

2010/11

Yavapai College CATALOG

STUDENT ACADEMIC INFORMATION



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Academic Calendar

FALL 2010

Faculty/Staff Development Day August 16
Faculty Activities August 16-20
Fall Regular Semester Begins.....August 23
Labor Day Holiday* September 6
Faculty Development Day (No Classes).....October 12
Thanksgiving Holiday*November 24-26
Northern Arizona Regional Training Academy
(NARTA) Graduation December 10
Fall Regular Semester Ends..... December 11
Nursing Commitment &
Commencement December 11
Holiday Break (Offices Closed)..... December 24-31

SPRING 2011

Faculty/Staff Development Day January 12
Faculty ActivitiesJanuary 12-18
Martin Luther King Day Holiday* January 17
Spring Regular Semester Begins January 19
Faculty Development Day (No Classes)..... March 4
Spring Break*March 14-18
Spring Regular Semester Ends May 10
Northern Arizona Regional Training Academy
(NARTA) Graduation May 13
Verde Valley Graduation May 13
Nursing Commitment & Commencement May 14
Prescott Campus Graduation..... May 14
Memorial Day Holiday * May 30

*No Classes, Offices Closed

SUMMER 2011 - June 6 - July 30

Summer Semester Begins.....June 6
Independence Day* July 4
Summer Semester Ends..... July 30



ACADEMIC CALENDAR

Academic Calendar

August 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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September 2010

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October 2010

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November 2010

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December 2010

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January 2011

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February 2011

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March 2011

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April 2011

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May 2011

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June 2011

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July 2011

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			1	2	3	4
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ADMISSIONS, REGISTRATION & RECORDS

Admissions, Registration & Records

Prescott Campus
928.776.2150

Verde Valley Campus
928.634.6520

Admissions

Yavapai College is a public community college that encourages all individuals to further their educational interests.

In accordance with Arizona Revised Statute 15-1805.01, Yavapai College may admit:

- A. A person who satisfies one of the following criteria:
 - 1. Is a graduate of a high school that is regionally accredited or approved by an authorized state educational agency
 - 2. Has obtained a high school certificate of equivalency
 - 3. Is 18 years of age or older and demonstrates evidence of potential success in the community college
 - 4. Is a student transferring from another regionally accredited college or university in good standing
- B. A person who is under 18 years of age and has not satisfied the requirements above may be admitted upon achievement of a composite 930 score on the Scholastic Aptitude Test (SAT) or a composite 22 score on the American College Test (ACT).
- C. A person may be admitted on an individual basis if the person meets the established requirements of the courses for which the person intends to enroll and if the College determines that the person's admission is in the best interest of the person and the college.

Yavapai College may limit students under age 18 to six (6) credits or less per term.

Admission to Yavapai College does not guarantee admission to specific programs. Specialized application materials may be required for certain programs (e.g., Nursing and Gunsmithing), from non-citizens of the United States, from students appealing a residency classification, and in related circumstances.

Official high school and college transcripts must be mailed directly to: Admissions, Registration & Records Office, 1100 East Sheldon Street, Prescott, AZ 86301. Transfer students should request the Office of the Registrar evaluate transcripts for credit equivalency.

Students must be officially accepted for admission before they can be assigned on-campus employment, qualify for financial aid, or participate in athletic practice. Students interested in receiving any Title IV Student Assistance Program funding (PELL Grant and all other federal student assistance programs) are subject to certain federal regulations.

Residency Determination

Classification of state residency for tuition purposes at Yavapai College is governed by state law. The information below establishes the criteria for Arizona residency. Students who are classified as non-residents will be assessed out-of-state fees when registering for classes.

Definition of Terms

- 1. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Association.
- 2. "Continuous attendance" means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions in order to maintain continuous attendance.

ADMISSIONS, REGISTRATION & RECORDS

3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where he/she intends to remain and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere.
4. "Emancipated person" means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
5. "Parent" means a person's father or mother, or custodial parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

In-State Student Status

- A. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
- B. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
 1. The person's parent's domicile is in this state, and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
 2. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such employee.
 3. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide, at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.
- C. The domicile of an unemancipated person is that of such person's parent.
- D. Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, so long as such person maintains continuous attendance.
- E. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
- F. A person who is a member of the armed forces of the United States stationed in this state pursuant to military orders or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.



ADMISSIONS, REGISTRATION & RECORDS

- G.** A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:
1. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
 2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
 - a. An Arizona driver's license
 - b. Arizona motor vehicle registration
 - c. Employment history in Arizona
 - d. Arizona voter registration
 - e. Transfer of major banking services to Arizona
 - f. Change of permanent address on all pertinent records
 - g. Other materials of whatever kind or source relevant to domicile or residency status
 3. Filed an Arizona income tax return with the Department of Revenue during the previous tax year.

Please direct any questions regarding residency status to the Admissions, Registration & Records Office.

County Residency

Arizona residents from counties in which there is no established community college district (Apache, Santa Cruz and Greenlee) may enroll in credit classes with Yavapai College without payment of out-of-county charges. At the time of registration, the student must present a notarized Arizona Out-of-County Affidavit stating that the individual has resided in the county for at least 50 days prior to the 1st day of classes. The student still is responsible for payment of regular tuition and fees.

Western Undergraduate Exchange Program Reduced Tuition

Yavapai College participates in the Western Undergraduate Exchange Program (WUE), a program of the Western Interstate Commission for Higher Education (WICHE). Residents of eligible states (currently Alaska, California, Colorado, Hawaii, Idaho, Montana, North Dakota, New Mexico, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming) that enroll in seven (7) credit hours or more will be charged significantly reduced out-of-state tuition. All Yavapai College programs are open to WUE students except the Zaki Gordon Institute for Independent Film Making.

Enrollment under WUE status does not count toward establishing Arizona residency for tuition purposes. Eligible students will be automatically given WUE status; eligible students who do not want to be included under WUE (for example, if they are seeking to establish Arizona residency), may opt out by notifying the Registrar in writing.

For additional information, including current tuition rates, contact the Yavapai College Admissions, Registration & Records Office at 928.776.2150 or 800.922.6787, ext. 2149.

ADMISSIONS, REGISTRATION & RECORDS

For more information regarding International Services, Call 928.776.2144

International Students

To qualify for admission as an international student, one must:

- be a high school graduate
- demonstrate proficiency in the English language with a score of 525 or higher on the Test of English as a Foreign Language (TOEFL) exam or a score of 193 on the computer-based TOEFL, or a score of 70 on the internet-based TOEFL
- have health insurance coverage which includes repatriation and medical evacuation clauses (this can be purchased through Yavapai College)
- certify that he/she has adequate financial resources to be self-supporting while attending Yavapai College

Admitted international students are required to meet with an academic advisor each semester. Visit [www.yc.edu/Registration/International Students](http://www.yc.edu/Registration/International_Students) for more information.

Incoming Transfer Students

Students who have attended prior colleges should indicate this on the admission application, and provide Yavapai College with an official transcript of all work completed. Upon the student's written or verbal request, the Admissions, Registration & Records Office will evaluate transcripts to determine how much credit will be granted for transfer courses toward satisfying Yavapai College degree and certificate requirements. Only courses with a grade of "C" (equivalent to a 2.0) or better will be considered for transfer credit.

If a student's GPA was below 2.0 at a previous college, he/she will be admitted to Yavapai College on academic probation (refer to the section on Standards of Academic Progress).

Registering for Classes

Registration

The college regards a student's registration in classes as a commitment on his/her part to comply with all college regulations. It is the student's responsibility to read the catalog and understand these regulations.

Students register for classes via myYC portal. Students who do not have approved financial aid must pay all fees at the time of registration. Detailed information regarding registering (dates, fees, course availability, etc.) is published in the class schedule each semester.

Degree and certificate seeking students should meet with an academic advisor prior to each semester to review degree requirements, prerequisites, and course selection.

Students must maintain current address and other personal information in myYC portal each semester. It is important to keep a current address on file and it is required for students to monitor their College assigned email address in order to receive all official correspondence.

Yavapai College reserves the right to restrict enrollment in classes and/or programs when educational, contractual, legal, or safety obligations warrant such restrictions.

Tips for successful registration

Register early for best course selection.

Meet regularly with an academic advisor to plan your program.

Pick up a class schedule early.

Review the class schedule for important dates and deadlines.

Be prepared to pay fees.

Verify your course and section numbers.

ADMISSIONS, REGISTRATION & RECORDS

Changes in Registration (Add, Drop & Withdraw)

Add/Drop/Withdrawal Procedures

Students may add, drop and withdraw from classes during designated periods each term via myYC portal at www.yc.edu. For deadlines and effects of changes, refer to the current semester class schedule for the most up-to-date information or online at www.yc.edu/registration/registration.

A student-initiated withdrawal prior to the deadline will result in a "W" posted to the permanent record. An administrative withdrawal will be noted with a "Y".

It is strongly recommended that students see an academic advisor prior to a complete withdrawal from the College.

College Tuition, Fees and Fee Refunds

Tuition and Fees

Tuition and fees are determined annually and are approved by the College Governing Board and State Board of Directors for Community Colleges of Arizona. The cost of attending classes at Yavapai College is based on the number of credit hours to be taken. Tuition and fees are subject to change. Refer to the current semester class schedule for the most up-to-date information or online at www.yc.edu/registration/tuition.

Tuition and fees are generally due at the time of registration. It is not possible to enroll in classes if the student owes money to the college for unpaid tuition and fees or fines (examples: library fines, parking violations, and damage to college property).

Refunds

Refunds will be issued to students who follow the college's official withdrawal procedures that are listed under the "Registering For Classes" section of this catalog. The refund policy applies to all tuition and fees. Refer to the current semester class schedule for the most up-to-date information or online at www.yc.edu/registration/tuition/refund.

Attendance Policy

Yavapai College offers courses in a variety of delivery formats. Students are expected to attend classes and/or actively participate in all credit courses regardless of the delivery method.

All course syllabi will state attendance and class participation requirements. Syllabi will also define any consequences for not adhering to attendance and/or participation requirements.

The course calendar must identify assignments that require student participation in class activities or due dates for course assignments.

Student Responsibilities

A student who will be absent for any reason must contact the instructor. A student who expects to be absent for athletic travel, a field trip, or any other activity scheduled in advance must make prior arrangements with the instructor concerning makeup work.

For the most
current
information:

[www.yc.edu/
admissions](http://www.yc.edu/admissions)

ADMISSIONS, REGISTRATION & RECORDS

Visitors and Guests in Class

An enrolled student may occasionally bring a guest to class, upon permission of the instructor. Guests who wish to visit frequently will be denied entrance to the class unless they register officially for credit or audit. Safety considerations or disruption of instruction may require that guests not be permitted to attend a class.

Student E-Mail Accounts

Yavapai College requires enrolled students to have an e-mail address to which official College communications can be sent. In the best interest of effective communications management, this address will reside on the College maintained e-mail system. Students may elect to forward their e-mail to an address different from their official Yavapai College account, but these students assume full responsibility for reading e-mail at the forwarded location. Students are expected to check their Yavapai College e-mail account, or the account to which their Yavapai College e-mail is forwarded, at least once a week. If you have questions regarding your student e-mail account, contact the Yavapai College Help Desk at 928.776.2168 or 800.922.6787 X2168.

Transcripts

Transcripts are permanent academic records, and are kept on file in the Admissions, Registration & Records Office. They are considered confidential, and are released only by written consent (including signature) of the student.

Sending a Yavapai College transcript: Students requiring an official transcript must submit their request in writing and pay the applicable fee. Order online: www.getmytranscript.com

Requesting a transcript from other schools: Students who have completed work at other institutions and wish to apply credits toward their Yavapai College degree or certificate, must have official transcripts sent to the Admissions, Registration & Records Office, 1100 E. Sheldon St., Prescott, AZ 86301. These records will be evaluated for transfer credit only upon request. It is recommended that students who are transferring credit from another institution meet with an academic advisor to achieve maximum benefit when establishing their educational plan.

Student Holds

Holds may be placed on student records for outstanding obligations to the college. A student may not be able to enroll in classes, obtain grade reports, obtain official transcripts, or receive an earned degree or certificate until any holds placed on the record have been cleared. Examples of student holds are:

- Academic probation, suspension, or warning
- Bad or returned check
- Unpaid fees such as library fines
- Disciplinary holds for student misconduct
- Financial aid or student loan holds

The [Admissions, Registration & Records Office](#) can direct a student to the appropriate department to clear a hold.

ADMISSIONS, REGISTRATION & RECORDS

Methods of Class Delivery

Yavapai College offers a variety of class delivery and learning strategies to meet the needs of a diverse student population, as described below:

Methods of Class Delivery	
Delivery Types	Description
Regular Session	Semester-length classes which last 15 weeks. Courses are taught through a variety of delivery types including lecture, laboratory, applied experiences, and others. Two full length semesters are offered each academic year (Fall and Spring), and one abbreviated semester is offered in the summer.
Open Entry Classes	Classes which are usually taught in an open lab setting, and in which students work at their own pace. Students may register at specified times beyond the regular registration period. Delivery types may vary.
Interactive Television Courses	Interactive Television Courses are traditional Yavapai College courses held in a classroom equipped with closed-circuit TV cameras, screens and microphones. Students can see, hear and interact with one another as if they were in the same room.
Online Courses	Online courses are delivered entirely on the web and have no in-person meetings. Blackboard is the official delivery system for online courses at Yavapai College. It is a course management software package accessed through a web browser such as Microsoft Internet Explorer or Netscape Communicator. Students communicate with the instructor through discussion boards, chat rooms and e-mail. Students can access their course material and assignments by logging on to their Blackboard course.
Independent Study Classes	A supervised special project which is undertaken with the direction of an assigned faculty member. Certain requirements must be met. Consult with an academic advisor for more information.
Directed Study Classes	Directed study provides a way for a student, who is in the final stage of completing a certificate or degree program at Yavapai College, to complete a required course when no other alternative exists. Directed study is an individualized method of delivery for approved college courses and is an exception that is allowed only when the conditions for enrollment are met and approved by the supervising dean. Directed study courses may not be repeated. Consult with an academic advisor for more information.
Internships	Structured field experiences within specific academic disciplines or technical areas. These experiences enable students to explore potential careers and apply knowledge gained in the classroom while refining the technical skills and gaining relevant experience in the workplace.
Hybrid Course	A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.

Student Success: A Shared Responsibility

Becoming a successful student involves taking responsibility for your own experience at Yavapai College. Your college success can be measured not only in terms of acquiring skills and knowledge, but also through personal growth and development. Certain factors will contribute to your success, such as:

- Having clearly defined goals
- Knowing your skill levels
- Being aware of campus resources to support your efforts
- Recognizing that you are continually changing and growing as a person

The Student Affairs staff shares in the responsibility for your success by fostering an environment where your needs in each of these areas can be addressed. Working with our team of support personnel and other college resources, you will get the maximum benefit from your experience at Yavapai College. Establish your relationships with Student Affairs staff members early in your college career. We are committed to sharing in the responsibility for your success.

For information about orientation, English and math skills assessment, CLEP testing, test proctoring, or GED testing, call:

Prescott Campus
Testing Center
928.776.2106

Verde Valley Campus
Student Enrollment &
Advising Center
928.634.6563

Chino Valley Campus
928.717.7720

Career & Technical
Education Center (CTEC)
928.776.2002

Prescott Valley Campus
928.717.7885

Skills Assessment, Advisement and Placement Policy

Yavapai College believes correct course placement is a powerful factor in student retention and success. Therefore, the college requires individualized academic advisement and assessment of competency in reading, writing and mathematics.

Skills Assessment

We want students to be successful at Yavapai College. Enrolling in courses that are appropriate to the student's level of preparation is an important step on the road to success.

The skills assessment helps students to identify strengths as well as where development is required to provide a strong foundation prior to enrolling in college-level courses. The results will guide students in the right direction to complete their educational goals without taking courses which they don't need, and/or taking courses for which they are not prepared.

The skills assessment is not an admissions test. When students meet with their academic advisor, they will also review other evidence of college readiness, such as high school transcripts, ACT or SAT scores, and copies of transcripts from other colleges/universities that the student has attended.

Reading Proficiency

All students enrolling in any course on the General Education Course list or any course that has designated the prerequisite of Reading Proficiency must demonstrate proficiency in reading by scoring at least 70 on the COMPASS reading placement assessment, scoring at least 17 on the ACT reading assessment, or at least 400 on the SAT critical reading assessment. Students scoring below these levels will be required to complete ENG 083 before enrolling in these courses. It is strongly recommended that students enroll in ENG 140 if they score between 70 and 84 on the COMPASS reading placement assessment.

Math and English Skills Assessment

Students who meet any of the following criteria are required to take the English and math skills assessment prior to enrollment:

- Those who have not received a high school diploma or completed a GED
- Those pursuing a Yavapai College degree or certificate
- Those planning to transfer to a 4-year college or university
- Those intending to take English, math or a general education course for the first time
- Those applying for financial aid

Student Orientation, Advising & Registration (SOAR)

To help new students get their college career off to a great start, Yavapai College offers SOAR – a FREE program designed to serve all students - those just out of high school and returning adults.

Students attending SOAR will:

- Learn about academic programs and degree requirements
- Learn about university transfer process
- Hear about the many college resources available to help them accomplish their goals
- Meet fellow students
- Meet with an academic advisor to plan a class schedule and start an academic plan
- Learn how to search for classes using the YC Portal
- Learn how to register for classes using the YC Portal

Students can also arrange to see a financial aid advisor, find out about on-campus or off-campus housing, and visit the Disabilities Resource office. Appointments are recommended with these offices.

Students who plan to complete a Yavapai College degree or certificate, or transfer to a university, are strongly encouraged to attend SOAR. For a schedule of SOAR dates and times, call the Student Enrollment & Advising Centers on the Prescott Campus, 928.776.2106 or on the Verde Valley Campus, 928.634.6563. If you cannot attend any of the dates we have planned, we will work with your schedule. What is important to us is that you get a great start at Yavapai College!

Academic Advising

By meeting regularly with an academic advisor, a student has the opportunity to connect with a member of the college community who is knowledgeable about college resources, degree requirements, and transferability of courses. The advisor is someone who genuinely cares about the student's success! The college requires academic advisement for certain students (see below) to insure that students attain their individualized educational goals.

Academic Advising is:

- A shared responsibility between the student and advisor
- Assistance with planning for a particular career or college major
- Provided by professional academic advisors and selected faculty
- Assistance with course and program selection
- Monitoring of progress toward attainment of degree requirements

ACADEMIC SUPPORT & STUDENT SERVICES

For certificate or degree information call Academic Advising:

Prescott Campus
928.776.2106

Verde Valley Campus
928.634.6563

Chino Valley Campus
928.717.7720

Career & Technical Education Center (CTEC)
928.776.2002

Prescott Valley Campus
928.717.7911

Sedona Center for Arts & Technology
928.649.4265

- An on-going process, in which the student meets with the advisor several times throughout the semester to discuss career and academic goals
- An opportunity to discuss problems and concerns related to college adjustment
- Mentoring on study skills and use of college resources

Academic Advising is required for students who meet any of the following criteria:

- Student athletes
- International students
- Majors in paralegal studies, gunsmithing, nursing, paramedicine or radiologic technology
- Financial aid recipients
- Provisionally admitted
- On academic warning or academic probation
- Seeking to take more than 18 credits in any one semester

Students in these categories who wish to register must first consult with an academic advisor.

Students can request an appointment with an academic advisor by calling one of the numbers listed on this page. Students can also phone or e-mail their advisor directly. See the Academic Advising web site at www.yc.edu/advising for current advisor specialties, phone numbers, and e-mail addresses. Part-time advising services are available by appointment at the Chino Valley Campus, the Prescott Valley Campus and the Sedona Center.

Counseling Services

Students sometimes find it difficult adjusting to being in college, whether they are a commuter or residence hall student. When problems arise, it is difficult to concentrate on academic goals. Students who experience these challenges are encouraged to talk with a personal counselor, who will listen, suggest problem-solving strategies, and make referrals to community mental health professionals and other community services as needed.

Student Success Skills Classes

Certain classes are offered to assist students with study skills, personal development and career exploration. Participation in STU classes will help you develop critical self-management and interpersonal skills, leading to confidence and mastery not only as a student, but in other aspects of your life as well. See the catalog courses for more information.

Discover Yavapai Information Sessions

Discover Yavapai Programs are designed for students and families who are exploring their options for college. The program provides general information about Yavapai College, programs, and services. Sessions begin at 10:00 a.m. and conclude at approximately 11:15 a.m. The agenda includes:

- General information session about admissions, cost of attendance, financial aid, degree programs, advising services, residence life, and much more
- Optional campus tour

To schedule an appointment, please contact the Recruitment Office at 928.776.2143, or 800.922.6787, ext. 2143.

ACADEMIC SUPPORT & STUDENT SERVICES

Career Services

It is very common for students to come to college undecided about their choice of major or career. Resources are available to assist students in making these decisions. The following are available for students to help them reach their goals:

- Individual career counseling
- Career assessment testing
- Workshops and seminars
- Internships
- Job market and occupational information
- Resume, cover letter and job search resources
- Career Cruising, an online interactive career guidance and information system

Students can utilize the resources available on the Career Services web page at www.yc.edu/careers, take one of the Career Exploration classes (STU 110/111) or meet with one of the career services coordinators. For further information on the Prescott Campus, call 928.717.7709 or on the Verde Valley Campus, 928.634.6563.

Internships

Internships facilitate learning beyond the classroom through supervised field experiences within specific academic disciplines or technical areas. These experiences enable students to explore potential careers and apply knowledge gained in the classroom while refining the technical skills and gaining relevant experience in the workplace.

Specific requirements must be met before students are approved for internships. See www.yc.edu/internships for requirement information. Unless noted otherwise, internships are graded as S/U only.

Student Employment Services

With Student Employment Services, student employees will gain crucial preparation for the competitive job market through career-enhancing opportunities. Student employment is the key to a student's future of work and achievement no matter where their YC education takes them.

With access into Job Finder, our web-based job listing system, students can find jobs off-campus, as well as on-campus. Special Community Service Federal Work-Study jobs off-campus give students an opportunity to earn money and valuable skills in a number of career-related environments.

To apply for on-campus jobs, students must be currently enrolled in at least six credit hours and must complete a student employment job application and other required paperwork prior to interviewing.

Student Employment Services offers one-on-one and group guidance and skill building in job seeking, resume writing, and employment interviewing.

Join us in the Spring for our annual Career and Job Fairs on the Prescott and Verde Valley Campuses.

For more information regarding Student Employment e-mail us at: studentemployment@yc.edu or visit: www.yc.edu/studentjobs, or contact the job office at 928.776.2100 (Prescott, Prescott Valley, and Chino Valley) or 928.634.6563 (Verde Valley Campus).

ACADEMIC SUPPORT & STUDENT SERVICES

How to contact the Financial Aid Office:

Prescott Campus
928.776.2152

Verde Valley Campus
928.634.6502

Toll Free
800.922.6787

**Apply Online
It's Faster**
www.fafsa.ed.gov

5 Tips for Federal Financial Aid Applicants

1. Complete and submit a FAFSA form starting in January for the fall semester.
2. Review your Student Aid Report (SAR) and advise the Financial Aid Office of any corrections.
3. Complete your financial aid file by April 1 for priority consideration.
4. Notify the Financial Aid Office of any other outside scholarships or grants you are receiving.
5. Use your financial aid to pay registration fees.

Financial Aid

Types of Aid

Our Financial Aid Office offers many opportunities from a variety of sources to help our students with their educational expenses. Just last year, over 3,400 Yavapai College students received more than \$7 million in total assistance. Federal aid from the Department of Education, like the Pell Grant, is the greatest source of aid. In addition, Yavapai College offers hundreds of scholarships (separate applications are required). Details about federal and state aid, and YC Institutional and Foundation Scholarship programs can be found on the web at www.yc.edu/financialaid.

Ways to classify different types of financial aid:

Financial Aid you don't have to repay:

- Federal and State Grants
- YC Institutional Scholarships
- YC Foundation Scholarships
- Private and Corporate Scholarships
- Student Employment
- Native American Tribal Grants
- Veteran's Education Benefits

Financial Aid you **do** repay:

- Federal Perkins Loan
- Federal Subsidized and Unsubsidized Stafford Student Loan
- Federal Parent Loan for Undergraduate Students
- Interest-free Online Payment Plan
- YC Part-Time Grant (will be repaid only if you subsequently receive a Pell Grant)

General Eligibility Requirements for Federal Financial Aid

Eligibility requirements necessitate that you:

- Be a U.S. citizen or eligible non-citizen with a valid Social Security Number
- Demonstrate by one of the following means that you are qualified to obtain a postsecondary education:
 - Have a high school diploma or a General Education Development (GED) Certificate or home-schooled completion equivalent
 - Pass an approved ability-to-benefit (ATB) test
- Enroll in an eligible program as a regular student seeking a degree or certificate
- Register (or have registered) with the Selective Service if you're a male between 18 and 25

A complete list of eligibility requirements are located in the U.S. Department of Education's "Student Guide" found in the Yavapai College Financial Aid Office.

ACADEMIC SUPPORT & STUDENT SERVICES

Federal Financial Aid Title IV Student Assistance Programs

Federal Pell Grant (Pell)

Federal Supplemental
Educational Opportunity Grant
(SEOG)

Federal Perkins Loan (Perkins)

Federal Work Study (FWS)

Academic Competitiveness
Grant (ACG)

Federal Family Education Loan
Programs (Stafford and PLUS)

How to Apply for Federal Aid

The college uses the Free Application for Federal Student Aid (FAFSA) as its application for federal financial aid programs.

The Process

- Apply for a FAFSA Pin at: www.pin.ed.gov
- Complete and submit the FAFSA (to the Department of Education). It's available online (www.fafsa.ed.gov) January 1st. Be sure to include the Yavapai College code: 001079.
- Complete, sign and mail all additional documents requested by the Yavapai College Financial Aid Department.
- Have a completed financial aid file. Your "file" consists of the above items.
- Receive an "Award Letter" from the YC Financial Aid Department stating how much aid per semester, if any, that you will receive.
- The award amount is applied to any outstanding funds you may still owe the college, you'll then get a check for the difference.

Satisfactory Academic Progress Required for Federal Aid Recipients

Students receiving federal financial aid must meet and maintain specific standards of satisfactory academic progress toward a degree, certificate or transfer objective and are required to meet with an academic advisor before enrolling for classes. To achieve satisfactory progress you must do three things:

1. Complete at least 75% of the credit hours for which you are funded (unless you are already on probation with specific requirements to meet)
2. Maintain an overall "C" grade average or better
3. Complete a "Course Authorization" form each semester if you've completed 48 credit hours (including credit hours completed at other postsecondary institutions)

Note: Veterans Education Benefits recipients must have classes approved each term regardless of how many credit hours they have completed

Snapshot Dates Affect Your Aid Amount

There are two separate enrollment "Snapshot Dates" that determine the amount of your federal aid award: one to establish award amounts for disbursement at the start of the term; and the other to finalize awards for that semester. The second or Final Snapshot date is always the same date as the Admissions, Registration & Records office drop/add deadline. If you add or drop classes between these two dates, this may cause an adjustment - up or down - in the amount of your federal aid award. Contact the Financial Aid Office for further information.

Withdrawal/Repayment Policy for Federal Financial Aid Recipients

Students who withdraw from school prior to completing 60 percent of the semester must repay the unearned portion of their federal financial aid award. Please note that this repayment calculation will be determined for students who follow official withdrawal procedures as well as for students who stop attending classes. Consult your financial aid advisor and/or the Withdrawal/Repayment Policy for Federal Financial Aid for further details.

ACADEMIC SUPPORT & STUDENT SERVICES

For more information
on Yavapai College
Veteran Services:

Visit our website
at: [www.yc.edu/
financialaid](http://www.yc.edu/financialaid) (Veteran
Services)

Prescott: 928.717.7613

Verde Valley:
928.634.6564

Toll free: 800.922.6787

For more
information on VA
Education Benefits:

Visit the VA's website at:
www.gibill.va.gov

Search for private
scholarship
information at:

www.yc.edu/financialaid
-or-
www.fastweb.com

Veterans Education Benefits

Veterans, reservists, or dependents eligible to receive Veterans Administration (VA) education benefits must complete and submit all required VA and Yavapai College documents to the Financial Aid/Veteran Services Office. Processing can take up to eight weeks before students begin receiving payments, so early planning and registration is highly recommended. Interest-free payment plans are available to new students receiving VA education benefits to defer the cost of fees and books. Students eligible for VA education benefits may also be eligible for other types of financial aid (Pell Grants, scholarships, etc.) and are encouraged to apply.

Once start-up requirements have been met, VA benefits must be formally requested each semester with the Benefits Request form available at the Financial Aid/Veteran Services office or on our web page. To remain eligible for benefits, students must:

- **Pursue an eligible program of study** at Yavapai College. VA benefits are only applicable to classes which satisfy declared program requirements.
- **Request official transcripts** from all post-secondary training previously attended, including military training, be sent directly to Yavapai College's Admissions, Registration & Records Office.
- **Maintain good academic standing** at Yavapai College in accordance with the College's Standards of Academic Progress.
- **Notify the Veteran Services office immediately of any enrollment changes** to avoid overpayment of benefits.
- **Remember that standard-length (15 week) semester credits are weighed differently** from credits which endure for different periods (including open entry, independent study, and accelerated or short-term classes). Students should speak with a Veteran Services advisor to determine how a change in classes will affect their benefit payments.

Yavapai College Scholarship Opportunities

Yavapai College offers a wide variety of scholarships based on athletics, academic performance, ethnic background, financial need, area of study, or other criteria. Scholarship awards range from \$100 to \$4000. To apply for the majority of scholarships, only one application form is required. The priority deadline for most scholarships is April 1, late applications are accepted until December 31. For detailed information regarding Yavapai College scholarship opportunities, students may visit our website at www.yc.edu/financialaid.

Payment Plan

Yavapai College offers an interest-free, automated monthly payment option with Nelnet Business Solutions to help you meet your educational expenses. There is a non-refundable \$25 application fee required per semester. Payments can be set up through automatic withdrawals from your checking or savings account or can be charged to a credit card account. This is available at www.yc.edu/ess. A Yavapai College ID and PIN are required. Contact the Business Office or Financial Aid Office for additional details.



Some Important Financial Aid Dates and Events

Deadlines for financial aid recipients are periodically posted in the Financial Aid Office and in our newsletter. Here are a few important ones to remember:

January 1

- Student may submit their FAFSA for the upcoming academic school year online at www.fafsa.ed.gov

January 15

- YC scholarship applications available at www.yc.edu/financialaid

February 6

- College Goal Sunday & College Fair: Get one-on-one help filling out your FAFSA and talk with counselors and instructors regarding programs and general college questions

March 1

- YC Honors Program Scholarship application deadline
- YC Art and Music Department's Scholarships deadline: Portfolio and audition required; Contact the Visual & Performing Arts Division at 928.776.2035 for details

March 10

- Career and Job Fair—Explore career, job and internship opportunities with over 90 employers and talk to college and university representatives

April 1

- "Priority Deadline"—Completed financial aid files will be considered for additional funding
- YC scholarship application priority deadline
- Target date for tribal fund recipients to send in their FAFSA

May 9

- YC Scholarship award notifications are sent

May 30

- Deadline for tribal scholarship Financial Need Analysis (FNA) forms to be sent to YC Financial Aid Office

June 15

- YC federal aid award letters sent (for the upcoming academic year)



ACADEMIC SUPPORT & STUDENT SERVICES

Library Services

Library Services are provided for all college students, faculty and staff of Yavapai College as well as Yavapai County residents. The libraries support classes taken for credit, recreational classes, and personal research and information gathering. Students at any Yavapai College site, including Chino Valley, Prescott Valley, Seligman, Camp Verde, Mayer, Sedona and many other places in the county can receive library services by telephone (toll free outside Prescott at 877.803.8693), through the Internet, or in person. Physical libraries are located on the Prescott and Verde campuses, and many library services are available online (www.yc.edu/library). Both libraries are members of the Yavapai Library Network, giving Yavapai College students access to over one million items through the 40 member libraries across the county.

Prescott Campus Library Building 19

Reference Desk
928.776.2261

Circulation Desk
928.776.2260

Toll Free 877.803.8693

Verde Valley Campus Library "M" Building

Reference Desk
928.634.6540

Circulation Desk
928.634.6541

www.yc.edu/library

Other services and resources:

- Computer access
- 30+ article databases
- Access to millions of magazine and newspaper articles online
- Individual and class support for research projects
- Study rooms for individual and group use
- Quiet study space
- Individual and group media viewing facilities
- Interlibrary loan services
- Government documents

Borrowing Information:

- Students can obtain a library card by presenting a photo ID and proof of current enrollment at Yavapai College or they may present their student ID to be activated as a library card
- Faculty and staff can obtain a library card by presenting a photo ID and proof of current employment at the College
- Community patrons can obtain a card by presenting a photo ID that includes their current Yavapai County address, or a photo ID with additional paperwork confirming their address within the County



ACADEMIC SUPPORT & STUDENT SERVICES

Learning Centers

All students are welcome to use the Learning Centers located on the Prescott and Verde Valley Campuses. The variety of resources, services, and programs available in the Learning Centers are designed to promote the academic success of all students by providing:

- A comfortable place for students to study individually or in groups.
- A computer lab with word processing as well as other networked software programs. In addition, general internet access is available for academic research, electronic tutoring programs, Yavapai College Electronic Student Services, and other academically related needs.
- Drop-in tutoring for all students enrolled in math, biology, chemistry and physics courses as well as any course requiring writing assignments. Other subjects for tutoring may be available upon request.
- College skill-building materials including study tips, books, videos, and CD's available for use in the Learning Center.
- English modules with individualized instruction designed to improve English skills for all students needing additional help as well as for students with English as their second language.
- Individualized academic support services and grants to students qualified to participate in the federally funded [Student Support Services](#) Program.
- An adaptive computer lab and equipment for students with documented disabilities.

Learning Centers:

Prescott Campus

Building 1, 928.776.2085

Verde Valley Campus

Building M, 928.634.6562

Disability Resources Coordinator

Prescott Campus
800.922.6787, Ext. 2085
928.776.2085

Prescott Campus
Mobility Assistance
928.776.2085

Verde Valley Campus
Student Enrollment
& Advising Center
928.634.6563
(For appointment)

Verde Valley Campus
Learning Center
928.634.6563

Verde Valley Campus
Mobility Assistance
928.634.6574

[www.yc.edu/
disabilityresources](http://www.yc.edu/disabilityresources)

Disability Resources

Disability Resources provides extensive services for students with a wide variety of disabilities. We help students:

- Become more independent and self-sufficient
- Achieve optimal potential
- Improve self-awareness, self-esteem, and self-identity
- Overcome personal obstacles and achieve academic success

Eligibility Requirements: Each applicant with a disability must be enrolled as a YC student or as a participant of YC sponsored programs and must provide Disability Resources with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The Disability Resources Coordinator is responsible for evaluating documentation and determining accommodation eligibility. All situations shall be considered on an individual, case-by-case basis.

Accommodations: Reasonable and appropriate accommodations are available for students with known disabilities. Students requesting reasonable accommodations must do so by registering with Disability Resources in a timely manner, usually four to six weeks prior to the start of a semester. The process of determining reasonable accommodations is collaborative among the student, the Disability Coordinator, the professional providing the diagnosis and the course instructor or program director when necessary.

Examples of services and accommodations which may be available from the Disability Resources office include: notetaking assistance, test/exam accommodations, interpreters for the deaf, alternative text, assistive technology, and mobility assistance.

ACADEMIC SUPPORT & STUDENT SERVICES

TRiO

STUDENT SUPPORT SERVICES

Yavapai College administers two TRIO programs (Student Support Services and Educational Talent Search) that impact educational opportunities for students throughout Yavapai County and Northern Arizona. TRIO programs are funded by the United States Department of Education and are designed to assist students in their successful completion of higher education programs.

Student Support Services

The Student Support Services Program is a federally-funded TRIO program that helps students stay in college, graduate, and transfer to a four-year university. The mission of Student Support Services is to encourage and assist students in completion of their educational goals. The program serves students who are traditionally under-represented in post-secondary education because of income, family educational background or a disability. Eligible students receive:

- Individualized tutoring
- Assistance with financial aid and scholarships
- Additional time for academic advising
- University field trips and transfer counseling
- One-to-one mentoring
- Specialized workshops;
- Cultural enrichment activities
- Advocacy for students with disabilities
- Laptops & TI-83 calculators on loan

For more information call 928.776.2084.

Educational Talent Search

Another federally-funded TRIO program is Educational Talent Search which serves students, grades six through twelve, in four school districts in Yavapai County. The purpose of this early intervention program is to increase enrollment in post-secondary education among traditionally under-represented groups including students who will likely qualify for federal financial aid programs and whose parents have not earned a bachelor's degree. The Talent Search instructors/counselors provide comprehensive support services to students in their schools in areas such as:

- Academic counseling
- Goal-setting
- Career awareness
- Tutoring/mentoring
- Technology enrichment
- Exposure to college campuses and cultural events
- Assistance with college admissions
- Information and assistance in completing financial aid and scholarship applications

For more information call 928.717.7655.



ACADEMIC SUPPORT & STUDENT SERVICES

ABE classes

are held on the Prescott, Prescott Valley, Chino Valley and the Verde Valley Campuses, as well as other locations in Yavapai County.

For more information about the ABE program or to sign up for the next orientation, please call: 928.776.2320
-or- 928.634.6544

www.yc.edu/GED

Adult Basic Education Program

ABE (Adult Basic Education) provides adults with an opportunity to improve basic skills necessary to:

- Obtain a GED
- Pursue further education
- Get or keep a job
- Help their children achieve in school
- Participate more effectively in the community
- Learn English as a second language

Free ABE classes, funded by the Arizona Department of Education, are open to adults age 16 or older. The following classes are available:

- **GED Study Program:** GED stands for General Educational Development and is a way for adults to earn a high school equivalency diploma.
- **Basic Skills Enhancement:** Sometimes adults who have a high school diploma find that they need to learn new reading, writing, or math skills.
- **ESOL:** English for Speakers of Other Languages is for immigrants and refugees who are permanent residents of the United States. Classroom activities are designed to help adults adapt to a new culture and improve their English skills in the areas of speaking, listening, reading and writing.

ABE Transitions Program

The ABE Transitions Program serves students enrolled in the college's Adult Basic Education (ABE) program. Specialized services designed to help students transition into college or career training programs are offered. The program is open to all current or former GED and ESOL students. Components of the program include:

- Assistance with the college admissions and application process
- Academic advising and course registration assistance
- Workshops and trainings focusing on career exploration, goal setting, financial aid, and technology enrichment
- Field trips to Arizona colleges and universities
- Scholarships based on special eligibility

For more information, call 928.776.2094.



ACADEMIC SUPPORT & STUDENT SERVICES

Student Activities

Prescott Campus
Activities Coordinator
928.717.7679

Verde Valley Campus
Activities Coordinator
928.634.6545

Student Activities and Clubs

The Student Activities Offices provide pathways of opportunity for students to integrate recreation, civic and social experiences with their academic programs. The Student Activities Offices provide a comfortable and safe community that encourages academic achievement and personal, physical, intellectual, ethical and cultural growth.

Our comprehensive program also includes campus clubs and organizations providing students with essential leadership and community service opportunities. Our message to students is to get connected and get involved!

Student Leadership Council (SLC)

The purpose of the Student Leadership Council is to:

- Develop leadership philosophy/skills on an individual and group level
- Provide opportunities for Yavapai College students to voice their ideas and opinions
- Participate in College initiatives by representing Yavapai College students

Visit our website www.yc.edu/slc for detailed information on how to apply to the SLC and how to get involved.

Athletic Programs

Yavapai College has a tradition of athletic excellence. The Prescott Campus offers three men's sports: baseball, basketball and soccer. Three women's sports are offered on the Prescott Campus: basketball, softball and volleyball. Yavapai College teams are consistent winners in state and national competition. For further information call the Athletic Department 928.776.2235 or visit our website at www.goroughriders.com/

Health Issues

The **Yavapai College Health Center** services are available to all Yavapai College students carrying a minimum of 3 credit hours. The center is located on the Prescott Campus in Building 3. Services are provided by a certified family nurse practitioner. Students are encouraged to visit the Health Center when they are ill, have a health concern, or as a resource for an academic project. The mission of the Yavapai College Health Center is to assist students in achieving and maintaining optimal health to attain their educational goals. For services and clinic hours, call 928.776.2318.

Serious illnesses or injuries occurring to non-resident students while on campus are reported to the College Police Office. Campus resident students are expected to report any serious illnesses or injuries to the Residence Hall Directors. Parents may be consulted in advance of hospitalization. When hospitalization is considered necessary, the college assumes no financial responsibility. A private student health insurance plan is available for students. Information is available at the Admissions, Registration & Records Office.



ACADEMIC SUPPORT & STUDENT SERVICES

Student ID Cards

The Yavapai College OneCard is your multipurpose student ID card. Present your ID to access educational records, financial aid, or to receive Yavapai College services. Photo ID cards may be obtained at the Prescott or Verde Valley Campuses, as well as the Prescott Valley, Chino Valley and CTEC sites. The ID card is valid for the duration of a student's enrollment, so you will not need a new one each semester. If you are a new student, enroll in classes for the current semester and bring proof of registration and a current photo ID to any campus enrollment office to receive your ID. If you are a continuing student, obtain a new semester validation sticker, at no charge, by presenting your previous student ID card and your current semester schedule. Report lost or stolen cards immediately to the OneCard Office to avoid misuse of the card. The fee for replacement cards is \$10.

Photo ID cards are required for:

- Residence Hall access, meal plan privileges or flexi-cash debit card privileges
- Checking out library materials in lieu of the Yavapai Library Network card
- Access to Health Center services on the Prescott campus

Mail Center

The Mail Center is located in Building 7, Room 101B and offers shipping services via US Mail (including stamps), UPS, and FedEx. Faxing services and limited shipping supplies are also available. Residence Hall students are provided with an on-campus mailbox free of charge. For more information: www.yc.edu/mailcenter/

Bookstore

Purchases

Students can purchase required textbooks, reference materials, supplies, greeting cards, Yavapai College clothing and gifts at the Yavapai College Bookstore. Students may use personal checks with proper identification, Visa, MasterCard, Discover and American Express to make their purchases. Textbooks can also be purchased online at www.cbamatthews.com/yavcol/. Course textbook information is subject to change up to the start of classes. For the most current information, contact the Yavapai College Bookstore. If you purchase your textbooks from a source other than the Yavapai College Bookstore, buyback and return procedures must be arranged with the company from which you purchased your texts. For more information: www.cbamatthews.com/yavcol/

Housing

Yavapai College has three residence halls on the Prescott Campus. Students live in either two-person rooms or four-person suites. Each unit has a private bath and the bedrooms have wall-to-wall carpeting, cable and high speed internet services. All students who apply for housing should refer to the Student Residence Hall Handbook online for the rules and regulations that govern residence hall living.

Housing Reservations

Steps for securing on-campus housing:

1. APPLY EARLY! Housing is limited
2. Submit completed application with \$150.00 deposit
3. Housing applications are obtained online at www.yc.edu/residencelife
4. Include photocopy of immunization records with dates of required immunizations for MMR and meningococcal meningitis
5. Students under 18 years of age are required to complete an appeal form with the housing contract

ACADEMIC SUPPORT & STUDENT SERVICES

6. Initial housing assignments are made no later than April 15th for the Fall semester and December 15th for the Spring semester, and are processed on a first come, first served basis

Returning students:

- Have the first option on rooms
- Must keep their housing application and deposit current
- Must pay any outstanding college charge

Housing Room Deposit

Reservations are made by the Residence Life Office upon receipt of all required materials, providing rooms are still available. Deposits received after all spaces are filled will result in students being notified of their placement on a waiting list. Students who do not want to be on a waiting list may cancel their request and receive a full refund.

The housing deposit has two purposes:

1. Indication of a commitment to occupy a space in the residence hall
2. To insure against damages and loss of college property and expenses

The deposit, in full or in part, is refundable under the following circumstances:

Housing Rent and Board Refunds			
	Deposit	Housing (RNT)	Meals (BRD)
Cancellation 30 days or more prior to fall move in "Early Cancel"	Full Deposit refunded	Full refund available	Full refund available
Cancellation 1 – 29 days of move in "Early Cancel"	Half Deposit refunded	Full refund available	Full refund available
No Show, no cancellation by move in "Other – No Show"	No deposit refunded	Full refund available	Full refund available
Moved in and moved out, Married or Withdrew termed "Withdrew"	No Deposit Refund	Prorated refund through calendar day 14, no refund after calendar day 14	Prorated refund through 10 th week
Moved in and moved out, continuing as student termed "Moved Out"	No Deposit Refund	Prorated refund through calendar day 14, no refund after calendar day 14	Prorated refund through 10 th week
Eviction termed "Eviction"	No Deposit Refund	No refund	Prorated refund through 10 th week
Students checking out at the end of Fall Semester	No Deposit Refund	N/A	N/A
Students checking out at the end of the Spring Semester	Full Deposit refund per contract	N/A	N/A

Housing Regulations

- Students must be enrolled in at least twelve credit-hours per semester. If the student drops below twelve credit hours and/or wishes to appeal this requirement, he/she must have permission from the Hall Director in order to remain in the residence hall.
- All residents are subject to the rules and regulations governing residence hall life as listed in the Residence Hall Handbook and Student Code of Conduct.
- The Residence Life Office reserves the right to change, deny or to cancel the room reservation, either before or while the student occupies the room, if such action is believed to be in the best interest of the student and of the college.
- The college reserves the right (subject to the approval of the Yavapai College Governing Board) to increase the room charges as deemed necessary.
- Except for animals providing disability assistance, animals are prohibited in residence halls.
- Family housing is not available.
- Students in housing are expected to maintain a minimum 2.0 grade point average.

Food Services for Residence Hall Students

Yavapai College food service offers a wide variety of meals based on a food court concept and is prepared fresh when ordered. Meals and snacks are available to both board students and off-campus students. Residence Hall students are required to purchase a meal plan. Meal plans guarantee a specific number of meals each week for the student. Roughrider Dollars are also available to supplement the meal plan. Meal plans and prices are subject to change. For further information regarding rates or plans, consult a Yavapai College Class Schedule or call 928.776.2227.

Meal Plan Refund Policy

1. Downgrades in the meal plan will not be permitted after the first week of the meal plan. Meal plans begin on Friday and end on Thursday.
2. Meal plan refunds are given on a weekly pro-rated basis up to the 10th week.
3. No meal ticket refunds are given following the tenth week of classes.
4. Summer meal plan refunds are pro-rated weekly.



STUDENT RIGHTS & RESPONSIBILITIES

Emergency 911
Non-emergency
311 *Any campus*
phone (except
Chino Valley
Campus)

Prescott Campus
Prescott Valley
Campus
Chino Valley
Campus

24 hour phone
number
928.776.2185

Verde Valley
Campus
Sedona Center for
Arts & Technology
Camp Verde
928.634.6599

College Police

Arizona Revised Statutes recognize Yavapai College Police Department (YCPD) officers as peace officers, providing them with full enforcement authority in the State of Arizona. YCPD officers are commissioned under the authority of the Yavapai College District Governing Board with jurisdiction of all campuses and property owned and/or utilized for educational purposes by Yavapai College approved by the District Governing Board.

Yavapai College Police Department (YCPD) services include:

- Responding to emergencies on campus
- Investigating traffic accidents
- Investigating crimes and violations of college policy
- Delivering emergency messages
- Assisting victims of crime
- Patrolling and monitoring the campus grounds for intrusion, fire, criminal activity and hazardous conditions
- Traffic control and sign placement
- Providing security consultation to the campus community
- Monitoring fire alarms
- Maintaining lost and found
- Serving as a central location for campus safety information
- Providing crime prevention seminars and programs
- Assisting with requested door locks/unlocks

Campus Crime Reporting

The Yavapai College Police Department provides crime statistics for all campuses. These statistics can be obtained from the College Police Office, Student Affairs Office or on the [College Police website](#).

Notification of college crime statistics is either mailed in post card format or sent by e-mail each year to currently enrolled students, faculty and staff. Prospective students are advised of the availability of the crime statistics through recruiters and also through the [College Police website](#). Federal law, through the Department of Education, mandates that Yavapai College provide the college community with this information annually. The annual report is available on the [College Police website](#), and also available for distribution at the College Police Department.

STUDENT RIGHTS & RESPONSIBILITIES

Student Records Disclosure

The Family Educational Rights and Privacy Act of 1974 (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, head of the academic department, 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 to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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 Board of Trustees; 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 in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Yavapai College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

According to the FERPA, its amendments and the final rule of the U.S. Department of Education, the only information which may be released without the student's written consent is directory information. Directory information includes name, address, phone number, date and place of birth, major field of study, participation in athletic programs, weight and height of athletic team members, most recent previous school attended, dates of attendance, degrees awarded, photographs, e-mail address and enrollment status.

STUDENT RIGHTS & RESPONSIBILITIES

Code of Conduct

A copy of the Code of Conduct may be obtained from:

- Assistant Dean of Student Development Office on the Prescott Campus
- Admissions, Registration & Records Office on the Prescott Campus
- Student Enrollment & Advising Center on the Verde Valley Campus
- Prescott Valley Campus
- Sedona Center for Arts & Technology

Each student is responsible for the academic integrity of all work completed for a given course.

Code of Conduct

Yavapai College strives to create an atmosphere which supports the academic mission of the institution. Students should be able to learn in an environment which is orderly, peaceful, and free of disturbances. Respect for the rights of others and for the college and its property are essential expectations for each Yavapai College student. The purpose of the Code of Conduct is to outline behavioral expectations, and to provide an explanation of the process involved for responding to allegations of student misconduct.

Academic Integrity

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College's "Code of Conduct." Failure to abide by the terms and conditions of the "Code of Conduct" will result in disciplinary action, up to and including dismissal from the College.

Plagiarism

Plagiarism is defined as submitting any academic work which is not entirely the work of the student, deliberately or accidentally. This can include, but is not limited to, such practices as not giving proper credit to a source, expanding someone else's work without giving proper credit, adopting another's work as one's own (including the copying of print or electronic media), directly using someone else's ideas without giving proper credit, and deliberately changing selective words to misrepresent someone else's work as one's own.

Cheating

Cheating is defined as submitting assignments, examinations, or other work which is based on deception or misrepresentation of the individual's own work. Cheating includes the furnishing of materials to another person for purposes of aiding that person to gain unfair academic advantage.

Violation of Copyright

The unauthorized reproduction or use of copyrighted material, whether print or electronic media, is unacceptable and considered an act of academic dishonesty. In addition, the violator may be subject to legal penalty since such practice is illegal.

Penalties

The following penalties may be applied in instances of academic dishonesty:

- A grade of "F" (Failure) may be awarded for the assignment in which academic dishonesty occurred or for the entire course regardless of the length of time the student has been in attendance. The grade of "F" will override or supersede any student-initiated withdrawal from the course.
- Dismissal from the College may occur if a student is found to have committed an act of academic dishonesty. The length or time period of the dismissal will depend on the nature of the offense and may include permanent dismissal.
- Legal measures may be taken by Yavapai College.

STUDENT RIGHTS & RESPONSIBILITIES

Removal from Class

Classroom behavior is integral to a positive learning environment. An instructor may remove a student for prohibited behavior for up to three class meetings. This action shall be immediately reported to the Division Dean and Student Conduct Officer through an incident report found at <http://www2.yc.edu/content/studentaffairs/scc/default.htm>. The student must confer with the instructor and the instructional administrator before being readmitted to class. If a resolution is not reached the student may be removed permanently pursuant to disciplinary procedures. The student may be permitted to attend class pending the outcome.

Mental Health Policy

Violence on college campuses raises a serious risk of harm to the faculty, staff, students and guests of the College. As a result, the College takes the threat or risk of violence very seriously. Any student whose conduct causes reasonable apprehension of a serious risk of harm to oneself, the faculty, staff, students or guests of the College, by the student acting in a violent, dangerous, threatening or intimidating manner, shall be subject to discipline, up to and including suspension or expulsion from the College. In determining the appropriate level of corrective action necessary, the College may require that the student undergo a mental health examination that is narrowly tailored to the specific level and type of risk involved. This examination is limited to the College being provided only with the recommendations of a state licensed professional as to whether or not the student can safely return to the classroom and benefit from continued education. The College does not require, nor will it accept, any other medical information on the student with respect to the examination. Depending on the severity of the situation, the student may be suspended pending the outcome of the evaluation and readmission will be dependent on the results of the examination. For any mental health examination performed pursuant to this policy, the College will select the mental health professional who will perform the examination and pay for the cost of that examination. The student will be responsible for executing an appropriate medical records release in favor of the College which may be required by the examining professional pursuant to the Health Insurance Portability and Accountability Act.

Only the Student Conduct Officer, Assistant Deans of Student Affairs or Dean of Student Affairs may initiate a mental health evaluation process.

Student Grievance Review Process

A student has the right to lodge a complaint on any campus regarding an event that occurs at any other district site. In the event that a student has a complaint about a non-academic issue, the student needs to make an appointment with the Assistant Dean of Student Affairs on the Prescott or Verde Campus to discuss the incident. Once the formal complaint has been made with the Assistant Dean, the Conduct Officer will continue the procedures as outlined in the Code of Conduct under Section B: Student Conduct Hearing Procedures.

Tobacco Use Policy

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and maintain a healthful working and learning environment, the district prohibits the use of tobacco except in specific areas. Tobacco use on college property is defined as lighted pipes, cigars, cigarettes, and the use of snuff and smokeless tobacco in any form.

STUDENT RIGHTS & RESPONSIBILITIES

Drug Free Environment Policy

Yavapai College's policy is to provide an environment free of drugs and alcohol. The use of illegal drugs and the abuse of alcohol pose significant threats to health and can be detrimental to the physical, psychological, and social well-being of the user and the entire Yavapai College community.

Yavapai College has a responsibility as part of its educational mission to provide students, faculty, and staff with knowledge about the dangers of substance abuse and to help them develop a healthy approach to life. We intend to create and sustain an atmosphere that promotes healthy lifestyles free from the abuse of alcohol and other drugs.

To address the serious nature of alcohol and drug use at Yavapai College and in keeping with the Drug-Free Schools and Communities Act, Yavapai College has adopted a Drug-Free Workplace Policy. The policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees.

Information regarding: 1) the laws governing the distribution, use and possession of drugs and alcohol; 2) the health risks associated with substance abuse, and; 3) education and prevention services and programs may be found in the "Student Right to Know" pamphlet available at the following locations:

- College Police Office on the Prescott Campus
- Assistant Dean of Student Development Office on the Prescott Campus
- Admissions, Registration & Records Office on the Prescott Campus
- Human Resources on the Prescott Campus
- Student Enrollment & Advising Center on the Verde Valley Campus
- Chino Valley Campus
- Prescott Valley Campus
- Sedona Center for Arts and Technology

College Photo and Videotape Policy

Yavapai College takes photos and videotapes of students throughout the year. These photographs often include students in classrooms, study areas, residence halls, athletic events and so forth. Yavapai College reserves the right to use these photographs as part of its publicity and marketing efforts. Students who enroll at Yavapai College do so with the understanding that these photographs might include them and might be used in college publications and for publicity.

Internet Downloading

Yavapai College technological equipment and resources must be used in accordance with the Copyright Guidelines. Use of Yavapai College technological equipment and resources to illegally copy, download, access, print or store copyrighted material is strictly prohibited. For example, file swapping of copyrighted material such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked.

Academic Requirements

The college has established academic requirements which must be met before a degree or certificate is granted. Faculty, academic advisors, division assistant deans and deans are available to help the student understand and meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if requirements for graduation have not been satisfied, the degree or certificate will not be granted. For this reason, it is important for the student to be acquainted with all requirements, to remain currently informed of all requirements and to be responsible for completing the requirements. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented or changed at any time at the discretion of the Yavapai College District Governing Board.

ACADEMIC INFORMATION & STANDARDS

Assessment of Student Academic Achievement

As part of its stated mission regarding excellence in education, Yavapai College is committed to assessing student academic achievement. The purpose of assessment is to measure the degree to which students attain the educational goals and outcomes as prescribed by the individual academic units of the college. In order to verify that these goals are being met, the faculty and staff of the college may require students to participate in research that will help the college determine the extent to which these goals are being met. This research may include, but is not limited to: classroom assessment projects, portfolio project review, nationally normed examinations, focus interviews and faculty developed exit examinations.

The college will use data obtained from the research to improve instruction and restructure curriculum and programs within the college; the college will not use this data to determine the graduation status of students.

Academic Load

Classes routinely require two to three hours of outside preparation for each hour spent in class. Some specialized academic programs may require additional outside preparation. To ensure that students have every opportunity for success in courses, academic loads must be carefully planned.

Full-time student status is defined as 12 credit hours per semester. A typical academic load for many programs is 15-16 credit hours per semester; the maximum academic load is generally 18 credit hours. Ordinarily, only a student with a grade point average of 3.00 or better of full-time work is allowed to carry more than the maximum load. A student not qualifying may petition the Director of Academic Advising (Prescott Campus), or the Assistant Dean of Student Affairs (Verde Valley Campus), for permission to carry an overload.

Students who are employed or who undertake many extracurricular activities will find it advisable to reduce their academic loads accordingly.

College Composition or Applied Communications Requirement

All full-time students and those part-time students who register for six hours or more of General Education courses are required to take the English and Math Skills Assessment and to begin in the course(s) in which they place in their first semester. In succeeding semesters, students should continue to enroll in the course in which they qualify until the college English requirement is satisfied. The requirement may be met by completing one of the following sequences of instruction:

- Zero Level Preparatory Courses, English 100, 101 and 102
- English 101 and 102
- English 103 and 104 (for Honors students)
- Communications 135 and English 136 (for some occupational students)

Essential Skills Program

Basic skills in reading, writing, mathematics, and English language are prerequisite to learning at the college level. Research and technology skills, study strategies, metacognition, and critical thinking are also necessary for student success. The mission of the Essential Skills Program is to offer the instruction and support that students need to develop a foundation of academic skills and thinking processes essential for successful completion of college-level work. Our goal is to prepare students for academic success by supporting instruction and student services that focus on the skills needed in entry-level college work and in specific fields of study.



ACADEMIC INFORMATION & STANDARDS

Grades and Credits

Instructors will evaluate student achievement of course learning outcomes, and students will be regularly informed of their progress. Evaluation measures will be clearly set forth by the instructor in the course syllabus. A variety of evaluation methods relevant to the learning outcomes may be used.

Grades and Credits

Grades		
Letters	Grades	Grade Points
A	Excellent	4 grade points per semester hour
B	Good	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Unsatisfactory <i>A course completed with a grade below C does not fulfill the prerequisite requirement for another course and may not be applied to a degree or certificate program.</i>	1 grade point per semester hour
F	Failure	0 grade points per semester hour
AU	Audit (no credit)	not computed in GPA
I	Incomplete	not computed in GPA
IP	In-Progress Grade	not computed in GPA
S	Satisfactory <i>A course completed with a grade of S is defined as equivalent to a grade of C or better and does fulfill the prerequisite requirement for another course and may be applied to a degree or certificate program for a maximum of 12 credit hours.</i>	not computed in GPA
U	Unsatisfactory <i>A course completed with a grade of U does not fulfill the prerequisite requirement for another course and may not be applied to a degree or certificate program.</i>	not computed in GPA
W	Withdrawal	not computed in GPA
Y	Administrative Withdrawal	not computed in GPA

To calculate the Grade Point Average (GPA) for the semester:

1. Multiply the points assigned to the letter grade by the number of credit hours earned in each class
2. Add the points of all classes together
3. Divide by the total number of credits

Sample Grade Point Average (GPA) Calculation

CRS. #	Course Title	Grade Letter=(Points)		Credit Hours		Total Grade Points
ENG 101	College Comp 1	A (4)	x	3	=	12
FRE 101	Beginning French 1	B (3)	x	4	=	12
Totals				7		24

Total Grade Points (24) divided by Total Credit Hours (7)=3.4 GPA

Academic Honors List

An honor bestowed upon students who demonstrate exemplary performance. To be eligible, a student must complete 12 or more credits in that semester with a grade point average of 3.5 or higher.

Auditing a Course

A student wishing exposure to a course may elect to audit. Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. A grade of "AU" will be awarded for satisfactory attendance. Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. Audit units do not count toward determining the eligibility for financial aid purposes. Audits may be repeated for credit. Once a student registers for and completes a class as an auditor, the audit on the permanent record may not be changed to a credit-earning grade. Students enrolling for credit will have priority over auditors until the first class day of the course, at which time auditors may enroll on a space available basis. An additional fee is assessed to audited courses. See current Class Schedule for fee.

Repeating a Course

A student may repeat any course offered by Yavapai College in order to improve a grade, or gain additional knowledge, experience, or other benefit, limited only by the following conditions:

- The credit earned in repeated courses will only be counted one time for completion of degree/certificate requirements unless otherwise noted in the course description
- A student may enroll in concurrent sections of a course only if the course is numbered 000-099
- Repeated courses may not be eligible for federal Financial Aid funding
- An individual student's repeat enrollments in specific courses may be restricted if it is determined to be in the best interest of the student or College

All grades appear on the permanent transcript. Included in the cumulative grade point average is the highest single grade earned in a course and all applicable grades earned in repeatable courses.

Incomplete Grades

A grade of "I" may be requested by a student and will be posted to the student's permanent record only at the end of a semester in which the student has done the following:

1. Has completed a significant majority of the work required for the course while maintaining a "C" average for work submitted and is capable of completing the remainder of the required work for this course
2. Experienced extenuating circumstances which prevent completion of the course requirements

It is the exclusive responsibility of each student receiving an Incomplete to be in communication with the instructor and complete the course(s) by the deadline established by the instructor; the maximum of which can be one year. The instructor will then initiate a change of grade form. If the instructor is no longer available, the student should contact the supervising instructional division dean. If the work required is not completed by the deadline established by the instructor, the grade specified by the instructor will be posted to the permanent record.

ACADEMIC INFORMATION & STANDARDS

Satisfactory (S)/Unsatisfactory (U) Grades

Yavapai College encourages each student to explore areas of study outside the major field of study. The S/U grading option is one way the College stimulates this exploration.

The “S” grade is defined as equivalent to a grade of “C” or better on the conventional grading scale of A-F. A course completed with an “S” grade indicates appropriate subject area knowledge to satisfy the prerequisite requirement of a related higher-level course.

Specified courses are graded only S/U. Students who prefer the S/U grading option must notify the class instructor. Conditions of Satisfactory/Unsatisfactory (S/U) grading:

- Since some college and universities limit the number of credits completed with S/U grading that will transfer, or restrict the way that such credits may be applied to degree requirements, it is recommended that students preparing to transfer select the S/U grading option only for elective courses.
- A maximum of twelve (12) hours of “S” credit from 100- and 200-level courses may be applied toward Yavapai College graduation requirements.
- S/U grading is not an option for courses applied to the Arizona General Education Curriculum (AGEC).
- S/U grades are not computed in the student’s Yavapai College grade point average.

In Progress Grade

“IP” is a grade indicating a course is in-progress and a final grade has yet to be assigned. It is not to be used as an alternative to an Incomplete grade. The “IP” grade must be used for open-entry/open-exit courses or vocationally approved short courses when the ending date of the course is not coincidental with the ending date of the grading period in which the course begins. At the close of the first grading period an IP grade would be assigned. The IP must be replaced by a letter grade at the conclusion of the course.

Change of Final Grade

In case of clerical error, students may request a grade change no later than 120 days after the official notification date. Once the grade for a course has been officially recorded by the Registrar, the instructor may change the grade because of one of the following:

1. An error occurred in the computing and/or recording of the grade
2. An incomplete grade (I) or an in-progress (IP) grade was originally recorded

If the instructor of the course is no longer available, the student may submit a written request to change the grade to the supervising instructional division dean. Such request must provide documented reasons why a change should be made.

Student Appeal of Academic or Instructional Decisions by Faculty

Students may appeal an academic or instructional decision by faculty if they deem the decision is incorrect or unfair. The appeal must be made in a timely manner in accordance with established procedures. Issues that may be appealed include, but are not limited to, assignment of grades and course requirements.

Process

Students must represent themselves in the appeal process. Students may contact their academic advisor for assistance.

1. The first step in the appeal process is for the student to contact the faculty member who made the academic or instructional decision. This contact must be initiated within 120 calendar days of the official notification date of the decision.
2. In the event that a satisfactory solution is not reached by the faculty member and the student, or in the event the faculty member and student are unable to address the appeal, the student may then appeal to the appropriate instructional division dean, program manager, or immediate instructional supervisor (hereafter referred to as supervisor).

The supervisor will review the student's appeal and make a decision based on its merits. The supervisor's investigation and decision must be concluded within 30 calendar days of the date the student appealed the decision to the supervisor. The supervisor will provide written documentation of the decision to the student and faculty member.

3. In the event the student is dissatisfied with the decision of the supervisor, a further appeal may be made to the appropriate supervising dean or designee. Such appeal must be made in writing within 30 calendar days of the date the student received notification of the results of the secondary appeal.

This formal, written appeal must contain information and documentation supporting the reason for requesting review of the initial academic or instructional decision. This written appeal should succinctly describe the issues involved, including relevant conditions, evidence, perceived inaccuracies/inequities, and other pertinent information.

The supervising dean or designee will conduct a formal review of the appeal as presented by the student, including review of relevant policy, considering information from the faculty member, and reviewing the decision of the instructional supervisor.

The formal review and decision must be completed within 30 calendar days of the dean or designee's receiving the student's written appeal. The supervising dean's decision must be communicated in writing to all involved parties within 30 calendar days. The decision of the supervising dean or designee is considered final.



Standards of Academic Progress

The College has a process by which a student who experiences academic difficulty may receive assistance to improve academic performance and progress toward educational goals. Unsatisfactory academic progress is indicated by academic warning, academic probation, and academic suspension.

In order to plan a program of study and create an awareness of College resources which will assist a student's return to satisfactory academic standing, a student who has made unsatisfactory academic progress must meet with an academic advisor. Academic advisors may limit the number of credit hours a student may enroll in, require developmental classes, or recommend other resources that may assist the student.

In order for a student to be removed from academic warning or probationary status, the student must attain academic good standing (2.00 Cumulative GPA). A student's academic status will be determined at the end of each semester. The student who has made unsatisfactory academic progress will receive written notification at the end of the semester.

The academic standards categories and resulting status of students are listed below.

Academic Warning:

A student who has attempted 12 credits or more and earned a cumulative GPA of less than 2.0 is placed on Academic Warning (AW).

A student on academic warning (AW) may continue attending school as long as the student maintains a semester GPA equal to or greater than 2.0, based on attempted credits.

The academic warning (AW) standing will remain in effect until the cumulative GPA meets or exceeds 2.0, at which time the academic warning (AW) standing is removed.

Academic Probation:

If a student on academic warning (AW) earns less than 2.0 semester GPA in the subsequent semester, based on attempted credits, the academic warning (AW) standing converts to academic probation (AP).

A student on academic probation (AP) may continue attending school for up to two subsequent semesters. During the first semester on academic probation (AP), the student must achieve a semester GPA of 2.0 or above. During the second semester of academic probation (AP), the student must achieve a cumulative GPA of 2.0 or above.

Academic Suspension:

If the student on academic probation (AP) does not meet the above requirements, the academic standing converts to academic suspension (AS) and the student will be suspended from Yavapai College.

ACADEMIC INFORMATION & STANDARDS

Petition for Reinstatement

A student who has been placed on academic suspension may petition to the Assistant Dean of Student Affairs, in writing, stating the reasons why the academic status and stated restrictions should be waived or changed. A petition will be considered after a minimum one semester waiting period. The petition is to be submitted at least one week prior to the semester for which enrollment is requested. If reinstatement is approved, the student will be placed on academic probation (AP) and progress will be reviewed at the end of each semester. The decision of the Assistant Dean is final.

Academic Renewal

Academic Renewal allows a student who experienced academic difficulties during earlier attendance at Yavapai College to have grades for a particular period of time excluded from the calculation of the grade point average. All courses and grades remain on the student's permanent academic record.

Conditions:

- Before applying for Academic Renewal the student must complete at least twelve credit hours of academic course work with a grade of "C" or better in each course.
- Application for Academic Renewal may be made after a two-year waiting period from the last semester to be considered for renewal.
- Academic Renewal is granted on a semester basis, not on a per course selection basis. The student may have a maximum of four consecutive semesters (including summer) of course work disregarded in calculations regarding academic standing, grade-point average, and eligibility for degree or certificate completion.
- Academic Renewal may be granted only once during a student's academic career at Yavapai College and may not extend to other institutions.
- If a student's application for Academic Renewal is approved, the student's permanent record will be annotated to indicate that no work completed during the disregarded semester(s) or term(s), even if satisfactory, may be calculated in the grade-point average or applied to completion of certificate/degree requirements. Academic Renewal is not available to students who have already completed requirements for a certificate or degree. Since the student's complete record (before and after Academic Renewal) remains on the transcript, other institutions may consider all course work when a student transfers or applies to professional or graduate-level programs.

Procedures:

1. The student application for Academic Renewal must be made on the form obtained from the Student Enrollment & Advising Centers on the Prescott or the Verde Valley Campuses.
2. The student's academic advisor must sign the form and attach a copy of the student's transcript.
3. The application must be approved by the student's academic advisor and the Chief Academic Officer or designee. The Registrar will then sign and note the date the transcript has been updated to reflect Academic Renewal.

ACADEMIC INFORMATION & STANDARDS

College Honors Program

Each year the college accepts approximately twenty-five students into its Honors Program. The program offers educational enrichment through travel, special events, lectures, and honors classes. Students enroll in a one-credit class (“The Honors Colloquium”) each semester. Most years, students in the program are expected to participate in an extensive college-sponsored trip to a location selected for its cultural interest.

Admission to the program is through a competitive application process, and is based on academic achievement and a demonstrated ability to think critically and independently. Entering freshmen must rank in the upper fifteenth percent of their high school graduating class and have a cumulative grade point average of at least 3.50 on a 4 point scale, or have scored at least 650 on a High School Equivalence Diploma. Continuing students who have completed 14-48 credits of college work (in courses numbered 100 or above) with a grade point average of at least 3.40 may also apply for admission.

Required application materials include transcripts, letters of recommendation, a Yavapai College academic plan and an essay on an assigned topic. Updated application instructions are available on the Honors Program website (www.yc.edu/chp) in late December. The deadline for application is March 1.

Once admitted, students must take a minimum of 13 credit hours per semester, make satisfactory progress toward a Yavapai College Associate degree, maintain a specified grade point averages, and participate fully in Honors Program activities in order to remain in the program.

Benefits to College Honors Program Students:

- Scholarships of \$1,000 per semester
- Tuition waivers for 13 credit hours per semester
- Up to 4 semesters of eligibility for students admitted as incoming freshmen
- Admission to honors classes
- Opportunities to interact with other academically gifted students
- Opportunities for intellectual and cultural growth and enrichment experiences, including travel
- Advisement and other activities designed to clarify long-range career and academic plans
- Assistance in applying for scholarships and admission to honors programs at universities where students intend to complete baccalaureate study
- Special recognition upon graduation

More information about the program is available upon request from the Honors Program website (www.yc.edu/chp).

Articulation Agreements

Articulation and transfer agreements specify which courses are equivalents from another institution. Your advisor will be able to tell you if such an agreement exists, and for which specific courses. Related information is available at University Transfer Information/Resources found at www.yc.edu/advising.

College Level Equivalency Exams

College Level Examination Program examinations (CLEP) are administered by the Assessment and Testing Center. For information about the specific examinations administered and accepted by Yavapai College and fees involved, call 928.776.2200. For CLEP course titles and outlines of each course, go to <http://www.collegeboard.com/student/testing/clep/about.html>.

Military Training and Experience:

ACE Military Registry Transcripts including AARTS (Army); SMART (Navy and Marine Corp); CCAF (Air Force); and CARTS (Coast Guard) can be considered. The student must request that the transcript be sent to the Yavapai College Registrar. For more information, consult the catalog and <http://aarts.army.mil/> (check the information on "Related Links/Referrals" for other military branches of service).

Experiential Learning

The Office of Experiential Learning is a district-wide office for assessment and evaluation of Credit for Prior Learning which includes: Credit by Exam and Credit by Evaluation.

Yavapai College recognizes that learning experiences take place in a variety of settings. Under certain circumstances, students may be awarded college credit for prior learning or learning which has taken place outside the traditional classroom. Established assessment methods include the following options:

Credit by Exam: Many of the departments at Yavapai College are willing to offer comprehensive examinations for program specific entry level courses (100 level and above). These exams are constructed by the instructors who teach the courses, and are proctored exams given in the local Yavapai College campus testing center. The exams are graded by the department faculty, and a determination made on whether the student should be awarded credit for the class. NOTE: Some courses will require both a written exam and a practical or laboratory exam. Students may take the exam only once, and cannot have previously registered for the course. If the student passes the exam, the student must pay the appropriate per credit tuition fees. For more information, call the Office of Experiential Learning at 928.717.7664.

Credit by Evaluation: Some students have specialized or professional training and/or certifications that can be recognized for possible college credit. Only those specializations or professional certifications, or programs, that have been evaluated by the American Council on Education (ACE) as part of the ACE CREDIT Registry will be considered. A maximum of 12 credits may be accepted under this option. For more information call the Office of Experiential Learning at 928.717.7664, or your academic department.

Additional information:

- A maximum of 30 credit hours by any combination of examination, special professional training/articulation agreement, or evaluation will be accepted.
- A student must have successfully completed at least one credit course at Yavapai College before any credit for prior learning can be documented on the College transcript.
- No duplicate credit will be awarded through prior learning.
- Assessment for prior learning will not be administered for equivalency of courses numbered below 100.
- Credit will not be granted for more elementary course work, nor for prerequisite requirements to a course, in which the student is enrolled or for which the student has already received credit.
- An official transcript or documentation of test scores must be sent directly to the Registrar from the administering agency or testing company prior to assessing eligibility for credit.
- The Yavapai College transcript will document only that credit for prior learning has been granted and the number of credits awarded. No letter grade will be assigned.
- Unsuccessful assessments will not be recorded on the transcript.

ACADEMIC INFORMATION & STANDARDS

Advanced Placement

Advanced Placement	Exam	Score	Credits	YC Equivalent	
Students who have taken a college board advanced placement course in their secondary school may be eligible to receive YC credit. Listed are the AP subject areas accepted by Yavapai College, the score required, the credit awarded and the recommended YC equivalent. Students should have their scores sent directly to the YC Registrar's office.	Art History	4/5	6	ART 200 & ART 201	
	Biology*	3	4	BIO 100	
		4/5	8	BIO 181 & 182	
	Calculus AB*	3/4/5	5	MAT 220	
	Calculus BC*	3	5	MAT 220	
		4/5	10	MAT 220 & MAT 230	
	Chemistry*	3	5	CHM 151	
		4/5	10	CHM 151 & 152	
	Computer Science A – C++	3/4/5	3	CSA 165	
	Computer Science AB – C++	3/4/5	6	CSA 165 & 265	
	Computer Science - Java	3/4/5	3	CSA 168	
	Economics: Macro	3/4/5	3	BSA 235	
	Economics: Micro	3/4/5	3	BSA 236	
	English Language & Composition	4/5	6	ENG 101 & Elective#	
	English Literature & Composition	4/5	6	ENG 101 & Elective#	
	#Students are eligible to enroll in ENG 104				
	French Language	3/4/5	16	FRE 101,102, 201 & 202	
	French Literature	3/4/5	16	FRE 101,102, 201 & 202	
	German Language	3/4/5	16	GER 101, 102, 201 & 202	
	Government & Politics: US	3/4/5	3	POS 110	
	Government & Politics: US – Comp.	3/4/5	3	Elective Credit	
	Music Theory	2	2	MUS 129	
		3/4	4	MUS 131	
		5	8	MUS 131 & 132	
	Physics B*	3	4	PHY 141	
	Physics B*	4/5	8	PHY 141 & 142	
	Physics C* Part I (Mechanics)	3/4/5	4	PHY 141	
	Physics C* Part II (Elect. & Magnetism)	3/4/5	4	PHY 142	
Psychology*	4	3	PSY 101		
Spanish Language	3/4/5	16	SPA 101, 102, 201 & 202		
Spanish Literature	3/4/5	16	SPA 101, 102, 201 & 202		
Statistics*	3/4/5	3	MAT 167		
Studio Art: Drawing	3/4/5	3	ART 110**		
Studio Art: 2D Design	3/4/5	3	ART 112**		
Studio Art: 3D Design	3/4/5	3	ART 113**		
US History* (Prior to 2003 - Exam was titled American History)	4/5	6	HIS 131 & 132		

*These areas of study represent the Advanced Placement Standards set by the state of Arizona's Articulation Task Forces and approved by the Academic Program Articulation Steering Committee.

**To receive credit, student must submit their portfolio to the Visual and Performing Arts Division Dean for approval.

ACADEMIC INFORMATION & STANDARDS

College Level Examination Program (CLEP)

Students may earn credit by successfully completing CLEP examinations. Listed across are the CLEP subject areas accepted by Yavapai College, the credit awarded and the recommended Yavapai College equivalent. Only CLEP scores of 50 or better will be awarded credit. CLEP scores are not transferred to Yavapai College from another school's transcript. CLEP scores must be sent directly to the YC Registrar's office.

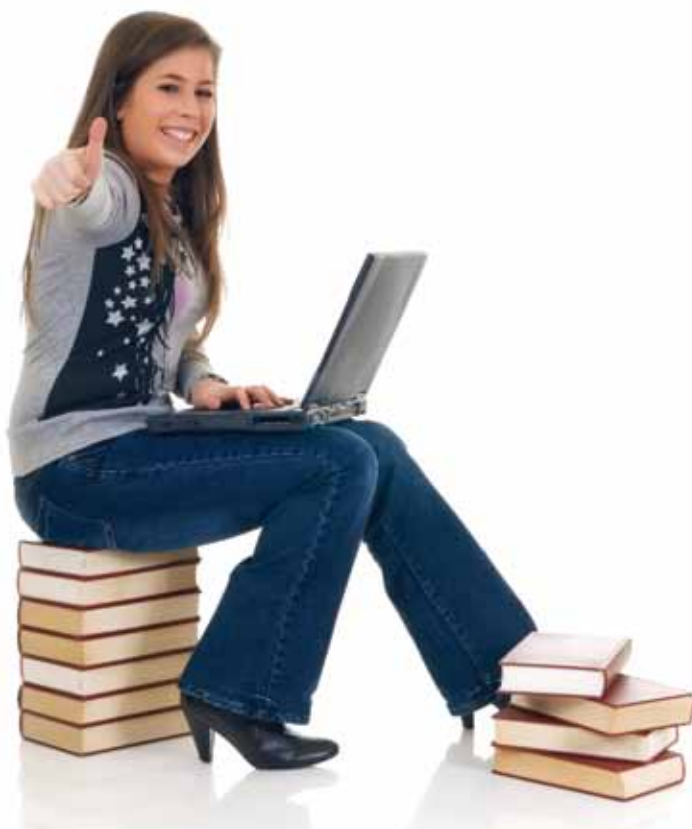
Name of Exam	Credits	Equivalency
Business		
Information Systems & Computer Applications	3	CSA 110
Introductory Business Law	3	BSA 238
Principles of Accounting (Prior to June 30, 2007)	8	ACC 131 & 132
Financial Accounting (Effective 2007)	8	ACC 131 & 132
Principles of Macroeconomics	3	BSA 235
Principles of Microeconomics	3	BSA 236
Principles of Management	3	BSA 220
Principles of Marketing	3	BSA 230
Composition & Literature		
College Composition (with essay)	6	ENG 101 & Elective Credit
History & Social Science		
American Government	3	POS 110
Human Growth & Development	3	PSY 245
Introductory Psychology	3	PSY 101
Introductory Sociology	3	SOC 101
Social Science & History	6	General Education Credit
U.S. History I	3	HIS 131
U.S. History II	3	HIS 132
Western Civilization I: Ancient Near East to 1648	3	HIS 201
Western Civilization II: 1648 to the Present	3	HIS 202
Science & Mathematics		
Biology	4	BIO 100
Pre-Calculus	5	MAT 187
Calculus	5	MAT 220
Chemistry	5	CHM 151
College Algebra	3	MAT 152
College Algebra – Trigonometry (Prior to 6/30/06)	5	MAT 152 & 183 –or- MAT 187
Natural Sciences	6	Elective Credit
Trigonometry (Prior to 6/30/06)	2	MAT 183

ACADEMIC INFORMATION & STANDARDS

College Level Examination Program (CLEP)

Listed below are the College Level Examination Program (CLEP) subjects with scoring exceptions:

Name of Exam	Semester Hours	Equivalency
French		
Score of 50	4	FRE 101
Score of 55	8	FRE 101 & 102
Score of 62	12	FRE 101, 102 & 201
Score of 66	16	FRE 101, 102, 201 & 202
German		
Score of 39	4	GER 101
Score of 46	8	GER 101 & 102
Score of 51	12	GER 101, 102 & 201
Score of 60	16	GER 101, 102, 201 & 202
Spanish		
Score of 50	4	SPA 101
Score of 55	8	SPA 101 & 102
Score of 66	12	SPA 101, 102 & 201
Score of 68	16	SPA 101, 102, 201 & 202



ACADEMIC INFORMATION & STANDARDS

For additional information on the Career Skills Program, call the program director at 928.717.7920 or call toll free at 1.877.772.5701, ext. 7920

www.yc.edu/careerskills

- The student must pay appropriate fees and adhere to approved administrative procedures for the prior learning assessment method selected.
- Credit awarded through prior learning is not necessarily transferable to other institutions.
- Credit for prior learning may impact financial aid awards. Students should meet with a financial aid advisor prior to pursuing assessment of prior learning.

Career Skills Program

The Career Skills Program is an effective way to start back to school or look for a new job. The program attracts students who are undecided, unemployed, underemployed, or looking for a career change. A high school diploma or GED is not required to enroll.

The subjects covered in the program focus on:

- Computer skills related to the workplace
- Career and educational exploration
- Job readiness skills
- Workplace dynamics and working in teams
- Dealing with change

Students receive college credits and tuition assistance is available. The Career Skills Program is offered at various locations throughout Yavapai County.



Tech Prep

Yavapai College and the local Yavapai County high schools have developed two articulation program agreements that coordinate educational programs, allowing students to transition into college programs of study similar to high school programs. The first articulation agreement consists of high school courses that “blend” into the college classes in such a way that high school students entering the college will have learned specific information about their chosen college field. The term used for this agreement is “curricular flow.” The second articulation agreement consists of high school courses that will be accepted by the college as college credit for a particular degree or certificate. The term used for this agreement is “college articulated credit.”

The purpose of the Tech Prep program is to eliminate duplication of classes and provide an easy transition from high school to Yavapai College. Any student pursuing an occupational degree or certificate is eligible for this program. Depending on the student’s high school, the following college programs have developed courses whereby students can earn college credit while in high school: accounting, automotive, welding, construction, computer information systems, business, design, childcare, fire science, and web design. High school students can contact the counselors at their respective high schools for more information. College students who have earned Tech Prep credit in high school can contact the career and technical education advisors at the college.

Osher Lifelong Learning Institute (OLLI)

The Osher Lifelong Learning Institute is a membership organization of mature learners. The purpose of the institute is to provide members with educational, social and cultural experiences. It features collaborative leadership and active member participation. For more information call 928.717.7634 (Prescott), 928.649.4270 (Verde).



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Custom Training Solutions specializes in the design, development and delivery of customized education solutions for businesses throughout Yavapai County. 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.

Technology: On- or off-site training is provided in the latest software applications to help you keep pace with the technology curve.

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Spanish and English for the Workplace: Classes that teach language to be used right away—on the job. Includes the award-winning, nationally recognized Command Spanish® program.

Custom Training: Industry-specific programs are designed to address the training challenges faced by employers today.

Small Business Development Center (SBDC)

SBDC recognizes small businesses to be the foundation of a healthy economy and concentrates its efforts on assisting new businesses in getting started and on helping existing businesses grow and remain competitive.

The SBDC is a small business support organization sponsored by Yavapai College and the U.S. Small Business Administration (SBA). SBDC resources are used to counsel and train small businesses to achieve management excellence, and to identify continuous improvement opportunities in planning, finance, accounting, marketing and other critical areas. One of the training components of the SBDC program is the Small Business Entrepreneurship Certificate program.

For more information contact SBDC in the Prescott area at 928.776.2008 or in the Verde Valley at 928.649.0921.

ACADEMIC INFORMATION & STANDARDS

Yavapai College
Partnership
Websites:

www.distance.nau.edu

www.odu.edu

www.ncu.edu

Partnerships

Northern Arizona University, Northcentral University and Old Dominion University

Yavapai College has entered into separate partnerships with Northern Arizona University, Old Dominion University and Northcentral University allowing students to take upper division classes and receive Bachelor's and Master's Degrees. These classes may be taken on-site, through interactive television, or online.

Students complete their first two years at Yavapai College and then transfer to NAU, ODU or NCU for completion of a baccalaureate degree. Students can be concurrently enrolled with the partnership school while completing a lower division program offered at Yavapai College.

Northern Arizona University

Requirements and procedures:

- Student must take transcripts of college work to their first advisement meeting
- Advisement for NAU programming is offered at NAU-Prescott
- Registration for NAU classes is done through the NAU-Prescott office or online
- Texts for most NAU classes are available at the Yavapai College Bookstore
- You must be admitted to NAU before you can register for classes

Advisors

Prescott Campus, Bldg. 29
Dianne Schmitt, Academic Advisor
Undergraduate On-Site Programs
Email: Dianne.Schmitt@nau.edu

Phone: 928.771.6144
Pamela Scandore, Academic Advisor
Graduate On-Site Programs
Email: Pamela.Scandore@nau.edu
Phone: 928.771.6146

Verde Valley Campus, Bldg. I Room 141
Dr. Hiroko Miyakawa, Academic Advisor
Email: Hiroko.Miyakawa@nau.edu
Phone: 928.634.4571



**NORTHERN
ARIZONA
UNIVERSITY**

Mountain Campus

Advisement Service Center for all on-line programs and other advising questions:
Toll Free 1.800.426.8315

ACADEMIC INFORMATION & STANDARDS

DEGREES OFFERED ONLINE

B.A. Humanities
B.A.i.L.S. Arts & Letters
B.A.i.L.S. Enterprise in Society
B.A.i.L.S. Parks and Recreation Management
B.A.i.L.S. Public Agency Service
B.A.S. Computer Technology
B.A.S. Early Childhood Education
B.A.S. Health Sciences
B.A.S. Public Agency Service
B.S. Ed. Career and Technical Education
B.S. Health Sciences-Community Health
B.S. Hotel & Restaurant Management
(first 2 years at community college)
B.S. Parks and Recreation Management
B.S.D.H. Dental Hygiene (for hygienists with A.A.S. degree)
B.S.N. Nursing (RN-BS)
Educational Technology Certificate
English as a Second Language Endorsement
International Tourism Management Certificate
Master of Administration
M.A. English
M.A. English-Emphasis in Literacy, Technology & Professional Writing
M.A. in Applied Communication
M.A.T. Mathematics
M.Ed. Career and Technical Education
M.Ed. Early Childhood Education
M.Ed. Educational Technology
M.Ed. Elementary Education-Continuing Professional
M.Eng. Engineering
M.S. Nursing
Middle School Endorsement
Parks and Recreation Management Certificate
Post-Baccalaureate Case Management Certificate
Professional Writing Certificate
Public Management Certificate
Reading Endorsement
Restaurant Management Certificate
Speech-Language Pathology Assistant

DEGREES OFFERED IN PRESCOTT

B.A.i.L.S. Learning and Pedagogy
B.S.B.A. Management
B.S. Ed. Elementary Education
B.S. Ed. Special and Elementary Education
B.S.Ed. Special Education
M.Ed. Bilingual/Multicultural Education
M.Ed. Counseling/Human Relations
M.Ed. Early Childhood Education
M.Ed. Educational Leadership
M.Ed. Elementary Education-Continuing Professional
M.Ed. Elementary Education w/Certification (New Fall 2007)
M.Ed. Secondary Education-Continuing Professional
M.Ed. Secondary Education w/Certification (Partial)
M.Ed. Special Education (Partial)
M.Ed. Special Education w/Certification (Partial)
Middle School Endorsement (Partial)
Post-degree Certification Elementary Education
Post-degree Certification Special Education
Principal Certificate
Reading Endorsement
Superintendent Certificate
Supervisor Certificate

DEGREES OFFERED IN VERDE VALLEY

B.S. Ed. Elementary Education
M.Ed. Bilingual-Multicultural Education (Partial)
M.Ed. Early Childhood Education
M.Ed. Educational Leadership (Partial)
M.Ed. Elementary Education-Continuing Professional
M.Ed. Secondary Education-Continuing Professional
M.Ed. Special Education (Partial)
Post-degree Certification Elementary Education
Principal Certificate (Partial)
Reading Endorsement
Superintendent Certificate (Partial)
Supervisor Certificate (Partial)

**Northcentral
University**

505 West Whipple St.

Prescott, AZ 86301

928.541.7777

888.327.2877

<http://yc.ncu.edu>

Northcentral University

Northcentral University (NCU) and Yavapai College are active educational partners, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

NCU is a 100% online institution with flexible scheduling designed for working adults. Graduates of Yavapai College's associate's degree programs are guaranteed admission to NCU's bachelor's degree programs. All Yavapai College associate degrees transfer to NCU as a block. The components are not examined separately to determine transferability. Students who have not earned an associate degree will have their courses evaluated on a course by course basis.

NCU will accept 90 credits of community college course work with a grade of "C" or better towards NCU's 120-credit bachelor's degrees. This includes coursework completed in any Yavapai College Associate of Applied Science degree program. Upon completion of 30 additional credits, the student will be awarded a bachelor's degree.

Degree Offerings

Bachelor's Degrees

Business Administration (B.B.A.)

Psychology (B.A.)

Master's Degrees

Business Administration (M.B.A.)

Education (M.Ed.)

Psychology (M.A.)

Doctorate Degrees

Business Administration (D.B.A.)

Philosophy in Business Administration (Ph.D.)

Education (Ed.D.)

Philosophy in Education (Ph.D.)

Philosophy in Psychology (Ph.D.)

Northcentral University (NCU), a leader in 100% online education, has introduced a graduate level specialization in online learning and teaching. E-Learning and Teaching Online (ELT) is comprised of 10 separate courses that are offered through NCU's School of Education. Each course addresses educational needs that are highly specific to the processes of teaching and learning via the Internet. For more information visit: www.ncu.edu

NCU offers tuition scholarships in the amount of 10% of the tuition, not to exceed \$2,000 for the entire degree program, to applicants who identify themselves as Yavapai College graduates by noting "YC" in the priority code box on the application. This scholarship is to be applied to each semester's tuition until the maximum is reached.

Students may apply for admission by filling out the online Application for Admissions on the university's website. To learn more about NCU's academic programs, admission policies, and enrollment process, visit the university's home page at www.ncu.edu.

ACADEMIC INFORMATION & STANDARDS

Contact Information: ODU/Yavapai

Prescott Campus
Building 31, Rm. 109 A
Marcia Lyman
Site Director
mlyman@odu.edu
Jane Carlson
Assistant Site Director
jcarlson@odu.edu

928.445.4616
FAX: 928.445.4709

Verde Campus
Building E, Rm. 115
Krys Vogler
Assistant Site Director
kvogler@odu.edu

928.639.4481
FAX: 928.639.4517

Check out our website for more information about Old Dominion University and your educational future.

www.odu.edu

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Old Dominion University

Since 1999, Old Dominion University has been giving Yavapai College students on both the Prescott and Verde campuses the chance to continue their education beyond the Associate level without leaving the area. Through live televised satellite classes, students can choose from 27 Bachelor's, eight Master's and three Ph.D. programs.

Old Dominion, a fully accredited university, located in Norfolk, Virginia provides live classes allowing you to interact with the instructor and other students around the country in a virtual classroom. Many courses are also video streamed, allowing students to take courses from their home or office. Best of all, you can dual enroll and be working on your Bachelor's degree while finishing your Associate's degree at Yavapai College.

The ODU Advantage: Year-round classes for the busy student or working professional. In-state tuition makes ODU a great educational value. On campus and on-site advising for hands-on help. Video tape back up of all classes. The largest distance learning system of its kind in the nation!

Bachelor's Degrees

Business Administration

- Accounting
- Management
- Finance
- Information Systems
- Marketing

Computer Science

Criminal Justice

Health Sciences

- Management
- Human Services

Nursing RN to BSN

Communications

Human Services

Professional Writing

Occupational & Technical Studies

- Industrial Technology
- Training Specialist

Civil Engineering Technology (2 Degrees)

Mechanical Engineering Tech. (2 Degrees)

Electrical Engineering Tech. (2 Degrees)

General Engineering Tech. (6 Degrees)

Master's Degrees

Community Health

Engineering Management

Nurse Educator

Nurse Leadership

Special Education

Occupational and Technical Education

- Business & Industry
- Community College Teaching
- Middle & Secondary Teaching

Doctorate Degrees

Ph.D. in Community College Leadership

Ph.D. in English

Ph.D. in Occupational & Technical Education

