

**COURSE AUTHORIZATION FORM**

**Financial Aid Office**

**Prescott Campus** • 1100 East Sheldon Street • Prescott, Arizona 86301 • (928)776-2125  
**Verde Valley Campus** • 601 Black Hills Drive • Clarkdale, Arizona 86324 • (928)634-6502  
**Email** • prescott.financial.aid@yc.edu    **Toll-free** • (800)922-6787 ext. 2125-Prescott / 6502-Verde

**Instructions:** In order to continue your eligibility for federal financial aid each semester, you are **required** to meet with your academic advisor to complete this Course Authorization Form. Only approved courses which apply toward your stated educational plan will be considered for funding. Each semester, your completed *Course Authorization Form* must be submitted to the Financial Aid Office before your aid funds will be released. Missing information will cause **significant** delays.

<b>Student Section</b>	<b>Year</b> 20____ <b>Semester:</b> (circle one) Fall   Spring   Summer
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Name (Last, First, MI): \_\_\_\_\_ Y# \_\_\_\_\_

What is your specific degree or certificate objective at YC: \_\_\_\_\_ Catalog year: \_\_\_\_\_  
 (Only one degree will be accepted)

Completion Date: \_\_\_\_\_

Please list all the colleges you previously attended **and** the number of credits you completed at each.

Name(s) of College or University	Date Last Attended	Number of Credits Completed

*I understand that I am required to take courses toward my stated degree or certificate in order to receive financial aid. Courses that do not apply toward my educational plan will not be considered for financial aid. Unauthorized course changes may result in decreased eligibility or denied funds.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Advisor Section**

**Authorized courses for this semester**  
(Applicable to declared degree or certificate)

Course Number	Credit Hours	For FAO use only

**Unauthorized courses for this semester**  
(Not applicable to declared degree or certificate)

Course Number	Credit Hours	For FAO use only

Has degree or certificate objective changed since the last time student was enrolled?      YES      NO

Advisor Comments \_\_\_\_\_  
 \_\_\_\_\_

*The above named student has been advised regarding his/her educational program requirements at Yavapai College.*

Academic Advisor Signature: \_\_\_\_\_ Phone Ext: \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Aid / Veteran Services Office**

**Prescott Campus** • 1100 East Sheldon Street • Prescott, Arizona 86301 • (928)776-2152  
**Verde Valley Campus** • 601 Black Hills Drive • Clarkdale, Arizona 86324 • (928)634-6502  
**Email** • prescott\_financial\_aid@yc.edu    **Toll-free** • (800)922-6787 ext. 2125-Prescott / 6502-Verde

**Federal Financial Aid Recipients:** You have acquired at least 48 college credits (including transfer credits from other institutions). Therefore, it is **required** that you have an Academic Plan *Course Authorization Form* completed by the Academic Advising Office each semester. Only approved courses that apply toward your stated educational objective will be considered for funding. Students who are eligible for aid will have their classes held until the completed *Course Authorization Form* has been received and processed by the Financial Aid Office. Once processed, your funds will be released. For more details about this requirement, please refer to the Satisfactory Academic Progress Policy available in the Financial Aid Office.

**Please read and follow the steps below:**

**Step One:** Contact all previous institutions attended and request that an official transcript be sent to:

Yavapai College Records & Registration Office  
1100 East Sheldon St.  
Prescott, AZ 86301

Most schools will charge a small fee for providing transcripts. Contact the school to find out how much they charge and what information they need to fulfill your request. If you **never** attended any other institution, please skip to Step Three.

**Step Two:** The Records & Registration Office will not automatically evaluate your transcripts after receiving them. Two to three weeks after your transcripts arrive from the other institutions, call the Yavapai College Records and Registration Office at 928-776-2149 or 1-800-922-6787, ext. 2149 to request a transcript evaluation. Academic transcripts must be evaluated and course substitutions approved *before* you go to Step Three.

**Step Three:** Each semester you will be required to set up an appointment with your academic advisor to complete a Course Authorization Form (CAF). Please note that transcripts from all previously attended colleges must be on file and evaluated by Yavapai College before an academic plan can be developed and a CAF can be completed.