.

SPA 128 Spanish for Travelers (2)

A short course for students who have little or no prior experience with Spanish and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where Spanish is used. Grading option S/U. Two lecture.

SPA 131 Conversational Spanish I (3)

Basic grammar, vocabulary, and culture in conversational practice. Grading option S/U. Three lecture.

SPA 201 Intermediate Spanish I (4)

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. General Education: Options.

Prerequisite: SPA 102 or placement. Four lecture. Grading option S/U.

SPA 202 Intermediate Spanish II (4)

Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in Spanish. General Education: Options. Prerequisite: SPA 201 or placement. Four lecture. Grading option S/U.

Speech (SPC)

SPC 100 Fundamentals of Speech Communication (3)

Fundamentals of speech communication emphasizing public speaking skills and improved self-confidence. Performance based, improving speaking skills. General Education: Options. Three lecture.

SPC 200 Advanced Speech Communication (3)

Advanced speech communication skills emphasizing appropriate delivery methods, successful visual aids, ethics of how you prepare your “pitch” or angle, awareness of cultural significance, and appropriate response styles based on audience analysis. Performance based, improving speaking skills. Prerequisite: SPC 100 or Consent of Instructor. Three lecture. Fall, Spring.

Theatre (THR)

THR 101 Introduction to Theatre (3)

A survey of theatre, introducing basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature and criticism. General Education: Arts/Humanities. Three lecture. Grading option S/U.

THR 110 Acting I (3)

The fundamental techniques of acting are explored through physical and vocal expression, improvisation and scene work with an emphasis on the performer’s approach to characterization. Three lecture. Grading option S/U.

Welding Technology (WLD)

WLD 100 Basic Welding (2)

Shop procedures, safety and personal protection. Grinders, drill presses, and saws. Resistance and oxyacetylene welders. Arc welders; alternating current (AC) and direct current (DC) modes, electrodes, positioning and securing. Prerequisites: Registered apprentice status with Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator. One lecture. Two lab. Grading option S/U.

WLD 102 Basic Welding Fabrication (3)

Fundamentals of basic arc welding procedures, equipment, and safety techniques. Various arc welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture. Two lab.

WLD 106 Intermediate Welding (3)

Advanced arc welding procedures, equipment, and safety techniques. Instruction in the selection of electrode, gas, cups, and filler rod for gas tungsten arc weld (GTAW) welding. Techniques and practice in welding butt-joint, t-joint, lap and corner joints in various positions and numerous cutting procedures. Prerequisite: WLD 102 or Consent of Instructor. Two lecture. Two lab.

WLD 289 Internship I (1–6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

Catalog Updates

Record of catalog updates since last year's 2018-19 Catalog. These are now in effect beginning fall 2019.

Certificate	Wildfire Suppression	New Program
BIO 132	Bioscience Practicum II	New Course
BIO 103	STEM Readiness	New Course
ENG 101A	College Composition I with Review	New Course (AGEC)
AAS	Fire Science	Program Modification
AAS	Pre-Health Careers	Program Modification
AA	General Studies	Program Modification
AS	General Studies	Program Modification
ABus	General Studies	Program Modification
Certificate	Graphics and Web Design	Program Modification
Certificate	Fire Science Intermediate/Advanced	Program Modification
BIO 181	Unity of Life I: Life of the Cell	Course Modification
BIO 182	Unity of Life II: Multicellular Organisms	Course Modification
FIT 103	Cardio-Fitness Workout	Course Modification
JPN 102	Beginning Japanese II	Course Modification
MUS 120	Introduction to Music Theory	Course Modification
BIO 100	Biology Concepts	Course Modification
BIO 105	Environmental Biology	Course Modification (AGEC)
ENG 237	Women in Literature	Course Modification (AGEC)
MUS 100	Music Appreciation	Course Modification (AGEC)
MUS 207	American Popular Music	Course Modification (AGEC)
MUS 240	Music of World Cultures	Course Modification (AGEC)

PSY 250	Social Psychology	Course Modification (AGEC)
ENG 139	Introduction to Creative Writing	Course Modification (New AGEC)
ENG 270	Creative Writing	Course Modification (New AGEC)
FSC 233	Introduction to Wildland Fire Suppression	Course Modification (Title Change)
FSC 243	Intermediate Wildland Fire Suppression	Course Modification (Title Change)
FSC 253	Advanced Wildland Fire Supression	Course Modification (Title Change)
Certificate	Certificate Phlebotomy	Program Retirement
Certificate	Forensic Investigations	Program Retirement
AA	Colorado Plateau Studies	Program Retirement
AA	Environmental Studies	Program Retirement
AA	Vocational Technology Education	Program Retirement
AGS	Associate of General Studies	Program Retirement
ACC 105	Income Tax I	Course Retirement
AHS 157	Phlebotomy for Law Enforcement	Course Retirement
AHS 160	Phlebotomy Procedures	Course Retirement
AHS 161	Phlebotomy Practicum	Course Retirement
AJS 141	Gang Behavior/Street Violence	Course Retirement
AJS 209	Crimnl Jur on Fed & Ind Land	Course Retirement
AJS 215	Crime, Justice, and the Media	Course Retirement
AJS 265	Probation & Parole	Course Retirement
AJS 291	Terrorism & Counterterrorism	Course Retirement
AJS 292	Hostage Negotiations	Course Retirement
AJS 295	White Collar & Corporate Crime	Course Retirement
AJS 235	Adobe Photoshop II	Course Retirement
BIO 112	Wildflowers of Northern AZ	Course Retirement
CIS 112	Introduction to Windows	Course Retirement
CIS 140	Cisco Networking Academy Semester 1	Course Retirement
CIS 150	Cisco Networking Academy Semester 2	Course Retirement
CIS 160	Cisco Networking Academy Semester 3	Course Retirement
CIS 170	Cisco Networking Academy Semester 4	Course Retirement
CIS 250	Imp. MS Net Infrastructure	Course Retirement
COM 180	College Publications I	Course Retirement
CTM 270	Contractor's License	Course Retirement
DAN 105	Aerobic Dance I	Course Retirement
DAN 120	Modern Dance I	Course Retirement
DAN 150	Jazz Dance I	Course Retirement
DAN 151	Turkish-Egyptian Dance I	Course Retirement
DAN 152	Turkish-Egyptian Dance II	Course Retirement
DFT 125	Architectural Drafting I	Course Retirement
EMS 105	Wilderness First Responder	Course Retirement
ENG 236	Introduction to the American Short Story	Course Retirement
ENG 240	English Literature I	Course Retirement
ENV 111	Local Environmental Issues	Course Retirement
ENV 296	Study/Travel	Course Retirement
FRE 128	French for Travelers	Course Retirement
FRE 131	French for Travelers	Course Retirement
FRE 201	Intermediate French I	Course Retirement
FRE 202	Intermediate French II	Course Retirement
GER 128	German for Travelers	Course Retirement
GER 201	Intermediate German I	Course Retirement
GER 202	Intermediate German II	Course Retirement

ITA 128	Italian for Travelers	Course Retirement
ITA 201	Intermediate Italian I	Course Retirement
ITA 202	Intermediate Italian II	Course Retirement
MAT 111	Math Help 411	Course Retirement
MUP 105	Voice Class I	Course Retirement
MUP 107	Guitar I	Course Retirement
NAV 201	Intermediate Navajo I	Course Retirement
NAV 202	Intermediate Navajo II	Course Retirement
POS 222	National Constitution & Govern	Course Retirement
SOC 125	Domestic Violence	Course Retirement
SOC 220	Introduction to Social Work	Course Retirement
THR 199	Workshop	Course Retirement
WLD 111	Intro to Artistic Blacksmith	Course Retirement

This catalog was prepared based on the best information available at the time of publication. All information is subject to change without notice, obligation, or liability.