

# STUDENT MANUAL

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CLASS OF 2020

YAVAPAI COLLEGE  
**PROMISE**  
EARN YOUR TUITION-FREE DEGREE AT YC



# WELCOME

After completing the YC Promise Application by August 1<sup>st</sup>, you will be part of the YC Promise Class of 2022! The program provides you with a unique opportunity to continue your education and career goals. A college credential is one significant step in fulfilling your potential.

YC Promise is a last-dollar scholarship that ensures tuition paid to YC is refunded at the end of the student's two-year degree program. To remain eligible for the YC Promise, you must complete the program application. It is essential to meet deadlines and complete all the requirements. Failure to comply will result in termination of your YC Promise funding opportunity. You may be assigned a volunteer mentor. This individual is investing in you and your future. If assigned a mentor, it is your responsibility to take advantage of your mentor and the program for guidance throughout your transition to college.

Your first task is to read your handbook. The handbook is your YC Promise lifeline and it contains all the information you need to ensure you remain a YC Promise student. You will find a timeline as well as deadlines in this handbook. If you lose your handbook, you may obtain one at [www.yc.edu/promise](http://www.yc.edu/promise)

One very critical deadline is to consider the 2020-2021 Free Application for Federal Student Aid (FAFSA) filing deadline for November 1, 2020. The YC Promise team will explain how families can meet this deadline at your Rising Rider Orientation. You may begin filing your FAFSA on October 1, 2019. Visit [www.fafsa.gov](http://www.fafsa.gov) to complete.

Information sessions are planned for March and April. Dates, times, and locations are listed in this student handbook. These information sessions will correspond to the high school you attend, and there will be meetings available at the Yavapai College Campuses. We also strongly encourage your parent(s)/guardian(s) to participate in these meetings, as the program's requirements will be discussed.

You are required to attend Rising Rider Orientation. In other words, work is not an excuse for missing an orientation. Ask off now! Lack of transportation is also not an excusable absence. Arrange for a ride today! Students will also be given their Fall 2020 Semester class schedule at orientation.

Every Monday, YC Promise will send you an email reminding you of critical deadlines, important dates, and requirements. If you are not receiving these consistently beginning in February, YC Promise has an incorrect email address for your account. Please send your correct address to your Success Advisor. Remember, checking emails at least **weekly** is fundamental to your future success with YC Promise.

We are so proud of your achievements and look forward to celebrating your future accomplishments! We wish you much success!

Best,

Meghan Paquette

YC Promise Coordinator

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*This handbook outlines the steps you will take to complete the college process and begin your journey at Yavapai College as a YC Promise Scholar.*

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# STUDENT SUCCESS STORY

## FULFILLING THE 'PROMISE'

***Savannah Davis of Prescott Valley is first to graduate under YC's new tuition-free program***

By Michael Grady



Savannah Davis wanted to study medicine. But she became a pioneer along the way. "My mom is a nurse," she explained, "and I always got my inspiration from her." At 16, Savannah began concurrent enrollment – taking YC courses while still in high school. "At first, I was a little scared. But they really help you out at YC and ensure you're comfortable." More than comfortable, she excelled. She aced her classes, outran her own academic timetable, and then christened a revolutionary new program.

In May, Savannah graduated from AAEC High School in Prescott Valley. In July, she graduated from Yavapai College—as the first student to fulfill the YC Promise.

### **"Hey, I could actually do this"**

The YC Promise is a new program that allows eligible students to attend college and earn their degrees, tuition-free.

"It's a life-changing opportunity," College President Dr. Lisa Rhine said. "Not only does the YC Promise signal that a high-quality college education is attainable but with all the additional support and services, the likelihood of obtaining a post-secondary degree is also significantly increased."

Savannah has another term for it: "It's a blessing. AAEC was a blessing. Yavapai College was a blessing, the YC Promise, and everything." Savannah's charter school, AAEC, pays tuition for students who take college classes while still in high school. Savannah became a concurrent enrollment student in 2016, with counselors from AAEC and Yavapai College working to keep her on track. She graduated high school just a few classes short of her college degree, and then the Promise kicked in.

"As soon as I figured out 'Hey, I could actually do this,' I thought, 'Take that opportunity and run with it.'" She laughed. With the Promise reimbursement, Savannah's family can apply her YC tuition costs toward future education expenses. "It's an amazing thing," Patrick Wellert, Savannah's AAEC principal, said. "With all the talk going around about 'free college,' well, this is free college, and it's awesome."

### **A Game-Changer**

Implemented last spring, the YC Promise is one of the nation's most ambitious assistance programs – eligible students receive a reimbursement check for their tuition if they graduate from their degree programs on time. "They don't have to take out loans for tuition," YC Early College Advisor Chelsea Klaine explained. "The YC Promise says, 'Hey, get your degree done, and we'll reimburse you.'"

The Promise could change local education into two important ways: Students who once deemed college unaffordable will suddenly find a degree within reach, and students like Savannah can accelerate their education, graduating faster, reaching their goals younger, and redefining the limits on what they can achieve.

In August, Savannah took her goals and her associate's degree up to Northern Arizona University. Her interests range from genetics to cardiovascular surgery, but she will thoroughly explore all options. "Right now, the plan is to get my bachelors in Biomedical Science," she said. "From there, I can branch off into any medical profession I'd like."

## CONNECT WITH US

YC Promise provides various opportunities for students to connect! We send an email every Monday that outlines important dates and deadlines. The YC Promise team will also be calling students to follow up with requirements. Yavapai College also has an active social media presence on Facebook, Twitter, and Instagram. Finally, the YC Promise team is always available for help and advice. Below are some of the ways you can connect with us!

### MONDAYS

Check your email every Monday for an update from your Success Advisor, Bradi Rhodes. She will be in touch regarding upcoming information sessions, orientations, college requirements, and other relevant information. If you are not receiving the weekly emails, let us know so we can update your email address. You can reply to the weekly email if you have any questions!

### TEXT MESSAGING

The YC Promise team send text messages regarding various YC Promise requirements or deadlines. You will receive messages reminding of your information sessions, orientations, the FAFSA filing deadlines, as well as other important topics. You can reply to our texts, and someone will respond!

### MEET THE TEAM



Meghan Paquette, MBA  
YC Promise Coordinator  
[Meghan.Paquette@yc.edu](mailto:Meghan.Paquette@yc.edu)

Bradi Rhodes, M. Ed.  
YC Promise Success Advisor  
[Bradi.Rhodes@yc.edu](mailto:Bradi.Rhodes@yc.edu)  
[www.calendly.com/Bradi-Rhodes](http://www.calendly.com/Bradi-Rhodes)

### SOCIAL MEDIA

Follow Yavapai College on the various social media platforms for updates on college events and information.



## YC PROMISE

The YC Promise is a financial aid program offering Yavapai County residents who complete their high school diploma or Graduate Equivalency Degree (GED) an opportunity to earn a tuition-free degree at Yavapai College if they complete the degree within seven semesters after graduation. It provides eligible students a last-dollar scholarship, meaning the scholarship will cover tuition not otherwise covered by Federal/State grants, Yavapai College, or other third parties (high school, Yavapai College Foundation, Tribe, employer) grants, discounts, or scholarships.

- Provides tuition reimbursement when eligible students complete their degree within seven semesters of their high school or GED graduation
- Does not reimburse other related expenses including, but not limited to, books, course and program fees, or other cost of living expenses such as transportation, food, and housing
- Reimburses eligible students for the tuition they paid to Yavapai College after all other gift aid has been credited toward tuition. "Gift Aid" is defined as Federal, State, Yavapai College, or 3rd party grants, discounts, or scholarships. In other words, Yavapai College will reimburse qualified students for any out of pocket expenses they incurred to pay for Yavapai College tuition.
  - When the student completes an Associate Degree, the YC Promise Scholarship will reimburse up to 61 credits of the tuition paid by the student.
  - Courses must have been paid for by the student or the student's family, not any other source including Federal Government, State Government, Yavapai College, or other third parties (e.g., Yavapai College Foundation, high school, Tribe, employer)
  - Courses must have been taken from YC after high school graduation or GED completion (reimbursement does not apply for transfer credits)
  - No reimbursements for repeated courses
  - No reimbursements for Developmental Education credits
  - Credits are reimbursed at the rate paid, not the current rate
  - Aerospace Science majors and courses are not eligible (including Fixed Wing, Rotor, Unmanned, and Air Traffic)
- Students are responsible for paying all their expenses upfront (tuition and fees, books, cost of living). Payment plan options are available.



# STUDENT CHECKLIST

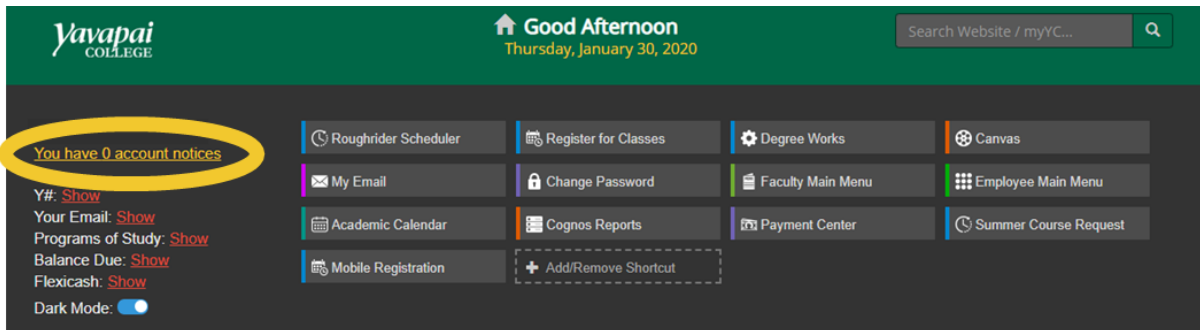
Use the checklist below to stay on track to receive the YC Promise Program Scholarship!  
Stay ahead, and complete items before the dates if possible!

<input type="checkbox"/>	August 1, 2020	<b>Apply for Admission to YC</b> Visit <a href="http://www.yc.edu/apply">www.yc.edu/apply</a>
<input type="checkbox"/>	August 1, 2020	<b>Complete the YC Promise Application.</b> Visit <a href="http://www.yc.edu">www.yc.edu</a> and log into your myYC Portal
<input type="checkbox"/>	Spring 2020	<b>Attend YC Information Session at your High School or YC Campus.</b>
<input type="checkbox"/>	Spring 2020	<b>Submit required documentation for admissions.</b> HS Transcripts, complete Placement Tests, send non-YC College transcripts or AP Test Scores, etc. Contact your Success Advisor for Assistance getting started at YC.
<input type="checkbox"/>	April 2020	<b>Register for Rising Rider Orientation/Fall Registration</b> The YC Promise Team will register you after you select an Orientation Date.
<input type="checkbox"/>	June 1, 2020	<b>If Taking Summer Classes:</b> <b>File the 2019-2020 Free Application for Federal Student Aid (FAFSA).</b> Visit <a href="http://www.fafsa.gov">www.fafsa.gov</a> YC's School Code: 001079
<input type="checkbox"/>		<b>Complete financial aid verification, if selected.</b> Verifications are completed through your YC Portal and with the Financial Aid Office.
<input type="checkbox"/>	Spring/Summer 2020	<b>Attend a Rising Rider Orientation Session</b>
<input type="checkbox"/>	November 1, 2020	<b>File the 2020-2021 Free Application for Federal Student Aid (FAFSA).</b> Visit <a href="http://www.fafsa.gov">www.fafsa.gov</a> YC's School Code: 001079
<input type="checkbox"/>	December 31, 2020	<b>Complete STU101 or STU150 if required.</b> *Check with YC Promise Team for more Information
<input type="checkbox"/>		<b>Register/Complete English and Math Degree Requirements</b>
<input type="checkbox"/>	July 31, 2021	<b>Complete 30 credits towards your YC Degree.</b>
<input type="checkbox"/>	November 1, 2021	<b>File the 2021-2022 Free Application for Federal Student Aid (FAFSA).</b> Visit <a href="http://www.fafsa.gov">www.fafsa.gov</a> YC's School Code: 001079
<input type="checkbox"/>	July 31, 2022	<b>Complete Associates Degree!</b>
<input type="checkbox"/>	Ongoing	<b>Stay in Communication with your YC Promise Mentor if assigned.</b>
<input type="checkbox"/>	Ongoing	<b>Check your email every Monday for weekly updates.</b>
<input type="checkbox"/>	Ongoing	<b>Meet with your Success Advisor Every Semester.</b>



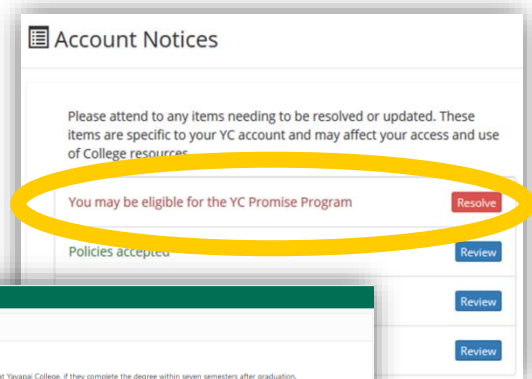
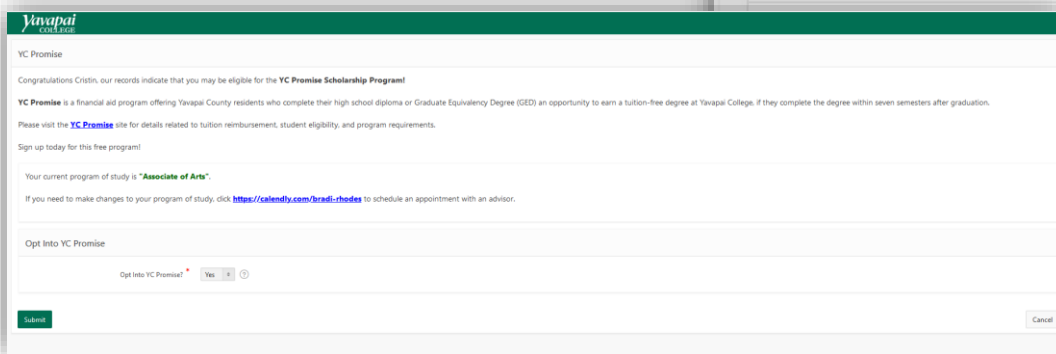
# APPLY TO THE YC PROMISE BY **AUGUST 1, 2020**

Students apply for the YC Promise through the myYC Portal. This is where you can opt-in for the promise program and provide updated contact information.



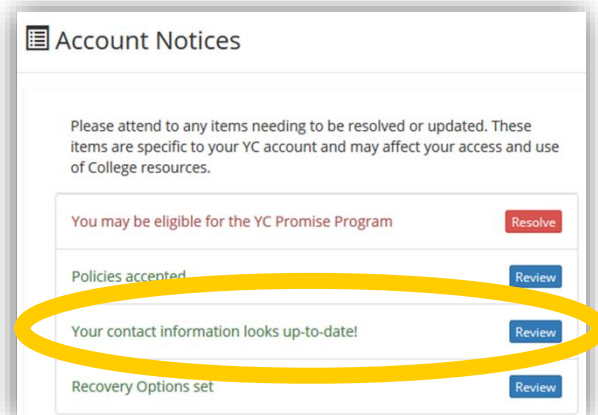
## HOW TO COMPLETE THE YC PROMISE APPLICATION

Select account notices on the left-hand side of your myYC portal. Select Resolve for the "You may be eligible for the YC Promise Program" option. A new window will open, prompting you to say yes or no to opting into the YC Promise.



## HOW TO UPDATE YOUR CONTACT INFORMATION

Select account notices on the left-hand side of your myYC portal. From there, you can select "Review" to update texting, phone numbers, addresses, and more. Having up to date contact information allows the YC Promise team to contact you in a timely manner and reach you through the correct information.





## YC PROMISE INFORMATION SESSIONS

*Information Sessions are designed to provide students and parents with more information about YC Promise and the different requirements in the program.*

### TEAM MEETINGS ARE REQUIRED FOR YOUR SUCCESS!

Students are requested to attend one of the meetings assigned for your high school or at a Yavapai College Campus. Parent(s)/Guardians(s) are encouraged to attend team meetings as well. At the meeting, the YC Promise Team will review the promise program as well as requirements and expectations.

### INFORMATION SESSIONS

If your school chose not to host a meeting at their campus, you are required to attend a meeting at one of the YC Campuses.

High School	Date	Time	Meeting Location
AAEC	March 5 <sup>th</sup>	9:00 am	Multipurpose Room (MPR)
AAEC	March 19 <sup>th</sup>	5:30 pm	Multipurpose Room (MPR)
Ash Fork Middle/High School	April 8 <sup>th</sup>	6:00 pm	Library
Bagdad High School	March 18 <sup>th</sup>	5:30 pm	Bagdad HS (Room 101)
Mingus Union High School	March 24 <sup>th</sup>	2:30 pm	MUHS Library
Mingus Union High School	March 24 <sup>th</sup>	6:30 pm	MUHS Library
Prescott High School	April 20 <sup>th</sup>	5:00 pm	PHS Library
Yavapai College Prescott Campus	March 16 <sup>th</sup>	4:00 pm	Building 19, Room 207
Yavapai College Prescott Campus	March 27 <sup>th</sup>	4:00 pm	Building 19, Room 207
Yavapai College Prescott Campus	April 2 <sup>nd</sup>	4:00 pm	Building 19, Room 207
Yavapai College Prescott Campus	April 7 <sup>th</sup>	4:00 pm	Building 19, Room 207
Yavapai College Prescott Campus	April 15 <sup>th</sup>	4:00 pm	Building 19, Room 207
Yavapai College Verde Valley Campus	March 20 <sup>th</sup>	4:00 pm	Building G, Room 103
Yavapai College Verde Valley Campus	April 1 <sup>st</sup>	4:00 pm	Building G, Room 103
Yavapai College Verde Valley Campus	April 14 <sup>th</sup>	4:00 pm	Building G, Room 102

# FILE YOUR 2020-2021 FAFSA BY NOVEMBER 1ST

## FSA ID

To file a FAFSA, you will be required to create an FSA ID. The FSA ID gives you access to the Federal Student Aid's online systems and serves as your legal signature for your FAFSA. You, as a student, will need to use your personal information to create the FSA ID. Your parent(s)/guardian(s) will be required to create their own FSA ID to sign your FAFSA as well. Your parent(s)/guardian(s) will have their own unique FSA IDs and cannot use the same email address.

You can create your FSA ID any time before you file the FAFSA. You and your parents are encouraged to create your FSA IDs as soon as possible to avoid delays with the completion of your FAFSA.

**Please remember that creating your FSA ID is not the same as filing your FAFSA. If you create an FSA ID but do not submit the FAFSA by November 1st, you will no longer be eligible for the YC Promise.**

## CREATING YOUR FSA ID

Visit [www.fsaaid.ed.gov](http://www.fsaaid.ed.gov) and follow these steps to create your FSA ID. If you have questions during the process, click on the gray question marks next to each field for additional information.

1. Under the "Create an FSA ID" tab, enter your email address, and then enter your email address again to confirm.
  - Create a username and password. The password must include a least three of these four criteria: numbers, uppercase letters, lowercase letters, and special characters.
  - Re-enter your password to confirm.
2. Enter your first name, middle initial, and last name.
3. Enter your date of birth in the MM/DD/YYYY format (e.g., 02/14/2002)
4. Enter your full Social Security Number. Make sure this is your CORRECT Social Security Number.
5. Click Continue
6. Enter your home address, phone number, and language preference (English or Spanish).
7. If you have a mobile number, we recommend you select "Yes, I would like to register my mobile number for account recovery."
8. Click Continue.
9. You will be required to answer four challenge questions. If you forget your FSA ID Password, answering challenge questions is one of the ways to reset it.
10. For questions 1 and 2, select a question from the list and type your answer. You will create your own question for Questions 3 and 4. Choose questions and answers that are easy for you to remember but difficult for others to guess.
  - The answers you create must have at least three characters. They are not case sensitive.
11. Question 5 is optional. Your answer must be eight digits if you choose to answer.
12. Click Continue.
13. Review the information you provided and read the terms and conditions.
14. Click the box under the terms and conditions that says, "I certify that the above information is correct & accept the terms and conditions."
15. On the next screen, you will verify your mobile number if you selected "Yes, I would like to register my mobile number for account recovery" earlier in the application.
  - A text message containing a secure code will be sent to your mobile number. Once received, enter it in the secure code box and click "submit."
16. On the next screen, you will verify your email address.
  - An email containing a secure code will be sent to the email address you provided at the beginning of the FSA ID application. Enter the secure code and click "submit."
17. Finished! You have created your FSA ID. Remember, you will use this information to submit your FAFSA each year, as well as access a submitted FAFSA to make changes.

MY FSA ID: \_\_\_\_\_

# FILE YOUR 2020-2021 FAFSA BY NOVEMBER 1<sup>ST</sup>

## HOW TO FILE THE FAFSA

The Free Application for Federal Student Aid (FAFSA) serves as the application for the federal Pell Grant. In addition to being a YC Promise requirement, filing the FAFSA early increases the probability that eligible students will receive more aid.

1. On or after October 1<sup>st</sup>, visit [www.fafsa.gov](http://www.fafsa.gov). This is the official FAFSA website. DO NOT complete the application at any other website that asks you for a fee. FAFSA filing is **FREE!**
2. Select the 2020-2021 FAFSA Application.
  - If you plan to take summer classes, also complete the 2019-2020 FAFSA Application.
3. You will need to create an FSA ID. Please see the previous page for detailed instructions on creating an FSA ID.
4. It is important to enter the correct Social Security Number (SSN). If entered incorrectly, this will lead to future complications with receiving your aid. Triple check that this is correct, as it can cause significant issues down the road.
5. You will utilize 2018 tax information to complete the 2020-2021 FAFSA. If you have filed and completed your 2018 taxes, you can select "I have filed my taxes" and answer the financial questions based on 2018 taxes. If you or your parent(s)/guardian(s) have not completed 2018 taxes at the time of FAFSA completions, you must select "I will file my taxes," file the 2020-2021 FAFSA based on estimations and later update your FAFSA with the filed tax information.
  - You will utilize 2017 taxes for the 2019-2020 FAFSA.
6. Even if you are 18 years old, you will need your parent(s)/guardian(s) information to complete the FAFSA unless you are married, have children who receive more than half of their support from you, were in foster care, are a ward of the court, are emancipated from your parents, are homeless, have deceased parents. If you report one or more of these situations as true, you may be required to provide court documentation.
7. If you feel lost, click inside the answer box for any question. Information will appear on the right side of your computer screen, indicating where to find the appropriate answer.
8. At the end, you and your parent(s)/guardian(s) will sign your FAFSA electronically using the FSA IDs you created. You can create your FSA ID the same day you file. Make sure you click "Submit" to successfully file your FAFSA. If you click "Save," your FAFSA will not be submitted. You will receive a confirmation email after successfully submitting your FAFSA – keep a copy of this email for your records.
9. Your high school and Yavapai College host events and have Financial Aid Advisors to assist you and your parent/guardian with the filing process. Please make arrangements if needed.

### QUICK TIP!

Do not wait until the last minute to complete the FAFSA, you may hit a roadblock and need assistance/additional time. Do not allow procrastination to result in the loss of your YC Promise Eligibility.

# FAFSA FACTS

## BEFORE YOU BEGIN

The fastest way to sign your application and have it processed is to create an FSA ID. The FSA ID allows students and parent(s)/guardian(s) to identify themselves electronically to access FSA websites. An FSA ID is also the only way to access or correct your information online.

If you have an FSA ID but forget your username or password, attempt to log in on the FAFSA home page and click on the "forgot username" or "forgot password" link.

## DEPENDENCY

If you are a dependent student, you will report you and your parent(s)/guardian(s) information. If you are an independent student, you will report your information (and if you are married, your spouse's). For clarification on your status, please visit [www.studentaid.ed.gov/sa/fafsa/filling-out/dependency](http://www.studentaid.ed.gov/sa/fafsa/filling-out/dependency)

## REPORTING PARENT/GUARDIAN INFORMATION

There are numerous scenarios a student may encounter when reporting parent/guardian information on the FAFSA. The answers to questions regarding parent/guardian information may differ based on your parent(s)/guardian(s)' marital status and living situation. If you have questions regarding your unique situation, you can visit [www.studentaid.ed.gov/sa/fafsa/filling-out/parent-info](http://www.studentaid.ed.gov/sa/fafsa/filling-out/parent-info) for a breakdown of multiple scenarios. You can also contact the financial aid office for help with the FAFSA.

### **Financial Aid Office**

Phone: (928) 776-2152 or  
(928) 634-6502

Email: [financial.aid@yc.edu](mailto:financial.aid@yc.edu)

### **Appointment Verde: Abbie Swavee**

Phone: 928-634-6508

Email: [Abbie.Swavee@yc.edu](mailto:Abbie.Swavee@yc.edu)

### **Appointment Prescott/PV: Tamera Kiernan**

Appointment <https://calendly.com/tamara-fafsa>

Link: [fafsa](https://calendly.com/tamara-fafsa)

## MAKING CORRECTING TO FAFSA

Log in to the FAFSA website using your FSA ID and password, and click "Make FAFSA Corrections." When correcting your FAFSA, you can:

1. Add or Remove colleges from your application.
2. Change your email or mailing address.
3. Correct any field in your FAFSA other than your Social Security Number (SSN).

Any corrections you make to your application using the FAFSA website will be processed in three to five days. You will receive a revised Student Aid Report (SAR) reflecting the corrections that you made to your application. All of the schools you listed on your FAFSA will have access to the revised information on the day after it is processed.

## IRS DATA RETRIEVAL TOOL

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the FAFSA. This tool will transfer the data directly and accurately into the FAFSA from the IRS website.

In the finances section of your FAFSA, click "Link to IRS" and log in with the IRS to retrieve your tax information. On the IRS website, you must enter the requested information exactly as it appears on your tax return. Click the "Transfer My Tax Information into the FAFSA" box and then review to ensure your information has been transferred into the appropriate data fields. Questions populated with tax information will be marked with "Transferred from the IRS." Some data may not be visible to protect your information.

**NOTE:** There are several scenarios in which you might not be given the option to use the IRS Data Retrieval Tool. Filing taxes electronically or by mail will determine when you can use the retrieval tool. Usually, the tool is available three weeks after tax returns are filed electronically or seven to eleven weeks after tax returns are filed by mail.

# COMPLETE FINANCIAL AID VERIFICATION

## WHAT IS VERIFICATION?

Verification is a process initiated by the Department of Education at the time you submit the FAFSA. Students selected for verification are required to submit certain documents to YC's financial aid office to verify the information provided on the FAFSA. Not all students are selected for verification, but if you are selected, no financial aid awards can be posted to your account until your financial aid file is verified.

## HOW DO I KNOW IF I HAVE BEEN SELECTED?

When YC has received your FAFSA, you will receive an email confirmation. Login to your myYC portal and click on My Account → My Financial Aid. Click on "Check Your Eligibility" and choose the appropriate aid year to view any outstanding requirements to complete Financial Aid verification. If you see a "FAFSA verification required" link with the status "Not Received," you will need to complete requirements through Verify My FAFSA before any federal financial aid can be awarded. Clicking on the link will take you to a new web page.

## VERIFY MY FAFSA

### *What is Verify My FAFSA?*

This new, easy, mobile, personalized process makes everything about financial aid easier. With Verify My FAFSA, you will be able to:

- Complete financial aid forms on your phone, tablet, or computer
- Securely upload documents from any device
- E-sign documents -- both you and your parents!
- Manage your financial aid tasks online
- Receive automated reminders about outstanding tasks and next steps

The first time you click on the "FAFSA verification required" link, you will be taken to the next screen. Complete any missing information and click the "Register Account" button. You will only register your account once. After that, you will be automatically signed in on any future visits to the page.

# COMPLETE THE YC SCHOLARSHIP APPLICATION

## SCHOLARSHIP APPLICATION

Scholarship applications are available by logging into the myYC Portal. Go to My Account → My Financial Aid. Click on and complete the "Scholarship Application".

The Fall 2020 scholarship application will be available on December 2, 2019; the priority deadline is March 2, 2020.

Final deadline for the 2020-2021 academic year or for the Fall 2020 only applications is May 15, 2020.

### QUICK TIP!

All verification is completed through the financial aid office. Check your student account and your scholar email (YC email) to see any alerts or notices from the financial aid office. When in doubt, call the financial aid office or stop by in person to check on your account! It is critical that you continue to follow up with your verification process to ensure all required documents have been processed.

# CHOOSE YOUR DEGREE PROGRAM

## SELECTING A DEGREE/MAJOR

What is your major? What do you want to do as a career? These are questions you might get from family and friends or fellow students. With so many career options, there are a variety of educational pathways. Your YC Promise Success Advisor is available to help you make these decisions by helping you identify:

- What are your interests, values, strengths, and lifestyle goals?
- What are the current and future job market trends?
- Know what the educational requirements are for the many positions available.

## CAREER EXPLORATION

### Career Coach

To get more information about career exploration, job shadowing, and job market trends, you can schedule an appointment with the Career Coach, Linda Brannock. <https://calendly.com/linda-brannock>

### Focus2

Focus2 is a self-paced career guidance tool designed to help you select the right major, clarify your career goals, and provide you with valuable occupation information.

Focus2 Provides	Focus2 Answers the Questions
Career Assessments	What can I do with a major in ...?
Occupational Advice	How can I prepare now for my future career?
Videos About Various Career Fields	What is the job outlook for my chosen career field?
Career Planning Tools	
Career Options by Education Level	
Side-by-Side Occupation Comparisons	

## TRANSFER PLANNING

### AZ Transfer

AZ Transfer contains a variety of tools that students can use to make every credit count. The Course Equivalency Guide (CEG) shows students how community college courses transfer to ASU, NAU, and UA. There is also an Exam Equivalency Guide that shows students how exams like Advanced Placement and CLEP will transfer to Arizona's public community college and universities.

### Advising

YC Promise students will work with their YC Promise Success Advisor, Bradi, to select a degree at YC that best fits with the student's goals. Students will also create academic plans that fit best with their transfer goals: major, career goals, and university plans.

## DEGREEWORKS

DegreeWorks helps students stay on track with their coursework for their degree by providing an online tool to map out courses for each semester ahead using our online degree audit system. You can make an appointment with your Success Advisor, Bradi, to create an individualized plan for your two-year program.

## NOW THAT YOU HAVE APPLIED

Applying for admissions and the YC Promise Application are only the beginning of the admissions process. Below is a list of the next steps you need to complete to ensure you will be able to start classes on time.

### SUBMIT FINANCIAL AID

Information on financial aid was reviewed earlier in the handbook. If you need help with FAFSA or scholarships, please let your Success Advisor know!

### ATTEND RISING RIDER ORIENTATION

Rising Rider Orientation is required for YC Promise students. Orientation dates are found in this handbook and are offered throughout the spring and summer. RSVP for an orientation date on the YC Promise website and save the date today!

### COMPLETE PLACEMENT TESTING

There are several ways to meet the prerequisites for YC classes. Placement testing, high school transcripts, and ACT/SAT scores can be used to place you into classes. Placements are required for many YC classes to allow you to register for the course.

#### High School Transcripts

Send your transcript to your Success Advisor or YC Promise Coordinator; these can also be used to placement into classes at YC.

#### ACT/SAT Scores

Send your test scores to your Success Advisor; these can also be used to placement into classes at YC.

#### Accuplacer

Take the ACCUPLACER Placement Tests to measure and understand your current skill level in reading, writing, and mathematics. Free study guides are available. Accommodations are available through the Disability Resources Office.

#### Things to know before you take the ACCUPLACER placement test

- Math and Reading portions of the test are untimed
- WritePlacer portion is timed
- There is no fee for YC Students
- Bring a photo ID to the assessment
- If a YC student, bring your Y-number

#### To make an appointment to complete the ACCUPLACER Placement Test:

- Prescott - (928) 776-2200
- Prescott Valley - (928) 717-7902
- Chino Valley - (928) 717-7720
- Verde Valley - (928) 634-6561

#### QUICK TIP!

Fall Semester classes are automatically assigned when students RSVP for their Rising Rider Orientation date. Make sure you work with your Success Advisor to select the correct major to ensure getting the best schedule for your degree plan!

### REGISTER FOR CLASSES

In the first semester of YC Promise, your classes are automatically assigned to you. It is your responsibility check that you are in the correct Associate Degree for your career goals. Registration opens April 13<sup>th</sup> for Fall 2020. Once a student RSVP's for a Rising Rider Orientation, a schedule will be assigned to the student. Students can meet with your Success Advisor during orientation to make changes to your schedule. Students need to be enrolled in *Math and English* unless previously completed. Students may also have to take *STU101/150* pending their course placements. To complete your degree in two years, you will need to register for *13-15 credits* unless you have prior credit from dual enrollment, AP exams, or CLEP exams.



# COLLEGE STUDENT REQUIREMENTS

Once you begin college, you still have to meet requirements to maintain your YC Promise eligibility! See the list below for a few to keep in mind:

## ENROLL IN CLASSES EACH SEMESTER

Remember to maintain enrollment, you must attend and participate in all courses. You must maintain enrollment in at least 13-15 credit hours each semester to complete your degree in two years. Failure to attend or participate in class could result in you being dropped from the course and put your program eligibility at risk.

If you have prior credit from Dual Enrollment, AP Scores, or CLEP, you may not need to take 13-15 hours per semester. Check with your Success Advisor to ensure you are on track to complete your degree in two years.

## MEET WITH YOUR ACADEMIC SUCCESS ADVISOR EACH SEMESTER

YC Promise students must meet with their Success Advisor each semester. This will allow you to verify your academic plan and that you are still on track to graduate. You can also work with your advisor on career and transfer planning to set you up for success on your next steps.

## MAINTAIN SATISFACTORY ACADEMIC PROGRESS

Students must maintain a cumulative 2.0 GPA. Students must also stay on track to complete their degree in the required 2-year timeline. Students must complete 30 credits by July 31<sup>st</sup>, 2021 and their degree by July 31<sup>st</sup>, 2022. Nursing and Radiologic Technology programs will follow modified timelines

## CONTINUE TO CHECK YOUR EMAILS

You will receive an email from your YC Promise Success Advisor every Monday sent to your YC scholar email. If you are not receiving emails from YC Promise, contact a YC Promise staff member to update your contact information.



### QUICK TIP!

Successful students use the resources provided by their college to stay on top of their studies. Read your weekly emails from the YC Promise for tips on utilizing these valuable campus resources! There are so many people ready to support you – do not be afraid to ask for help when you need it.

# YOU ARE A COLLEGE STUDENT!

## GO TO CLASS

- Attendance is important! Every day that you are absent from class, you miss information that may not be in your books but could be on your test.
- Asking questions during class is tough, but it ensures you receive correct answers. Other students in your class most likely have the same questions - you are just the brave one willing to ask! Once you start asking questions, it will become easier.
- If a class has a review session before a test, attend it! It can only strengthen your knowledge of the subject.
- Be active in class. Taking notes, asking questions and listening make it more likely you will perform favorably in the class and will get the attention of your instructor!
- Go to your online classes! Log in and participate in the online courses on the first day to let your instructor know you intend to complete the course. Attend study sessions and use all resources provided to learn the material.

## ORGANIZE & PRIORITIZE

- College can be overwhelming (especially as a full-time student), and finding a healthy balance is key to your success.
- Use your syllabus; it will help set your expectations for every class. It informs you of important dates, materials you will need, and how you will be graded. If you do not know how to read it, ask your instructor.
- Get organized. Use a planner, make to-do lists, and synchronize your school email and calendar to your phone. Decide what works best for you; there is no wrong way to get organized.
- Manage your time before, between, and after classes to study or work on assignments with the resources available on campus. There are many places on campus to do homework including the learning center, library, and even outside around campus.

## ASK FOR HELP

- Instructors hold office hours and usually have time before and after class. Get to know them during these times. They will help you if you find yourself struggling during the semester.
- Take advantage of the Learning Center resources. There are tutors in a variety of subjects and workshops that work on study skills and strategies. These resources are FREE! Take advantage of them.
- Fellow students encounter the same challenges and can relate to you. Surround yourself with students you work well with and hold one another accountable.
- Check-in with your Success Advisor as well for information on resources or help.

## PLAN FOR ADDITIONAL COSTS

- Some classes have additional fees (such as MUS101 and 151) that you are responsible for along with your books and school supplies.
- It is important to find a way to cover these additional costs (e.g., part-time job, on-campus job, plan of action with family) before classes begin.
- Make a budget so you know what you can spend on food, activities, and gas.
- Planning will help you cover your costs with as little stress as possible. This allows more time for you to focus on your classes, activities on campus, and stay on track to graduate on time!

### QUICK TIP!

Go to class! Once you are in class – participate! Take notes, raise your hand, ask questions, and answer questions. You are in college to learn! ENJOY IT!

# RISING RIDER ORIENTATION

YC is hosting *Rising Rider Orientation* for YC Promise Students at the Prescott and Verde Campuses. There will be presentations for the students and their support systems (parents, family, and friends) that will help get them ready for the fall. Presentations include Financial Aid, Learning Center/Disability Resources, Registration Assistance, and more. Campus Tours are also available to help students locate their classes! Orientation is **MANDATORY** for YC Promise Students. Students only need to attend one orientation session.



## ORIENTATION DATES

Campus	Date	Location
Prescott Campus	Wednesday, April 22 <sup>nd</sup> 3:30 pm to 5:30 pm	Building 3, Room 119
Prescott Campus	Monday, May 11 <sup>th</sup> 3:30 pm to 5:30 pm	Building 3, Room 119
Prescott Campus	Wednesday, June 10 <sup>th</sup> 3:30 pm to 5:30 pm	Building 3, Room 119
Prescott Campus	Thursday, June 25 <sup>th</sup> 9:00 am to 11:00 am	Building 19, Room 147
Prescott Campus	Tuesday, July 7 <sup>th</sup> 9:00 am to 11:00 am	Building 19, Room 147
Prescott Campus	Wednesday, July 29 <sup>th</sup> 2:00 pm to 4:00 pm	Building 19, Room 147
Prescott Campus	Tuesday, August 4 <sup>th</sup> 2:00 pm to 4:00 pm	Building 3, Room 119
Prescott Campus	Friday, August 14 <sup>th</sup> 9:00 am to 11:00 am	Building 19, Room 147
Verde Valley Campus	Friday, May 1 <sup>st</sup> 3:30 pm to 5:30 pm	Building M, Room 137
Verde Valley Campus	Thursday, June 11 <sup>th</sup> 2:00 pm to 4:00 pm	Building M, Room 137
Verde Valley Campus	Wednesday, June 24 <sup>th</sup> 2:00 pm to 4:00 pm	Building M, Room 137
Verde Valley Campus	Tuesday, July 14 <sup>th</sup> 9:00 am to 11:00 am	Building M, Room 137
Verde Valley Campus	Thursday, July 30 <sup>th</sup> 9:00 am to 11:00 am	Building M, Room 137
Verde Valley Campus	Wednesday, August 5 <sup>th</sup> 2:00 pm to 4:00 pm	Building M, Room 137



## GRADUATE/TRANSFER

**Making it to college is an accomplishment, but to graduate from college should be your goal! Make sure to meet with your advisor and create a plan for what courses you need to complete each semester to graduate on time with a degree. A defined path will lead to greater success!**

### UNIVERSITY ON-CAMPUS & TRANSFER DAY

Throughout the fall and spring semester, various college and university representatives and transfer specialists come to YC to meet with their future students. These include ASU, NAU, and U of A, among others. Take the opportunity between classes to chat with your future school.

### TRANSFER PLANNING

Starting with the end in mind when it comes to transfer and career planning will save you time when working on your associate and higher degrees. Knowing what program of study and which university you want to attend helps your Success Advisor develop the best academic plan for your time at YC. Meet with your Success Advisor to review transfer pathways, university programs/requirements, and more to plan for your next step after YC.

### AZ TRANSFER

Make Every Credit Count! AZ Transfer is a great tool to check out transfer pathways and review how courses at YC transfer to the three state universities.





# YC PROMISE POLICIES

## ELIGIBILITY

Students who meet the following criteria will be eligible for the YC Promise

- Be a U.S. citizen or have permanent resident status
- Be eligible for in-state status for tuition purposes as defined by Arizona Law and Yavapai College
- Graduate from a Yavapai County high school, home school program\*, or online high school if the student's primary residence is within Yavapai County. The college may request you to provide documentation of this information. See a list of eligible schools

American Heritage Academy - Cottonwood  
Bagdad Middle/Senior High School  
Camp Verde High School  
Mayer High School  
Oak Creek Ranch  
Prescott High School  
Sedona Red Rock Junior/Senior High School  
South Verde Technology Magnet  
Tri-City College Prep High School

Arizona Agribusiness & Equine Center  
Bradshaw Mountain High School  
Canyon View Prep Academy  
Mingus Union High School  
The Orme School  
Prescott Valley School  
Sedona Sky Academy  
Southwestern Academy  
Trinity Christian School

Ash Fork High School  
Basis Prescott  
Chino Valley High School  
Northpoint Expeditionary Learning Academy  
Pace Prep Academy  
Red Rock Academy  
Seligman High School  
Spring Ridge Academy  
Verde Valley School

\*Students completing home-school programs with a primary address in Yavapai County are also eligible

- The program is available to any student who completed their high school diploma after May 1, 2020, or who complete their GED through Yavapai College's Adult Basic Education program after January 1, 2020.
- Complete the YC Promise Application through your myYC Portal
- Complete the Free Application for Federal Student Aid (FAFSA), every year by the deadline listed on the timeline.

## REQUIREMENTS

It cannot be emphasized enough that during each phase of the YC Promise Program, students need to complete their requirements, and failure to do so will result in loss of the Scholarship. The primary responsibility to meet requirements falls with the student.

**Once in the program, students must do the following to retain their scholarship:**

- Must maintain a minimum cumulative grade point average of 2.0
- Maintain financial aid eligibility
- Attend a YC Promise Orientation before the start of your first semester
- Successfully complete STU101 or STU150 by the end of the fall semester of your first year, if required per student's placement assessments
- Take one English and one Math course each semester until your degree requirements are met
  - This requirement will be waived for certain AAS degrees with Advisor approval
  - Summer semesters are not mandatory, but students are strongly encouraged to use Summer to complete YC program requirements as needed
- Must earn 30 credits in their program of study by the end of the summer semester of the first year
- Complete the degree within seven semesters
  - The seven-semester timeline begins in the summer semester of after high school or GED completion (Ex: If you receive your high school diploma in June 2020, your seven-semester timeline begins in the summer of 2020)
- Students accepted into the Nursing or Radiologic Technology program must complete their degree within 11 semesters of high school or GED completion
- Complete the FAFSA each year by required date
- Pay all monies owed to YC, with no outstanding balances by the end of each term

## NOTES & SCRATCH PAPER

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