STUDENT ATHLETE
Admission/Advising/Housing/
Registration Procedures
Welcome to Yavapai College

We want to make sure you have a seamless transition from high school to Yavapai College, and have developed a procedures list to assist you as you prepare to attend. If you have any unique situations that are not addressed here, please feel free to contact the Yavapai College Academic Advising appointment line at 928-776-2106. Once you have signed a letter of intent with Yavapai College, you need to make sure you do the following:

**Apply for Admission to Yavapai College** - To Apply: Go [HERE](#) and click “Become a Student”. When you complete the application you will have a **USERNAME** and **TEMPORARY PASSWORD**. Using this information, log-in to the website. You will be prompted to change your temporary password to a **permanent password**. Write these down and save for future access!

**Send your High School Transcripts** - We must have your official high school transcripts on file prior to the first day of school. Please be sure to request that your high school sends an official copy of your transcripts with **final grades and graduation date posted**.

Send transcripts to:

Yavapai College
Registrar’s Office
1100 East Sheldon Street
Prescott, AZ  86301

**Send all College/University Transcripts** - If you attempted any coursework at a community college or university (dual enrollment in high school included), or took Advanced Placement (AP) or College Level Examination Program (CLEP) exams, you must have **official transcripts** sent **directly from** that institution or entity to Yavapai College to be awarded equivalent credit. To follow-up on the status of your transcript, call our Student Services Answer Center at 928-776-2149. It will typically take between 4-6 weeks to see the results of the evaluation applied to your Yavapai College student record.

Send transcripts to:

Yavapai College
Registrar’s Office
1100 East Sheldon Street
Prescott, AZ  86301

**COMPASS Skills Assessment** - To schedule an appointment, call our Testing Center: 928-776-2200. Plan on spending up to 1 ½ hours and take your time. If you rush, you may impact your scores, and may not be correctly placed. You will need scores in the following areas: **Math**, **Reading Comprehension**, and **English Composition**.
You may also provide ACT or SAT test results to determine if the scores are high enough to waive the assessment process (obtain these scores by visiting www.collegeboard.org). You will meet with your academic advisor to review your scores. (An AIMS Reading score of 705 in Arizona for may be used for the reading placement)

If you live outside of the state of Arizona, you can request that your local college assess you for Math, Reading and English (we accept results from the following standardized tests: Compass, Asset, or Accuplacer). Fax the results to the Academic Advising Office at 928-777-3121, and set up a 30 minute in-person or phone appointment with an academic advisor by calling the Academic Advising appointment line at 928-776-2106. Your advisor will assist you with academic planning and registration assistance. Your fax should include your full name, sport and ID # (we call this 9 digit number your “Y Number”). You can locate your Y# by logging-in to your YC account, hovering over “Hello [your name]”, and selecting My Preferences/Account Settings. If you are unable to schedule an assessment near your residence, please contact the Academic Advising office for other options. Please be sure to identify yourself as a new student-athlete at the time you set up an appointment, as well as on the faxed assessment results. To have the most productive advising appointment possible, we must have valid test scores on-file in advance!

Disability Resources:
If you have a documented or a suspected learning disability, send a copy of your IEP to the Disability Services Coordinator, Robb Ferguson as immediately as possible. She will meet with you to determine the nature of accommodations you may need to aid in your academic success. Contact her via the Disability Resources office at 928-776-2085 or disabilityresources@yc.edu.

Tuition/Housing/Meal Plan Payment:
If you have a balance due, or if the student-athlete is not receiving any funding, it is the student’s responsibility to pay all fees by the established deadline dates. Classes may be dropped for non-payment!

How do I register for classes - Go to www.yc.edu. Start by signing into your YC account:
- Type in USERNAME and PASSWORD
- Hover over MY SERVICES, then STUDENTS
- Select: SEARCH and REGISTER FOR CLASSES
- Select semester and search by subject
- Payment is due at the time of registration unless a deferred payment option is currently being offered (depends on the semester and proximity to start of classes)

Time is critical in the registration process. As a student-athlete, you will not be able to take classes during certain times when practice/weight training/travel/competitions are scheduled. Therefore, the earlier you get registered for classes at Yavapai College, the better chance you have of classes not being full! In order to make your advising appointment as productive as possible, please be sure that you have familiarized yourself with the YC website, YC degree programs you are interested in, have test scores already submitted, and know if you are an NCAA Division I/II Qualifier or Non-Qualifier (described on next page). Athletes are encouraged to register for 15-16 credit hours each semester. Check with your coach for their specific time restrictions.
There is no priority registration for student-athletes.

**Drop/Add policy**

As any other student at Yavapai College, the student-athlete has the right to drop/add courses according to established guidelines. It is imperative for student-athletes to speak with their academic advisor and coach to make sure they do not make themselves ineligible by the type of drop/add they process.  **PLEASE NOTE: Students may only Add or Drop a class with a 100% refund during the first week of the semester. There are NO Late Start classes offered in the General Education Category. If you need to drop/add class after the start of classes, there is NO GUARANTEE of transferability for Late Start classes.**

**How to Apply for On-Campus Housing:**

Apply for housing: [HERE](#)

You must complete the housing contract and application, submit a copy of your MMR (measles, mumps, and rubella), and MM4 (meningococcal meningitis) vaccination records and pay a refundable $300 deposit. If you fail to complete any one of these steps, your room assignment will be passed over and we cannot offer you a space. Student-Athletes must choose a meal plan on their application. Room assignments are predetermined by the coach.

Once the above mentioned materials are received, we will send you an assignment letter and welcome packet. The welcome packet will explain the deadline dates for payment or instructions on how to create a payment plan.

Review the [Standards of Residence](#) and [Student Code of Conduct](#).

**If a student has not paid by the deadline date, their housing assignment will be canceled and the student will forfeit their deposit.**

If you have any questions, please contact the [Residence Life](#) office at 928-776-2220.

**Federal Financial Aid**

All students are strongly encouraged to apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You should begin the process after filing your previous year’s tax return (and your parents’), typically January/February for the NEXT academic year (Fall/Spring). After completing the FAFSA, check your portal and e-mail regularly for updates on what may be required for awarding. Please be advised that federal or institutional grants or scholarships may reduce your athletic scholarship awards if you receive a **full** athletic scholarship that covers tuition, fees, books, meals and housing.
Student-Athletes are expected to know what their financial aid/athletic scholarship award is. Once those funds are applied to your account, any remaining balance must be paid prior to the deadline date. Your award can be viewed (after logging into your YC account) under My Services/Students/My Financial Aid. You are encouraged to check this site frequently to assure your file is complete. Call our Financial Aid department at 928-776-2152 with any questions.

Eligibility Criteria

Register with the NCAA Initial Eligibility Clearinghouse - You can register with the Clearinghouse at www.eligibilitycenter.org. There is a fee for this service. You only have to meet minimum eligibility requirements of high school graduation or receipt of a GED to play at a community college. However, the number of transferable credit hours you will need to complete at a community college and potentially transfer to a Division I or Division II athletic program will be determined by your status when you exit high school. It is imperative that you establish those requirements at the beginning of your academic/athletic career at Yavapai College so that we can create the appropriate academic plan for you. Please share your eligibility results with your academic advisor at Yavapai College prior to registration.

Continued eligibility is established by students being enrolled in, attending, and completing a minimum of 12 credits with a 2.0 GPA every semester of attendance at Yavapai College. A student-athlete is considered ineligible to play if at any point they are not enrolled in, attending, or have not completed 12 credit hours with a 2.0 GPA.

It is imperative that students stay in touch with their academic advisor if any difficulties arise during the semester, so as to not find themselves ineligible. Review policy under Drop/Add for Registration deadline and Late Start classes. Yavapai College encourages all student-athletes to be enrolled in 15-16 credit hours each semester they attend at Yavapai College, and/or take advantage of summer school. This requirement is put into place so that students have the opportunity to complete an associate degree by the end of their career at Yavapai College which requires 60-65 credit hours for graduation.

To determine academic eligibility requirements to transfer and participate as an intercollegiate athlete at a Division I or Division II school, it is imperative that student athletes meet with their academic advisor.