

Section I

About Yavapai College



About Yavapai College & Communities

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SECTION I GENERAL INFORMATION

A. ABOUT THE YAVAPAI COMMUNITY COLLEGE DISTRICT

Yavapai College, a community college in the Arizona State Community College System, was approved by Yavapai County voters on November 8, 1966.

Yavapai College offers classes at more than 75 locations in communities throughout Yavapai County, including its four campuses located in Prescott, Prescott Valley, Chino Valley, and Clarkdale, and centers located in Sedona and Camp Verde. More than 15,000 students are enrolled in credit and noncredit classes at Yavapai College annually.

Governed by a five-member, locally elected board, Yavapai College is accredited by the Higher Learning Commission and possesses a 10-year accreditation by the North Central Association. Membership in this accrediting association makes possible the transfer of Yavapai College credits to other American colleges and universities.

[About Yavapai College](#) There are further links to each Campus or Center.

[Click Here to see our Campuses and Centers](#)

B. YAVAPAI COLLEGE MISSION

YC Fact Book: http://www2.yc.edu/content/institutionalresearch/fact_book.htm

Purposes/Core Areas

To carry out Yavapai College's mission, the college provides educational programs and services in several core areas. Underlying each area is the commitment to provide high quality, convenient and cost-effective learning opportunities for the diverse populations of Yavapai County in order to strengthen the economic, civic, and cultural life of the county. The College partners with business, government, education and other community organizations to identify and address educational needs. The College provides educational programs and facilitates transitions from or to other educational sectors.

Instruction, Student Learning and Student, and Academic Support

The Yavapai College mission requires a fundamental commitment to teaching excellence and student learning. The College provides a safe learning environment supported by a comprehensive program of student and academic support services. Instructors are committed to instructional excellence, professional development, student learning, and innovative approaches to teaching, using outcomes assessment and appropriate technological support. Library, media, and learning laboratory services are provided for

instructional, student, and community support. Available is assistance in the academic, career, and personal development of a diverse student body, with timely and accurate information provided. [Faculty & Staff Webpage](#)

Transfer and General Education Programs

The College provides the first two years of study in the arts and sciences and pre-professional fields for those students who wish to transfer to baccalaureate granting colleges and universities. Students can transfer courses or an associate degree to a baccalaureate granting college or university. Graduates have a foundation in academic areas of specialization and general education to succeed in their further studies.

[Click here for Transfer Degree Information](#)

[Click here for Gen Ed Requirements](#)

Dual Enrollment

Dual Enrollment is an opportunity for county high school students to register for Yavapai College level courses at their high school, during normal operating hours. Students will earn credits toward their high school graduation, and also receive college credits.

Many high school students are ready to be challenged by college-level coursework and studies show that early exposure to college increases students likelihood of attending college after high school graduation.

The courses offered will have the same standards and expectations as if the course were taken on a Yavapai College Campus.

[Dual Enrollment Information](#)

Career/Technical Programs

The College provides programs and offers courses to prepare students for a first career, career change, or career advancement to meet individual goals and county needs. The College has a broad range of career/technical programs and courses to choose from, and students may earn technical associate degrees and short-term diplomas and certificates. Graduates have marketable employment skills, focusing on competencies that lead to employment at or above the average wage. Courses or an associate degree in selected career/technical programs transfer to baccalaureate granting institutions.

[Career Skills Program](#)

Basic Skills and Developmental Education

The Developmental Education Program places the learner at the center of a process that determines where students are, where they want and need to go educationally, and what can help them reach those goals. The Program provides coordination of the many instruction and student services to address the developmental needs of our students.

Developmental education addresses the needs of students who are under prepared for college work. Under prepared students include those who did not gain the requisite skills while in high school, those who are returning to school after a number of years,

and those who have learning challenges. Developmental coursework is designed to teach the information, concepts and skills prerequisite to success in college and in the work force, including English language, mathematics, study skills and critical thinking. Yavapai College's developmental education includes the Essential Skills Program (zero-level coursework in English, Math and Student Success), learning support through the Learning Centers, and Adult Basic Education (GED and English for Speakers of Other Languages).

[Developmental Education](#)

Civic Education, Community Services, and Lifelong Learning

Enriching the civic and cultural lives of its service area is a basic tenet of Yavapai College's purpose. The College offers a wide range of cultural and artistic events, speakers, professional and technical assistance, and civic education. Help in developing educated and informed community leaders and citizens who possess the vision and knowledge to build healthier communities is provided. Programs, credit and non-credit courses, and activities that enhance lifelong learning in the areas of academic, cultural, social, recreational, and personal development, with special attention directed to our large senior population, are provided. College facilities may be shared by community organizations.

[Community Education](#)

Workforce and Custom Training

Yavapai College's Custom Training Solutions specializes in the design, development and delivery of customized education solutions.

We understand that successful businesses rely on well trained employees. In order for businesses to remain competitive in today's rapidly changing environment, an ongoing commitment to the enhancement of workforce skills is essential.

To help increase your company's productivity and bottom line, we offer your organization:

- High quality training
- State-of-the-art technology
- Cost effective
- Customized and convenient
- Results oriented
- Locations that best suit your needs

Faculty are experts in their fields, selected to fit in with your corporate culture. These subject matter experts all use a facilitative approach that is interactive and intensive, reflecting the way adult students learn best.

Many adjunct faculty teach for CTS. Are you interested in teaching for CTS? Please contact CTS at 717-7620, or visit the [CTS Website](#) to find out how you can be a part of this dynamic department at Yavapai College.

Strategic Planning & Initiatives

The Strategic Planning sub-committee, with input from the college community and recognition of finite resources and legislative mandates, has identified four initiative areas to help establish direction and allow Yavapai College to continue to respond to the educational needs of Yavapai County.

[Click here to view the current strategic initiatives](#)

(https://www.yc.edu/content/strategicplanning/files/Strategic_Priorities_2008_10%20.pdf)

[Click here to access the current strategic priorities \(2008-10\)](#)

https://www.yc.edu/content/strategicplanning/files/Strategic_Priorities_2008_10%20.pdf

C. LIFELONG LEARNING



Yavapai College believes opportunity to engage in meaningful educational experiences should be available throughout our lives

Yavapai College's Division of Lifelong Learning addresses this new life course, with programs serving 5,000 adult students annually. Called The Osher Lifelong Institute (**OLLI**), it's membership-driven, located in Cottonwood, Sedona, and Prescott, OLLI currently has over 700+ members. They are self-governed and utilize a peer-directed method of instruction designed by and for members. Hundreds of discussion groups take place all year long. Membership costs are minimal with sessions generally lasting six to eight weeks.

The College offers experiential learning opportunities through our "**EdVentures**" program – educational journeys to locations such as the Grand Canyon, Kaibab National Forest, and the White Mountains of eastern Arizona.

For More Information, please contact – [Center for Lifelong Learning 'OLLI' Lifelong Learning Link](#)

Prescott OLLI: 928-717-7634;

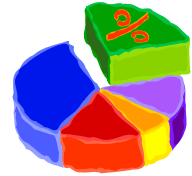
Verde Valley OLLI: 928-649-4270;

EdVentures: 928-717-7630 [Edventures](#) link

D. CHARACTERISTICS OF YAVAPAI COLLEGE STUDENTS

At Yavapai College many students who attend are "new students" to higher education. They are likely to be older and more mature, to have a family, a job and the accompanying responsibilities and time limitations. They may approach classes with greater enthusiasm, and more concern, than younger students.

HIGHLIGHTS OF YAVAPAI COLLEGE STUDENTS



- * Approximately 60% of the students are female
- * The average age of students is 39 years; modal age is 19
 - 41% are 24 years of age or younger
 - 15% are 60 years of age or older
- * 82% of the students are part-time with an average load of 4 credit hours
- * Approximately 25% of the students enrolling are new to Yavapai College



Your role as an instructor is important to student success. In many instances, you will be the first and only contact with Yavapai College, from which their impressions will be formed. Faculty should become aware of instructional practices and pedagogy that are suitable for "re-entry" and traditional students that are consistent with college standards. Information is available through your instructional supervisor.

E. STUDENT AFFAIRS

A variety of support services and resources are available for students. We encourage faculty members to become familiar with these services, and refer students who are in need of assistance. Availability of student services will vary by location. Comprehensive services are provided on the Prescott and Verde Valley campuses and are open to any student from any site. Contact your instructional supervisor for additional information concerning services and programs available in your location, or to arrange for services on the Prescott or Verde Valley campuses. [Student Affairs Link](#)

Academic Advising and Student Retention:

776-2128 (Prescott), (717-7910) Prescott Valley, 717-7720, 634-6563 (Verde Valley), 649-4265 (Sedona). Appointments are recommended for the following services: Degree, certificate, and transfer planning; study skills assistance; college adjustment issues, stress management, and test anxiety reduction. Assistance in using the college website is also provided. Academic advisors are available as guest speakers for classes. [Academic Advising Link](#)

Advisor Intervention Request (AIR):

Sometimes a student may not be working up to their potential for a variety of reasons. Communication with the individual student is always the best first choice, but if additional assistance is desired, the SAGE/Advisor Intervention Request (AIR) is

available. The AIR is a tool to use if you have concerns about a particular student – absences/lateness, low test/quiz scores, lack of class participation/inattention or any other concern that may affect his/her learning. In some cases students may not wish to communicate personal concerns or family issues with you. The student's advisor will communicate with the student to resolve your concerns. Instructors will receive communication from the student's advisor within five working days.

To use the SAGE/Advisor Intervention Request (AIR), please go to the following web link: [SAGE/ AIR](http://adtrac.yc.edu/AdvisorTrac/), (<http://adtrac.yc.edu/AdvisorTrac/>)

Need help completing the SAGE/AIR form? [Click here.](#)

Career Services: 717-7709 (Prescott) or 634-6527 (Verde)

Career Counseling is available for students with undecided majors. A variety of assessments are used to assist students with their career decisions, or those considering changing their major, and workforce needs.

Career Counselors are available to come to your classes to explain their assessments and services. [Career Services Info](#)

Disability Services:

Yavapai College is committed to the development of personal growth and the concept of life-long learning for qualified individuals with disabilities as mandated under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The office of Disability Resources provides educational support services to students with documented disabilities. Academic support services may include, but are not limited to, alternative testing arrangements (extended time, etc.), interpreters for the deaf, note taking assistance, and adaptive technology. Disability-related accommodations to assist students in meeting the academic standards of Yavapai College are arranged with the Coordinator of Disability Resources. In order to receive assistance, it is the student's responsibility to self-identify to the Disability Resources office and supply disability documentation that supports the need for accommodations. When a student is registered for assistance from Disability Resources, an "Instructor Notification Form" will be completed for each class the student has with a list of approved "reasonable and appropriate" accommodations and given to the student to take to the instructor(s) for discussion and signature.

Faculty and staff are not required to provide accommodations to students who have not self-identified the nature of their disability and requested accommodations through the Disability Resources office. If a student does request accommodations for a disability, please refer them to Disability Resources for accommodation arrangements.

The student is required to provide adequate notice to the college and its Disability Resources office for it to have time to provide disability-related accommodations.

If there are any questions or need for assistance contact the Disability Resources office:

(928)776-2079 (v/tdd-Prescott)

(928)634-6562 (v/tdd-Verde)

(928)776-2083 (fax)

(928) 634-6596 Linda Evans, Verde Liaison

Robb.ferguson@yc.edu (e-mail) or

[Disability Resources Web page](#)

Financial Aid - Veteran's Benefits: 776-2152 (Prescott) or 634-6502 (Verde)

The College offers a variety of financial aid opportunities from federal, state, and institutional sources for full and part-time students attending any of the campuses, educational centers, or extension sites throughout the county. Information about the types of aid available may be obtained by contacting the Financial Aid Office at the Prescott Campus (776-2152) or the Student Services Office at the Verde Campus (634-6502). Information concerning veterans' benefits may be obtained by contacting the Veterans Coordinator at the Prescott Campus Financial Aid Office or the Student Services Office at the Verde Campus.

[Financial Aid Link](#)

<http://www.yc.edu/content/financialaid/default.htm>

[Veteran's Benefits link](#)

<http://www.yc.edu/content/financialaid/veteranbenefits/default.htm>



Learning Centers:

776-2085 – (Prescott) and 634-6562 (Verde Campus)

Tutoring services are available at no cost to students through the *Learning Center* and *Student Support Services Program*. Drop-in tutoring is available to all students in Math, some Sciences, English, and Writing. Small group tutoring is also available to all students in almost any subject. Individual tutoring is available in almost any subject *only* for students who qualify for the *Student Support Services Program*. Faculty are encouraged to recommend any previous student who excelled in the class to tutor current students. Faculty are also encouraged to contact the Learning Centers to learn more about services or schedule class tours.

Online Writing Tutorial Assistance, English Modules, and MyMath Lab are available to students for help regarding written assignments in all subjects. Faculty and students can access this service and other Learning Center information online.

[Learning Center Link](#)

<http://www.yc.edu/content/learningcenters/default.htm>

Student Code of Conduct: (Student Conduct Office) 776-2207 (Prescott) or 634-6528 (Verde) Assistant Dean of Student Services

All students are bound by the Student Code of Conduct, and Yavapai College expects all students to follow policies and procedures which are designed to ensure the well-being and rights of all students. The judicial system is designed to educate and enhance our learning community.

Faculty are initially responsible for addressing the behavior of the students in their classes. If a student is disruptive and ignores a faculty member's efforts to correct this behavior, ask the student to leave until he/she has seen the Division Dean and/or the Assistant Dean of Student Services on their respective campuses. It's important to document the student's behavior and any attempts taken to correct the behavior as well as the final action taken to remove the student from class. The Division Dean and/or Assistant Dean of Student Services will then meet with the student to make it clear that consequences will occur should the behavior continue.

Violations which occur in the Residence Halls are generally heard by the Residence Hall staff. All other complaints are sent directly to the Office of Judicial Affairs.

Faculty are obligated to report such incidents to their Division Dean and/or the Assistant Dean of Student Services. It may seem like an isolated incident, but other faculty may have reported the same behavior on the same student. When a pattern of disruptive or abusive behavior occurs, the college will act to preserve the educational environment for other students. You can also contact one of the Assistant Deans of Student Services to discuss potential actions you are considering, as well.

It would be prudent to document all incidents of inappropriate student behavior and forward a copy to the Assistant Dean of Student Services with a note "**For your files...no action necessary**". This request will be honored, and also keeps the Dean of Student Services Office aware of any potential problems.

[Student Code of Conduct Link:](http://www2.yc.edu/content/studentaffairs/scc/default.htm)

<http://www2.yc.edu/content/studentaffairs/scc/default.htm>

F. REGISTRATION AND ENROLLMENT INFORMATION

[Registration General Information](http://www.yc.edu/content/registration/default.htm)

<http://www.yc.edu/content/registration/default.htm>

Beginning Fall 2009, all registration will be online registration. Please click on the link above for general registration information. In general, student registration on the Prescott and Verde Valley campuses will end on the 7th calendar day of the semester.

During the second week of the semester, and students can no longer add full-length semester classes online through self service. Please refer your student to Registration offices. Frontline staff will help students find late-start and open –entry classes, and to remind students that our policy during the second week is that it is too late to add into regular semester classes. There will be exceptions made by instructors and by Division Deans, but registration staff will not be responsible for initiating those conversations.

Although our processes have changed Fall semester 2009(no paper add slips), our policies haven't changed regarding adding classes: students can add regular semester classes through the first week/ second week is only by exception from instructor/ third week is only by exception from instructor and Division Dean.

For short classes: the student can enroll through the first day of class/after the class has met the first day, the instructor can make an exception/ after the class has met twice, the Division Dean has to approve the exception.

Once the Adds are "by exception", the instructor or the Division Dean must email approval to registrar@yc.edu to request the add. Please include the student name, Y-number and Course Record Number (CRN). The reply email from Registrar will be copied to the student so that the student is aware that payment is required at that time.

STUDENTS ARE NOT OFFICIALLY REGISTERED UNTIL TUITION AND FEES HAVE BEEN PAID AND THEY SHOW ON YOUR COURSE ROSTER.

Instructors receive no reimbursement for classes canceled because of insufficient enrollment.

G. ENROLLMENT VERIFICATION – 'FTSE' Rosters

Faculty should not permit a student to continue attending class unless the student is enrolled and on their roster. Faculty have access to view and print their class rosters online, which gives up-to-the moment enrollment information.

Students whose names DO NOT appear on the roster should be referred to the Registration Office for enrollment. Yavapai College does not maintain waitlists for classes.

Students whose names appear on this roster but DO NOT ATTEND the first day of class may be dropped. Notify the Assistant Registrar via email: registrar@yc.edu. Include student name & Y number, term and class information as follows

A "FTSE" roster will be distributed on the 45th day of each semester. This roster is used by faculty to verify student enrollment as of the designated FTSE date, and is the basis for determining our state funding. This roster is an **AFFIDAVIT** and is audited by the Auditor General's Office. Please complete and return this very important document by the deadline!



Get help from any of these sources:

- Contact your Division Dean/Division Office
- Call the Registrar at (928) 776-2107 or e-mail either:
sheila.jarrell@yc.edu or registrar@yc.edu
- Call Chris Heyer, Adjunct Faculty Coordinator at (928) 649-4568 (Verde); (928) 776-2108 (Prescott); or E-mail: chris.heyer@yc.edu.

H. *ADDING/DROPPING CLASSES & NO SHOWS*

Adding Classes: All adds are done by the student using “My Registration” through the myYC Portal. **After the first week of class**, you need to communicate with your Division Dean if you want to approve a student to add to your class. If approved, it will be forwarded to the Registrar so the student can register and pay for the class. See above Page.

[Click here](#) for ‘how to’ register for classes
(<http://www.yc.edu/content/registration/registration/registerfall2009.htm>).

[Click here](#) for ‘how to’ video on accessing your class roster tutorial
(<http://faculty.yc.edu/ralsobro/QuickTime/RosterTutorial.mov>)

Dropping Classes: If a student wishes to drop a class, the student will drop the class online again through the myYC Portal during the add/drop period. After the add/drop period, drop *must* be initiated by faculty electronically by emailing the Registrar (registrar@yc.edu).

Students may NOT drop classes one week prior to the end of the semester.

See: [Student Drop Information](#)
(<http://www.yc.edu/content/registration/registration/drop.htm>)

Faculty *may* initiate a student withdrawal from class at any time during the semester, as prescribed by policy regarding attendance, academic integrity or disciplinary action.

See Section II for additional information. **All drops/withdraws must be processed promptly; do not wait until the end of the semester to initiate drops/withdraws that actually occurred earlier.**

No Shows: If you have “no shows” in your class and wish to drop these students so other interested students may add to your class, send an email to the Registrar - registrar.yc.edu. Make sure you include the course record number (CRN) of the course and the names of students to be dropped (you can copy/paste from your roster into the message). This will open slots in your class and other students can then register through the myYC Portal. Again, please emphasize to students who would like to add into the class to do so by the add/drop period.

The college *DOES NOT* maintain waitlisted students for classes, and does not encourage students to just show up on the first day of class. If this occurs, you *SHOULD NOT* add the person into your class until you check online rosters to see a current registration number. Another student may have registered in the interim.

Please remember that the deadline for students to enroll in regularly scheduled classes without the instructor’s signature is **prior to the second week of classes**.

Drop/ Add Information: [Registration changes](http://www.yc.edu/content/registration/registration/changes.htm)
<http://www.yc.edu/content/registration/registration/changes.htm>

I. REFUND OF TUITION AND FEES

Faculty should refer students to the college Website (see below), [Schedule of Classes](#), or [College Catalog](#) for information regarding tuition, fees and refunds.

For further clarification, please refer students to the Business Office (776-2140) or the Registration Office (776-2149). Verde Campus: Business Office (634-6518) or the Registration Office (634-6520).

[Tuition & Fees Link](http://www.yc.edu/content/registration/tuition/default.htm)
<http://www.yc.edu/content/registration/tuition/default.htm>



J. WHERE TO GO FOR HELP - Administration Directory

Yavapai College Administration Directory

ADMINISTRATION

<i>College President</i>	James F. Horton, Ph.D. 776-2022	<i>james.horton@yc.edu</i>
<i>Assistant</i>	<i>Marilyn Yetter</i> 776-2307	<i>marilyn.yetter@yc.edu</i>
<i>Vice President of Academic Affairs & Provost</i>	Utpal K. Goswami, Ph.D. 717-7979	<i>utpal.k.goswami@yc.edu</i>
<i>Assistant</i>	<i>Billie Norris</i> 717-7170	<i>billie.smith@yc.edu</i>
<i>Vice President of Administrative Services</i>	Bob Lynch 776-2110	<i>bob.lynch@yc.edu</i>

HUMAN RESOURCES

<i>Director</i>	Rose Hurley 776-2211	<i>rose.hurley@yc.edu</i>
<i>Assistant Director</i>	<i>Duane Ransom</i> 776-2316	<i>duane.ransom@yc.edu</i>
<i>HR Manager/Training</i>	<i>Cheryl Moreno</i> 776-2218	<i>cheryl.moreno@yc.edu</i>
<i>Recruiting Specialist</i>	<i>Lucy McGuire</i> 776-2216	<i>lucy.mcguire@yc.edu</i>
<i>Benefit Specialist</i>	<i>Deborah Webster</i> 776-2289	<i>deborah.webster@yc.edu</i>
<i>Assistant</i>	<i>Deanna Reeves</i> 776-2217	<i>deanna.reeves@yc.edu</i>

STUDENT AFFAIRS

<i>Dean of Student Affairs</i>	Adrienne Tabar 776-2219	<i>adrienne.tabar@yc.edu</i>
<i>Assistant</i>	<i>Jeanne DiGirolamo</i> 776-2270	<i>jeanne.digirolamo@yc.edu</i>
<i>Assistant Dean of Student Affairs</i>	Sandy Garber 776-2117	<i>sandy.garber@yc.edu</i>

OFFICE OF PUBLIC INFORMATION

<i>Director</i>	Susan Sammarco 776-2001 or 634-6503	<i>sue.sammarco@yc.edu</i>
<i>Assistant</i>	<i>Peggy Marcum</i> 776-2003	<i>peggy.marcum@yc.edu</i>

OFFICE OF WORKFORCE DEVELOPMENT

*Office of Workforce Development,
& Career Skills Director*

Assistant

Kim Ewing
717-7923

kim.ewing@yc.edu

Donna Ashford
717-7937

donna.ashford@yc.edu

Yavapai College Campus Deans

Prescott Campus

Barbara Wing
776-2311

barbara.wing@yc.edu

Assistant

Jill Adams
776-2312

jill.adams@yc.edu

Prescott Valley Campus

Susan Howery
717-7934

susan.howery@yc.edu

Assistant

Eileen Russell
717-7925

eileen.russell@yc.edu

Chino Valley Campus

John Morgan
717-7721

john.morgan@yc.edu

Assistant

Karen Smith
717-7760

karen.smith@yc.edu

Verde Valley Campus
(Includes Sedona & Camp Verde)

Tom Schumacher
634-6513

tom.schumacher@yc.edu

Assistant (Instruction)

Susan Carroll
634-6514

susan.carroll@yc.edu

Assistant (Operations)

Alexandra Helm
634-6511

alexandra.helm@yc.edu

Division Deans & Administrative Assistants

Prescott ,Prescott Valley, & Chino Valley

**Agribusiness & Science
Technology**

James Perey
717-7725

james.perey@yc.edu

Assistant (s)

Renee Alanis
717-7729

renee.alanis@yc.edu

Karen Smith
717-7760

karen.smith@yc.edu

**Career & Technical Education
Center (CTEC)**

Assistant (s)

John Morgan(Campus Dean) john.morgan@yc.edu
717-7721

Susie Check
717-7761 susie.check@yc.edu

Rosie Fox
717-7735 rosie.fox@yc.edu

**Business & Computer
Science**

CISCO Academy & Technology
Certificate Programs

Paralegal Studies Training

Assistant

Russ Roberts
776-2162 russ.roberts@yc.edu

Greg Tomsho
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Ruth Harrison
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Laura Moore
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**Communications &
Teacher Education**

Assistant

Jill Fitzgerald
776-2277 jill.fitzgerald@yc.edu

Kirsten Adaniya
776-2276 kirsten.adaniya@yc.edu

**Lifelong Learning/Center for
Successful Aging/Gerontology**

Assistant

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776-2371 dennis.garvey@yc.edu

Crystal Erickson
717-7607 / 717-7860 crystal.erickson@yc.edu

HPER and Athletics

Assistant

Scott Farnsworth
776-2235 scott.farnsworth@yc.edu

Jennifer Taylor
776-2235 jennifer.taylor@yc.edu

Liberal Arts

Assistant

Mark Shelley
771-4851 mark.shelley@yc.edu

Jessi Taylor-Maynard
776-2295 jessi.taylor-maynard@yc.edu

Nursing

Assistant

Chris Witbeck
776-2246 chris.witbeck@yc.edu

Andrea Annibale
776-2017 andrea.annibale@yc.edu

**Public Services Education
& Training**

	Kim Ewing 717-7923	kim.ewing@yc.edu
Administration of Justice	Ed Seder 717-7938	ed.seder@yc.edu
Emergency Medical Services	Ken Schoch 717-7942	ken.schoch@yc.edu
Fire Science	Dave Marshall 649-3391	dave.marshall@yc.edu
Assistant	Nancy Bennett 717-7958	nancy.bennett@yc.edu
Science & Math	Dean Holbrook 717-7693	dean.holbrook@yc.edu
Assistant	Juanita Felix 776-2330	juanita.felix@yc.edu
Visual & Performing Arts	Bonny Stauffer 776-7616	bonny.stauffer@yc.edu
Assistant	Demi Anderson 776-2035	demi.anderson@yc.edu

Other Administrative Offices & Resources:

Adjunct Faculty Coordinator & Training	Chris Heyer 634-4568 (Verde) 776-2108 (Prescott)	chris.heyer@yc.edu
Adjunct Faculty Liaison & Credentialing	Linda Hoffman 776-2310	linda.hoffman@yc.edu
Payroll	Julie Garver 776-2203	julie.garver@yc.edu
Registrar	Sheila Jarrell 776-2107	sheila.jarrell@yc.edu



Directory of Contacts

(see previous page for phone numbers – when applicable)

<u>Issue</u>	<u>Prescott/ Prescott Valley/ Chino Valley</u>	<u>Verde/Camp Verde/Sedona</u>
Academic Misconduct	Division Dean/ Adrienne Tabar	Barbie Duncan, 634-6528 Connie Gilmore/Rebecca Chavez
Disabilities Services (ADA) Coordinator	Robb Ferguson 776-2079	Robb Ferguson
Authorization of Field Trips/Travel	Division Dean	Division Dean
Curriculum / Course Outlines	Patti Schlossberg 717-7623	Division Dean
Credential Documentation	Linda Hoffman 776-2310	Susan Carroll 634-6514
Developmental Education & ABE	Connie Gilmore 634-6576	Connie Gilmore 634-6576
Drop/Add	myYC Portal / Registration 776-2149 After 1 st week must see Division Dean	myYC Portal / Registration 634-6521
Evaluation of Adjunct Faculty	Division Dean	Division Dean
General Questions	Division Dean	Division Dean
Go/No-go Decisions on Classes	Division Dean	Division Dean
Incomplete Grades When Instructor is not Available	Division Dean	Division Dean
Judicial Affairs – Residence Halls & Student Appeals	Sandy Garber 776-2117	Barbie Duncan 634-6528
Judicial Affairs – Non-Residence Halls & other issues	Sandy Garber 776-2117	Barbie Duncan 634-6528
Key Requests	Division Dean	Division Dean
Mailbox Assignments	Mailroom / Front Desk	Administration Office 634-5701

Directory of Contacts (cont.)

<u>Issue</u>	<u>Prescott/ Prescott Valley/ Chino Valley</u>	<u>Verde/ Sedona / Camp Verde</u>
Make-up Absences & Missed Classes (Absence Reports)	Division Dean	Division Dean
Mileage Authorization	Division Dean	Division Dean
Notification to Students if Instructor Misses Class	Division Dean	Division Dean
Payroll	Julie Garver 776-2203	634-6516
Photo IDs	Debby Orlando 776-2142	Andrea Swavee-Riffel 634-6563
Publicity on Courses Communication Managers:	Karlyn Haas 776-2288	Paula Blankenship 634-6503
Purchases	Division Dean	Division Dean
Refunds	Registration 776-2149	Registration 634-6521
Reporting Line for Adjunct Faculty	Division Dean	Division Dean
Room Changes, Field Trips, Off-campus Activities	Division Dean	Division Dean
Students' Concerns	Adrienne Tabar 776-2219	Barbie Duncan 634-6528
Veterans' Benefits	717-7613	634-6564

