



Coconino Community
College

Dual Enrollment Handbook

Everything you need to know about
Dual Enrollment at
Coconino Community College



Table of Contents

WELCOME LETTER	1
QUESTIONS COMMONLY ASKED ABOUT DUAL ENROLLMENT	2
STEPS TO ESTABLISH DUAL ENROLLMENT COURSES WITH COCONINO COMMUNITY COLLEGE.....	3
SECONDARY RESPONSIBILITIES	4
DUAL ENROLLMENT TEACHER RESPONSIBILITIES.....	5
DUAL ENROLLMENT TEACHER STIPEND SCHEDULE	6
INSTRUCTOR APPLICATION PAPERWORK.....	7
NOW THAT YOUR CLASS IS DUAL ENROLLMENT	8
ASSESSMENT OF STUDENT LEARNING.....	9
COURSES TO BE ASSESSED 2010-11*	10
INSTRUCTIONS FOR ENTERING FTSE ENROLLMENT IN WEB4FACULTY.....	11
INSTRUCTIONS FOR ENTERING FINAL GRADES	12
APPENDIX.....	13
2010/2011 ACADEMIC CALENDAR.....	14
COURSE ARTICULATION AGREEMENT	16
SAMPLE OF INTERGOVERNMENTAL AGREEMENT	18
CCC TECH PREP CONTACT LIST	32
DUAL ENROLLMENT UNIVERSITY TRANSFER GUIDE.....	33
GENERAL PETITION	36
INSTRUCTIONS FOR STUDENTS TO CHECK GRADES ONLINE.....	37

Welcome Letter

Tech Prep/Perkins/High School Transition
Coconino Community College
2800 S. Lone Tree Rd.
Flagstaff, AZ 86001

September 1, 2010

Dear Educational Partner:

We are happy you are interested in information about our dual enrollment program at Coconino Community College (CCC). Enclosed in this handbook are answers to frequently asked questions, various forms and overview of a range of college procedures.

Dual enrollment provides a bridge between high school and the community college. Dual enrollment at CCC is defined as college level classes taught at the high school, during a regularly scheduled high school class period, taught by high school teachers who have been CCC certified.

Dual enrollment gives students a seamless transition to college and prevents the duplication of coursework. Students can save hundreds of dollars in tuition and can complete a CCC degree or certificate at an accelerated pace.

Dual enrollment not only helps the student, but also the educators by fostering collaboration between secondary and post-secondary educators. Student learning is improved through rigorous and relevant coursework. Educators have increased access to professional development opportunities and pertinent information about their program area.

The Tech Prep program is a partner in the dual enrollment process at CCC. Tech Prep is a federally funded program that links high school and college career and technical programs. Although the majority of the dual enrollment programs are in the career and technical area, CCC is expanding dual enrollment opportunities in academic areas.

If you would like more information about dual enrollment or would like to be involved in the dual enrollment program, please contact me at (928) 226-4344 or kathy.nesbit@coconino.edu.

Sincerely,

Kathy Nesbit
CCC Tech Prep/Perkins/High School Transition Coordinator



Questions Commonly Asked about Dual Enrollment

Q – What is dual enrollment?

A - Dual enrollment is a method of articulation that allows high school students to take college classes, at the high school, during the high school day and taught by high school teachers. Students can earn both college credit and high school credit.

Q – What items need to be submitted each semester from the high school instructor?

A -

1. Full Time Student Equivalency Roster (FTSE) submit online via Web4Faculty.
2. Assessment materials (Each department chair determines which courses to assess at the beginning of the academic year.)
3. Final Grade Roster (submit online via Web4Faculty)

Q – Is there a minimum number of students needed in order for a class to be considered as a dual enrolled class?

A - No, a class may have only 1-2 students who are registered to receive college credits. However, an instructor will only receive a partial stipend when a class has less than 10 students.

Q – What if I teach a dual enrollment class more than once in a semester?

A - If for instance, you teach welding 1st period to 13 students and then teach it again 4th period to 12 students, you are considered to be teaching two separate classes and so you would be paid a stipend for each class you taught.

Q- What is the cost to the students? Are they required to register?

A -

- There is no cost, it is free.
- Students will complete and sign the Dual Enrollment Application for Admission and Registration Form.
- It is not mandatory for students to enroll in the CCC class in order to take the high school class.

Q – What if I have a student with a disability?

A - Students with disabilities may be enrolled as a DE student. However, if they need special accommodations, the HS teacher should contact the CCC Disabilities Resource Department, at 928-226-4243.

Q- What if the student is failing a class?

A - Because the credit will become part of their permanent record, it is encouraged that any student, who does not appear to be passing the class with a “C” or better, be dropped from the course. Teachers may mark the student “ID” (Instructor Drop) on the FTSE roster verification or students may complete an ADD/Drop Form prior to the normal college Drop without Record date. They will still, however, be able to continue the class as part of their high school program.

Q- Are the credits transferable?

A - Just like any other college course, dual enrollment courses may transfer to other colleges and universities depending on which institution and program a student is transferring into. Students may refer to AZ Transfer at www.aztransfer.com to verify transferability to specific state universities.

Q – At what grade level can students take dual enrollment courses?

A - Students should be juniors or seniors. However, freshman and sophomores may enroll in the class as long as they do not exceed more than 25% of the class enrollment and meet all of the prerequisites.

Steps to Establish Dual Enrollment Courses with Coconino Community College

1. Contact Tech Prep/High School Transitions at CCC to let us know you are interested. You may contact **Kathy Nesbit**, Tech Prep/Perkins/High School Transitions Coordinator at (928) 226-4344 or kathy.nesbit@coconino.edu or **Alex Terwilliger**, Tech Prep/Perkins/High School Transition Specialist at (928) 226-4319.
2. Complete the CCC Supplemental Credentials Application and Employee Paperwork. See Section 2 of this booklet for forms. Be sure to include your resume and have all your official transcripts and copies of teaching and vocational certifications forwarded to CCC Tech Prep Office, 2800 S. Lonetree Road, Flagstaff, AZ 86001. *The appropriate CCC Department Chair will evaluate your credentials to ensure they meet CCC and NCA guidelines.*
3. Complete and return the Tech Prep/Dual Enrollment Articulation agreement for the appropriate CCC course for your high school course. In order for a student to receive dual credit, **the CCC course outline must be followed exactly!**
4. Ensure software and textbooks used in class are approved by the CCC Department Chair.
5. Offer the class. Send a schedule of your dual enrollment classes to CCC Tech Prep at the beginning of each year or whenever something changes.
6. Register your students: a representative from the CCC Tech Prep department will visit your class at the beginning of the semester to enroll the students.
7. Submit all appropriate paperwork including FTSE rosters, assessments, and grades to CCC.

Secondary Responsibilities

1. Billing

CCC will bill the school district for student tuition. It is the responsibility of the school district to pay this bill. It is also the responsibility of the school district to send an invoice to CCC in the amount of the tuition billed for dual enrollment educational services. Although there is no net cost to either institution, there must be an exchange of checks and invoices.

2. Textbooks and Materials

We prefer that the textbook used at the high school is the same one that is being used at the college campus. If you are using a different textbook, enclose a copy of the copyright page and the table of contents for the articulator to review.

3. High School Scheduling Guides

All high schools are requested to include a description of the Dual Enrollment opportunity and an indicator for each of the DE classes in their high school scheduling guides.

4. Accommodations and Services to Students with Disabilities

High Schools will refer students to CCC Disability Resources (DR). DR will qualify students for academic adjustments that are consistent with post-secondary instruction.

5. Submit Complete Class Schedules

All DE high school teachers must provide the Tech Prep Manager with a complete schedule of their DE classes. A sample of the schedule and information needed is included in section 3.

6. FTSE, Assessment and Grades

All DE high school teachers need to complete paperwork for FTSE (Full-time student equivalent) and final grades online at the CCC website via Web4Faculty. Teachers of dual enrollment courses must complete assessments provided by the department chair and return results at the end of the semester.

Dual Enrollment Teacher Responsibilities

1. Register Your Students

All interested students must be registered as a dual enrolled student with Coconino Community College in order to receive their DE credits. Students must also submit a completed Application for Admission if they have not previously been enrolled as a DE CCC student. Sample registration forms and applications are included in this book (see section 3). It is *your* responsibility to ensure that the students complete these forms correctly. Common errors are: missing signatures, birthdates, addresses, and expected graduation dates. Students with incomplete applications, registration forms, or missing supporting documentation will **NOT** be registered into the CCC class. The application and registration process must be completed at least two weeks prior to the FTSE date each semester. See the sample forms in section 3 of this booklet.

*A representative of CCC Tech Prep will come to help you register students at the beginning of the semester.

2. Full-Time Student Equivalent (FTSE)

FTSE rosters must be completed via Web4Faculty on the CCC web site by the applicable semester deadline. These dates will be provided to you each term by the Tech Prep Coordinator.

3. Dropping Students

Teachers may drop students from the class for any reason at FTSE by marking the student ID on the roster. There will be no record of the student for the CCC course.

4. Assessment

Teachers may be required to give an assessment test or project in their dual enrollment class.

5. Final Grades

Final grades must be entered via Web4Faculty on the CCC web site. Instructions to enter grades online are in section 3.

Note: A CCC Academic Calendar for 2010-2011 is included for your convenience in the appendix of this booklet.

Dual Enrollment Teacher Stipend Schedule

For classes with ten or more students

The high school instructor will be paid a stipend of \$50.00 *per credit hour* for a standard class *with ten or more* students

For classes with less than ten students

Instructors will be paid a prorated stipend based on the following rate: \$5.00 per student, multiplied by the number of credit hours taught for classes with *less than ten* students.

Teachers can expect stipend payments approximately 2-4 weeks after the end of the semester. Payment of stipends is dependent upon completion of all dual enrollment teacher responsibilities. (see above)

Instructor Application Paperwork

All high school dual enrollment instructors are considered community college instructors. Therefore, Coconino Community College will evaluate all new faculty credentials and qualifications the same as that of adjunct faculty members. The necessary employment forms are available by clicking on the Dual Enrollment link at www.cococonino.edu/techprep. Or you may contact Kathy Nesbit or Alex Terwilliger for assistance. To begin the articulation process, the following forms must be completed.

1. Employee Information Sheet

2. Supplemental Credentials Form- You must submit copies of the following with the form:

- A. Unofficial transcripts - If your class is approved, official transcripts will be required
- B. Teaching Certificate
- C. Vocational Certificates (if any)
- D. Other certificates (relating to your anticipated articulated class or program)
- E. Evidence of Experience/Resume, if you are claiming work experience as part of your qualifications.
- F. Course Syllabus if available

4. **Course Articulation Agreement**-Different Articulation agreements can be downloaded from our web site by your site team or local director or you may call and we will be happy to email the appropriate forms to you. NOTE- all the course competencies and content must be included in the high school class in order for the course to be articulated. Please include not only the name of your main textbook but any supplemental materials you may be using to teach the class. If you want to talk to one of us or the department chair over your teaching area, please don't hesitate to call. Our numbers are listed on page 32 of this book.

5. After your completed paperwork has been evaluated by the department chair in your area of teaching, then we can proceed with having your class dual enrolled. We will contact you when this step has been taken.

If you have any question, please do not hesitate to call Kathy Nesbit at 928-226-4344.

Now That Your Class is Dual Enrollment

After your class is approved as a dual enrollment class there are a few things you need to do each semester.

1. Offer the class. Please make sure it is shown as a dual enrollment class in your school scheduling guide.
2. Send us a copy of your schedule so we can build your class in Coconino Community College's schedule and develop a CRN (Course Routing Number) in the computer system used to register students.
3. Set up a time for your students to be registered by a representative from Tech Prep. We will contact the school's site facilitator about an appropriate date to visit all the dual enrollment classes in your high school. We visit classrooms to help students fill out the application and class registration forms. You can help by explaining to students that we will be coming and encourage them to have copies of their proof of residency documents available on registration day. *Sometimes, circumstances may require individual teachers to go over these forms with their students without the benefit of a Tech Prep representative.
4. Fill out your FTSE (Full Time Student Equivalent) roster. This is done online at the Coconino Community College website via Web4Faculty. **This is the time to make any corrections to your roster, so examine the FTSE roster carefully and notify Tech Prep Dual Enrollment office if you detect an error.**
5. Submit your students' final grades at the end of the course via Web4Faculty. We will send instructions and updates each semester. Please take care of this in a timely manner so that you can be paid your stipend.
6. About 2-4 weeks after your grades are submitted you should receive your stipend. If you don't please call or email us, so we can fix any problems.

Thank you so much for being a Tech Prep Dual Enrollment Teacher! Your hard work and going through all the necessary paperwork helps your students get a jump start on their post secondary education.

Assessment of Student Learning

Purpose:

CCC is committed to the ongoing assessment of student learning. The purposes of assessment include:

- To provide high quality instruction that pursues improvement on a continuous basis that ensures students they are learning what they need to be successful in their careers and as members of an educated citizenry.
- To provide external constituents (including peers, parents, students, policy makers, accreditation agencies and the public) evidence concerning the levels of academic achievement gained, the increases in learning realized, and the intellectual and social development made by individuals as a result of their experiences as a CCC student.

Types:

Our assessment activities are diverse due to the complexity of the educational process and the variety of our programs. The following are the main types of assessment being implemented at CCC:

- Course Level Assessment – *provides information on student attainment of course goals, standards and competencies and gives summative information about student performance.*
- Program Level Assessment – *provides information on student attainment of program goals and in some cases, pass rates of licensure exams or success in employment or further education.*
- Institutional Level Assessment – *provides information on the attainment of institutional goals and success within institutional core indicators.*

Dual Enrollment and Assessment:

It is very important for dual enrollment instructors to participate in assessment activities for the following reasons:

- To ensure dual enrollment student learning is comparable to regular CCC students
- To provide dialogue and information about student learning and course outcomes between dual enrollment instructors and CCC faculty and department chairs.
- To contribute to program level assessment activities
- To comply with A.R.S.15-1452
- To assist with the continuing accreditation of CCC programs.

Dual enrollment FAQ's

Q - Will my students be assessed every semester/year?

A – No. Each year department chairs choose which individual courses will be assessed for that year.

Q - What if the assessment does not relate to what I am teaching?

A – You need to communicate immediately with your department chair. It may be that your high school course does not match up with the articulated course.

Q - What if I choose not to participate in assessment activities?

A – Instructors who do not participate will not be allowed to continue to teach CCC dual enrollment courses.

Q - Can I find out how my students performed against other CCC students?

A – Each year an assessment report will be published that includes this data

Courses to be assessed 2010-11*

CCC Course Prefix	Department Chair Name	Email/Contact Information
ACC 100	Paul Holbrook	Paul.holbrook@coconino.edu
AHS 100	David Ramos	David.ramos@coconino.edu
AHS 101	David Ramos	David.ramos@coconino.edu
AHS 105	David Ramos	David.ramos@coconino.edu
AHS 110	David Ramos	David.ramos@coconino.edu
AHS 131	David Ramos	David.ramos@coconino.edu
AJS 101	David Ramos	David.ramos@coconino.edu
BUS 206	Paul Holbrook	Paul.holbrook@coconino.edu
BUS 207	Paul Holbrook	Paul.holbrook@coconino.edu
BUS 213	Paul Holbrook	Paul.holbrook@coconino.edu
CIS 117	Dave Bowman	Dave.bowman@coconino.edu
CIS 122	Dave Bowman	Dave.bowman@coconino.edu
CTM 123	Joe Costion	Joe.costion@coconino.edu
DFT 110	Joe Costion	Joe.costion@coconino.edu
ECE 120	Paul Holbrook	Paul.holbrook@coconino.edu
ECE 200	Paul Holbrook	Paul.holbrook@coconino.edu
EDU 200	Paul Holbrook	Paul.holbrook@coconino.edu
EDU 222	Paul Holbrook	Paul.holbrook@coconino.edu
ENG 101	Colleen Carscallan	Colleen.carscallan@coconino.edu
HRM 140	Paul Holbrook	Paul.holbrook@coconino.edu
HRM 240	Paul Holbrook	Paul.holbrook@coconino.edu
NUR 110	Don Johnson	Don.johnson@coconino.edu
NUR 111	Don Johnson	Don.johnson@coconino.edu
SPA 101	Barbara Eickmeyer	Barbara.eickmeyer@coconino.edu
SPA 102	Barbara Eickmeyer	Barbara.eickmeyer@coconino.edu

* Additional courses may be added to this list by the Department Chairs

Instructions for entering FTSE Enrollment in Web4Faculty

ENTERING FTSE ENROLLMENT VERIFICATION CODES

- ❑ Login to Web4Faculty (**use Internet Explorer 5 or higher**) & enter your Comet ID & PIN
- ❑ **Note:** If you are team teaching, the primary instructor must enter the codes.
- ❑ Click on Faculty Services
- ❑ Click on Term Selection and select the current term then click on Submit
- ❑ Click on CRN Selection and select the CRN then click on Submit (If you are teaching multiple sections, including ITV sections, you must select each CRN individually, one at a time.)
- ❑ Click on FTSE Enrollment Verification
- ❑ The FTSE Enrollment Verification code (in the “Grade” column) of “none” defaults when no codes have been entered.

- ❑ To enter the FTSE Enrollment Verification Code:
 - 1) Click the down arrow on the drop down list box in the “Grade” column
 - 2) Highlight the desired code for the student (“PR” for those students who are attending and you do not want to drop, “ID” for those students you want dropped from your class – a code must be entered for **every** student)
 - 3) Repeat this process for each student on the list until all codes have been entered
 - 4) Once you have entered a code for EVERY student, click on Submit to save your entries
 - 5) **Make sure to enter the last date of attendance (MM/DD/YYYY) for any “ID” code**
 - 6) Make sure to look for an **additional link** to another screen with more student names. If there are more students there will be a link to click on at the bottom of the current page which will take you to the next page.
 - 7) Click on Submit. After clicking submit you will see “The changes you made were saved successfully” statement appear. You can click submit at any time during enrollment verification entry.

- ❑ To enter FTSE Enrollment Verification Code for another CRN from the roster on the screen:
 - 1) Click on the “CRN Selection” link at the bottom of the screen
 - 2) Select another CRN then click on Submit
 - 3) You will be taken back to the Faculty Services menu page
 - 4) Click on FTSE Enrollment Verification and follow the same process as above

IMPORTANT: When you are finished entering a FTSE Enrollment Verification code (in the “Grade” column) for EVERY student, click on “Submit” to save all your entries.

After your have entered the codes, print a copy for your records.

- ❑ When all codes have been entered, exit Web4Faculty
 - 1) Click on “EXIT” (located at the top right hand corner of the screen)
 - 2) Then exit your internet browser

NO documents are required to be turned in to Admissions and Records

If you need any assistance, please come to Admissions and Records during normal business hours.
Questions regarding Web4Faculty? Call 226-HELP (4357) during normal business hours.

Instructions for Entering Final Grades

- Login to Web4Faculty (use Internet Explorer 5 or higher) & enter your Comet ID & PIN.
- Click on Faculty Services Menu.
- Select Term; then CRN; then Final Grades.
- The grade “none” defaults when no grades have been entered.
- Note: If you are team teaching, the primary instructor must enter the grades.
- To enter a grade:
 1. Click the down arrow on the drop down list box in the “grade” column to review the list of valid grade codes
 2. Highlight the desired grade code for a student
 3. Repeat this process for each student on the list until all grades have been entered
 4. Make sure to enter the last date of attendance for any grade of “W”, “F” or “I”
- To enter grades for another CRN from within the current Final Grades Worksheet:
 1. Click on the “CRN Selection” Link at the bottom of the screen
 2. Select another CRN
 3. You will be taken back to the Faculty Services menu page
 4. Click on “Final Grades” menu option
 5. To begin entering grades for students in the CRN, repeat same process as before.

IMPORTANT: when finished entering all grades, click on “Submit Grades” to save all grades.

When all grades have been entered, exit Final Grades:

Click on “exit” (located at the top of the screen).

Click on “file” then “close” to exit your browser.

IMPORTANT: After grades for your class(es) have been entered, print a copy for your records.

Required documents to submit to Admissions and Records

Only if appropriate and necessary: Incomplete Grade Form, S/U Contract Form,
Written explanation of any student not on the roster

Question regarding Web4Faculty? Call 226-4299 or 222-HELP during normal business hours.

Appendix

The following pages contain extra information for you.

- **CCC Academic Calendar:** The calendar for Coconino Community College of Course changes each year and can be found at our website www.coconino.edu.
- **Sample Articulation Agreement:** Illustrates the basic format for articulation requests.
- **Sample Intergovernmental Agreement:** The sample agreement shows what the school district and the community college must agree to before dual enrollment classes can be set up. Arizona Statute 15-1821.01 Dual Enrollment directs how we are allowed to administer our dual enrollment programs.
- **CCC Contacts Directory:** We have included a directory of department chairs and other college employees to help you dual enroll your class. Please don't hesitate to call the Tech Prep department or email us at any time and we will get back to you.
- **University Transfer Guide:** We have included a university transfer guide that shows how dual enrollment courses may transfer to one of the three state universities.
- **General Petition Form:** On occasion, students will feel that they have been treated unfairly regarding grades they received in a course, etc. The most common complaint we have is that students believe they were registered in the course, but for some reason, they did not receive a grade. This most usually occurs because the student failed to properly complete the admissions and registration process; for example, they did not provide proof of legal residency. In these cases the student has the right to appeal by submitting the General Petition Form to the CCC Admissions, Records, and Registration.
- **Instructions for students to check grades online:** We encourage you have your students logon to the CCC webpage to view their grades or print unofficial transcripts online using these instructions.

2010/2011 ACADEMIC CALENDAR

COCONINO COMMUNITY COLLEGE

FALL 2010 Semester

August 30, 2010 - December 18, 2010

August

- 19 Faculty return
- 30 Instruction begins

September

- 3 Deadline to add classes*
- 3 Deadline for 100% refund
- 4 Begin 0% refund
- 4-6 Labor Day – college closed
- 10 Deadline to add classes with Instructor signature*
- 17 Deadline to change registration status from audit to credit or credit to audit*
- 17 Deadline to add with petition*

October

- 4 Fall graduation applications due
- 13 Deadline to drop without record*
- 13 Faculty deadline for submitting FTSE enrollment verification
- 15 Employee Development Day – College services will be closed at 12 noon All scheduled classes will run normally

November

- 11 Veteran’s Day – College closed
- 24 Final deadline for withdrawing with a grade of “W”*
- 25-28 Thanksgiving - College closed

December

- 13-18 Last week of fall semester
- 21 Final grades due
- 22 Fall grades available online
- 23 – 31 Winter Break - College closed

*Deadlines may change and differ for short and late starting classes. Contact Admissions, Records & Registration

Please review the Campus hours, Emergency and Holiday closures at www.coconino.edu/safety/

COCONINO COMMUNITY COLLEGE

2010/2011 ACADEMIC CALENDAR

SPRING 2011 Semester

January 18, 2011 - May 14, 2011

January

- 3 New Year's Day (observed) - College closed
- 4 College re-opens after winter break
- 11 Faculty return
- 17 Martin Luther King, Jr. Day – College closed
- 18 Instruction begins
- 24 Deadline for 100% refund
- 24 Deadline to add classes*
- 25 Begin 0% refund
- 28 Deadline to add with instructor signature*

February

- 4 Deadline to add with petition*
- 4 Deadline to change registration status from audit to credit or credit to audit*
- 21 President's Day – College closed

March

- 3 Deadline to drop without record*
- 3 Faculty deadline for submitting FTSE enrollment verification
- 7 Spring and Summer graduation applications due
- 14-19 Spring Break – College closed

April

- 15 Employee Development Day – College services will be closed all day. All scheduled classes will run normally.
- 22 Final deadline for withdrawing with a grade of "W"*

May

- 9-14 Last week of Spring semester
- 13 Commencement
- 17 Final grades due
- 19 Spring grades available online
- May 28-30 Memorial Day - College closed

*Deadlines may change and differ for short and late starting classes. Contact Admissions, Records & Registration

Please review the Campus hours, Emergency and Holiday closures at www.coconino.edu/safety/

Course Articulation Agreement

SAMPLE



Tech Prep Articulation/Dual Credit Agreement

****This form must be completed prior to articulation meeting****

High School Course Information

High School: _____

Course Length: One Semester Year Long

Minutes Per Day: ____

Days Per Week: ____

High School Course Name: _____

[AZ Dept of Ed Program](#)

[Name and CIP Code:](#) _____

Text Books/Instructional Materials: _____

High School Instructor Information:

Name: _____ Work Ph: _____

Email: _____ Hm or Cell Ph: _____

Fax: _____

Best Method Of Communication: _____

Best Time to Contact: _____

Please attach the following information to this form if not already on file:

- *CCC Credentials Application Form*
- *Transcripts and other supporting doc's of teacher qualifications*
- *Any additional course information that will assist with the articulation process*

A. Identification:

1. Subject Area: Allied Health Sciences
2. Course Number: AHS 101
3. Course Title: CAREERS IN HEALTH CARE
4. Credit Hrs: 3
5. Catalog Description:

Presents an introduction to the breadth of health care provider and supportive roles in today's rapidly diversifying health care industry. Three lecture.

B. Course Goals:

Complementary to Introduction to Health Services (AHS 100), this course examines the growing array of health careers, offering assistance to the learner in exploring options and identifying career areas of interest that are compatible with personal expectations and goals.

Course Competencies:

Students will:

- examine the varied educational levels, programs, and sites preparing health care givers today

- discuss the legal and ethical implications of a health career
- critique ways in which changes in the health care industry are changing the roles of care givers
- identify work habits and job skills important in the health care industry
- describe how academic subjects apply in the workplace
- identify strategies for protecting one's own health while caring for those who are ill
- compare and contrast the varied settings within which health care is provided
- dialogue with clinical providers and members of the support team
- complete a computerized and interactive career skills and interests inventory

Course Content:

Will include:

- Job Skills
- Biometrics
- Communication Disorders
- Dental
- Dietary
- Emergency
- Medical Laboratory
- Medical Office
- Medical records
- Nursing
- Occupational Therapy
- Physical Therapy
- Pharmacy
- Radiology
- Respiratory Therapy
- Admitting, Business, Materiel and Central Supply, Housekeeping, Unit Clerk
- Surgery
- Vision
- Assisted Living and Long-Term Care
- Activity, Art, and Recreational Therapy
- Risk Management and Infection Control
- Medicine, Chiropractic, Naturopathy, and Osteopathy
- Administration
- Accupuncture, Massage, Herbalists, Movement, and other traditional modalities

E. Please list additional course information as needed:

This Tech Prep Articulation/Dual Credit Course Agreement is approved by:

CCC Program Evaluator Signature _____ Date: _____

CCC Department Chair Signature _____ Date: _____

CCC Dean Signature _____ Date: _____

Tech Prep/Grants Manager Signature: _____ Date: _____

Copy the following individuals: CCC CTE Dean, High School Instructor, Tech Prep Site Facilitator & Curriculum Coordinator

Sample of Intergovernmental Agreement

DUAL ENROLLMENT INTERGOVERNMENTAL AGREEMENT BETWEEN COCONINO COMMUNITY COLLEGE DISTRICT AND YOUR SCHOOL DISTRICT

This Intergovernmental Agreement (“Agreement”) is entered into this ____ day of _____, 2008 between Coconino Community College District, (“College”), and Whiteriver Unified School District No. 20 (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(F), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is in the best interests of the citizens of the district to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(10), a “Dual Enrollment Course” is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

B. applicable to a community college occupational degree or certificate program.

C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

This Agreement shall be effective:

- A. After the governing boards of School District and College have approved it; and
- B. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

The term of this Agreement shall be from the Effective Date through June 30, 2009 (“Term”).

4. RECORDING

Pursuant to A.R.S. § 11-952(A),(D) and (G), College shall be responsible for filing this Agreement with the County Recorder or the Secretary of State, as applicable.

5. OBLIGATIONS OF COLLEGE

5.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and freshman and sophomore students subject to Paragraph E in this Section 5.1, who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

- D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not more than six (6) credit hours per semester.
- E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*
- F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 6.1(E) below, College may waive the class status requirements for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.
- G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.
- I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number

assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 6.1(G).

- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

5.2. Instructors and Instruction

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

5.3. Assessment and Monitoring

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.
- D. College will provide career counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

5.4 Policy and Procedure

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.
- C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of

the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), School District and College may disclose educational records of students to each other as “officials of another school system” where the student is enrolled.

5.5 Students with Disabilities

- A. After notification from School District of a student’s need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act. College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

- B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

5.6 Reporting and Tracking

- A. College will provide a report to the Joint Legislative Budget Committee on or before October 1 of each year with such documentation as may be required under A.R.S. § 15-1821.01(6), as from time to time amended, regarding the Dual Enrollment Courses offered in conjunction with School District during the previous fiscal year. School District shall provide College with data required for inclusion in the report not later than September 1 of each year as specified in Section 6.6. School District will also assist College by providing data for any additional reports required by State or other governmental entities in relation to Dual Enrollment Courses.

- B. College will conduct tracking studies of subsequent academic or occupational achievement of students enrolled in Dual Enrollment Courses offered pursuant to this Agreement, and shall provide its report to the Joint Legislative Budget Committee by October 1 of each year, or each odd numbered year as may be required pursuant to A.R.S. § 15-1821.01 (7). School District will provide College with data required for inclusion in the tracking study if requested by College.

6. OBLIGATIONS OF SCHOOL DISTRICT

6.1 General Course Requirements

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 6.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

- B. Pursuant to A.R.S. § 15-1821.01(8), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student, as

defined in A.R.S. § 15-901(b), and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901(c), in a school in School District; except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the polices, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.
- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 5.1(E) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students according to School District policies. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.
- G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

6.2 Instructors and Instruction

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.
- C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

6.3 Assessment and Monitoring

- A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence to review and amend the course outlines as necessary.

- B. School District will provide counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

6.4 Policy and Procedure

- A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:
 - 1. has completed the necessary registration forms;
 - 2. has completed College assessment examinations, if required by College;
 - 3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
 - 4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
 - 5. is aware of the requirements for determination of resident/nonresident tuition.
- B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.
- C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

6.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

6.6 Reporting and Tracking

By September 1 of each year, School District will provide to College information required by the Legislature for submission of reports as specified in Section 5.6 above.

6.7 Facilities and Funding

- A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery

of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

- B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

7. MUTUAL AGREEMENTS

7.1. Instructor.

- A. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy. An instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.
- B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should an instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

- 7.2. Student.** Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

- 7.3. Removal from Course.** School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

- 7.4. Schedule and Number of Students.** School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

7.5. Availability of Instructors. Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

7.6. Guidelines. School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

7.7. Rigor of Courses. College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

8. FINANCIAL PROVISIONS AND FORMAT FOR BILLING:

8.1. Fees. Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

8.2. Supplies. School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

8.3. Tuition.

A. The student or School District shall be responsible for payment of tuition to College.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who is not a legal resident of Arizona will be charged out of state tuition rates.

9. CONTINUATION OF AGREEMENT

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this

Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

10. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

11. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1232(g)) (“FERPA”) and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act (“IDEA”) and regulations adopted there under, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student’s education records.

12. TERMINATION/DISPOSITION OF PROPERTY

12.1. Termination. Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than ninety (90) days prior to the intended date of termination. Except as provided in this section 12, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

12.2. Risk to Health or Safety. If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party’s mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.

12.3. No Relief from Obligations. Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

12.4. Disposition of Property. The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

13. RESPONSIBILITY

13.1. Conduct of Operations. Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

13.2 Indemnification. Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

14. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

15. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

16. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213).

17. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

18. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

19. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

20. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

Arizona Revised Statute 15-1821.01 Dual Enrollment

On a determination by a community college district governing board that it is in the best interest of the citizens of a district, the district governing board may authorize district community colleges to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day subject to the following:

1. The community college district governing board and the governing board of the school district or organization of which the high school is a part shall enter into an agreement or contract. Beginning in the 2008-2009 school year, these intergovernmental agreements or contracts shall be based on a uniform format that has been cooperatively developed by the community college districts in this state. The uniform format of the intergovernmental agreements and contracts shall be submitted for review to the joint legislative budget committee by December 31, 2007. On or before August 1 of each year, the joint legislative budget committee shall notify each community college district to report on or before October 1 of each year a specified percentage of its initial intergovernmental agreements or contracts executed with school district governing boards or charter schools. Each of these agreements or contracts shall clearly specify the following:

(a) The financial provisions of the agreement or contract and the format for the billing of all services under the agreement or contract, including the amount that the community college received in full-time student equivalent funding pursuant to section 15-1466.01, the portion of the funding that is distributed to the school district governing board or charter school and any amount that is subsequently returned to the community college district by the school district governing board or charter school.

(b) Student tuition and financial aid policies, including if scholarships or grants are awarded to students in dual enrollment courses from the community college.

(c) The accountability provisions for each party to the agreement or contract.

(d) The responsibilities and services required of each party to the agreement or contract.

(e) The type of instruction that will be provided under the agreement or contract, including the titles of the courses to be offered.

(f) The quality of the instruction that will be provided under the agreement or contract.

2. Students shall be admitted to the community college under the policies adopted by each district, subject to the following:

(a) All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.

(b) A community college may waive the class status requirements specified in subdivision (a) of this paragraph for up to twenty-five per cent of the students enrolled by a college in courses provided that the community college has an established written criteria for waiving the requirements for each course. These criteria shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet course prerequisites are prepared to benefit from the college level course. All exceptions and the justification for the exceptions shall be reported as provided in paragraph 6 of this section.

3. The courses shall be previously evaluated and approved through the curriculum approval process of the district, shall be at a higher level than taught by the high school and shall be transferable to a university under the jurisdiction of the Arizona board of regents or be applicable to an established community college occupational degree or certificate program. Physical education courses shall not be available for dual enrollment purposes.

4. College approved textbooks, syllabuses, course outlines and grading standards that are applicable to the courses if taught at the community college shall apply to these courses and to all students in the courses offered pursuant to this section. The chief executive officer of each community college shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college to assist in course selection and implementation in the high schools and to review and report at least annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college. The advisory committee of full-time faculty shall meet at least three times each academic year.

5. Each faculty member shall meet the requirements established by the governing board pursuant to section 15-1444. The chief executive officer of each community college district shall establish an advisory

committee of full-time faculty who teach in the disciplines offered at the community college district to assist in the selection, orientation, ongoing professional development and evaluation of faculty teaching college courses in conjunction with the high schools. The advisory committee of full-time faculty shall meet at least two times each academic year.

6. Each community college district, on or before October 1, shall annually provide a report to the joint legislative budget committee on the courses offered in conjunction with high schools during the previous fiscal year. In the case of a multicollege district, the multicollege district shall provide a separate report for each college. This report shall include the following:

(a) Documentation of compliance with the requirements identified in paragraphs 3, 4 and 5 of this section, including a listing of the members of the faculty advisory committees at each community college as provided in paragraphs 4 and 5 of this section.

(b) The number of students in each course who did not meet the criteria prescribed in paragraph 2 of this section.

(c) The total enrollments listed by location, by high school grade level, by course and by whether the program was academic or occupational.

(d) Summary data on the performance of students enrolled for college credit in courses offered in conjunction with high schools, including completion rates and grade distribution.

(e) Course level data on the performance of students enrolled for college credit in courses offered in conjunction with high schools, including completion rates, grade distribution and the number of students who received remedial instruction for the course.

(f) A copy of each addendum of an intergovernmental agreement or contract executed pursuant to paragraph 1 of this section.

(g) Summary data by community college district and by individual community college on the number of scholarships or grants awarded to students.

(h) Itemized actual program costs including actual program costs for each of the following:

(i) Curriculum development and approval.

(ii) Textbook costs.

(iii) Facility and equipment costs.

(iv) Counseling and tutoring costs.

(v) Teacher training and observation costs.

(i) Course level data delineating the entity that provided faculty, the entity that provided the faculty pay and the amount paid to the faculty member.

7. Each community college district shall conduct tracking studies of subsequent academic or occupational achievement of students enrolled in courses offered pursuant to this section. The reports of the results of the tracking studies shall be submitted to the joint legislative budget committee on or before October 1 of each odd-numbered year, subject to the following:

(a) The tracking studies prescribed in this paragraph may involve statistically valid sampling techniques and shall include, at a minimum, the high school graduation rate, the number of students continuing their studies after graduation at a community college in this state or a university under the jurisdiction of the Arizona board of regents, the performance of the students in subsequent college courses in the same discipline or occupational field and the student's grade point average after one year at an Arizona community college or university as compared to the student's college grade point average for courses completed while still in high school.

(b) On receipt of the report of the tracking studies prescribed in this paragraph, the joint legislative budget committee may convene an ad hoc committee that includes community college academic officers, faculty and other experts in the field to review the manner in which these courses are provided. This committee may make recommendations to the joint legislative budget committee regarding desirable changes in this section or in the manner in which this section is being implemented. A copy of this report shall be provided to each district governing board.

8. A school district shall ensure that a pupil is a full-time student as defined in section 15-901 and is enrolled in and attending a full-time instructional program at a school in the school district before that pupil is allowed to enroll in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this paragraph.

CCC Tech Prep Contact List

**2010-2011
Coconino Community College
2800 S. Lonetree Rd.
Flagstaff, AZ 86001-2701**

Kathy Nesbit
Tech Prep Coordinator
Phone (928) 226-4344
Fax (928) 226-4118
kathy.nesbit@coconino.edu

Alex Terwilliger
Tech Prep Specialist
Phone (928) 226-4319
Fax (928) 226-4118
alex.terwilliger@coconino.edu

Monica Baker, Dean
CTE Dean
Phone (928) 226-4262
Fax (928) 226-4118
monica.baker@coconino.edu

Dave Bowman, Dept. Chair
Computer & Office Information Systems
OIS, CIS
Phone (928) 226-4361
Fax (928) 226-4118
dave.bowman@coconino.edu

Joe Costion, Dept. Chair
Industrial Technologies, AUT, AVT
DFT, ELT, ITC, MCH, MIT, IEC
3000 N. 4th Street
Flagstaff, AZ 86004
Phone (928) 526-7696
joe.costion@coconino.edu

Jane Ward, Educational Services Coordinator
Page/Lake Powell Campus
475 S. Lake Powell Blvd.
Page, AZ 86040
Phone (928) 645-6689
Fax (928) 645-3501
Jane.ward@coconino.edu

Barbara L. Klimowski, Dept. Chair
Fine Arts ART
Phone: (928) 226-4259
Fax: (928) 226-4118
Barbara.lkimowski@coconino.edu

Kimberly Khatibi
Disability Resources
Phone (928) 226-4309 v/tty
Fax (928) 226-4128
kimberly.khatibi@coconino.edu

John Henneberg
Career Services Coordinator
Phone (928) 226-4316
Fax (928) 226-4128
john.henneberg@coconino.edu

David Ramos, Dept. Chair
Public Safety, Law & Allied Health
AJS,AHS, NTR, PHE, EMS, FSC, PAR
Phone (928) 226- 4245
Fax (928) 226-4118
david.ramos@coconino.edu

Paul Holbrook, Dept. Chair
Business- ACC, BUS, ECE, ECN, EDU,
HRM, LDR, RES
Phone (928) 226-4248
Fax (928) 226-4118
paul.holbrook@coconino.edu

Don Johnson, Director
Nursing – NUR
3000 N. 4th Street
Flagstaff, AZ 86004
Phone (928) 526-7665
Fax (928) 526-1821
don.johnson@coconino.edu

Emily McRobbie – Education
Articulator
emily.mcrobbe@coconino.edu

Teaching & Learning Center
www.coconino.edu/tlc
928) 226-4357 (HELP)

Web4Faculty
www.coconino.edu
Drop down from Quick Links
(928) 226-4357

Dual Enrollment University Transfer Guide

The following table list current dual enrollment courses and how each AZ University will accept the credits. This information is as of August 30, 2010. For the most up to date transfer information, please go to: <http://az.transfer.org/cas>

CCC Prefix	Credits	ASU	NAU	UA
ACC 100	5	Elective Credit	Elective Credit	Non Transferable
AHS 100	3	Elective Credit	HS Departmental Elective	Elective Credit
AHS 101	3	Non Transferable	Elective Credit	CPH Departmental Elective
AHS 105	3	Elective Credit	Elective Credit	Elective Credit
AHS 110	3	Elective Credit	Elective Credit	Elective Credit
AHS 131	3	Non Transferable	Elective Credit	Non Transferable
ART 130	3	GIT Departmental Elective	VC Departmental Elective	Elective Credit
ART 135	3	Non Transferable	VC Departmental Elective	ART Department Elective
ART 136	3	ART Department Elective, GIT Department Elective	PHO Departmental Elective	ART 244
ART 150	3	ART 101	PHO 281	ART241
AUT 100	3	Non Transferable	CTE Departmental Elective	Non Transferable
AUT 106	3	Non Transferable	CTE Departmental Elective	Non Transferable
BIO 100	3	BIO 100, Natural Science - Quantitative (SQ)	BIO 100 (3) also satisfies: Science/Applied Science [SAS] --and-- BIO 100L (1) also satisfies: Lab Science [LAB]	ECOL Departmental Elective
BUS 103	3	Elective Credit	FIN 190	Non Transferable
BUS 206	3	Elective Credit	Elective Credit	MGMT Departmental Elective
BUS 207	3	Elective Credit	Elective Credit	Elective Credit
BUS 213	3	Non Transferable	Elective Credit	Elective Credit
BUS 218	3	Elective Credit	MKT Departmental Elective	Elective Credit
CHM 130	4	CHM 101, Natural Science - Quantitative (SQ)	CHM 130 (3) also satisfies: Science/Applied Science [SAS] --and-- CHM 151L (1) also satisfies: Lab Science [LAB]	CHEM 101A(3) and CHEM Departmental Elective (1)
CHM 151	5	CHM 113 (4) & Elective Credit (1), Natural Science - Quantitative (SQ)	CHM 151 (4) also satisfies: Science/Applied Science [SAS] --and-- CHM 151L (1) also satisfies: Lab Science [LAB]	CHEM151 (4) --and-- CHEM Departmental Elective (1)
CIS 112	2	Elective Credit	Elective Credit	Non Transferable
CIS 117	2	Elective Credit	Elective Credit	Non Transferable
CIS 122	2	Elective Credit	Elective Credit	Non Transferable
CIS 123	2	Elective Credit	Elective Credit	Non Transferable
CIS 127	3	Elective Credit	Elective Credit	JOUR Departmental Elective
CIS 130	4	Non Transferable	CTE Departmental Elective	Non Transferable
CIS 140	4	Elective Credit	Elective Credit	Non Transferable
CIS 150	4	Elective Credit	Elective Credit	Non Transferable
CIS 160	4	Elective Credit	Elective Credit	Non Transferable

CCC Prefix	Credits	ASU	NAU	UA
CIS 217	3	Elective Credit	VC Departmental Elective	Non Transferable
CTM 122	3	Non Transferable	CTE Departmental Elective also satisfies CM Departmental Elective	Non Transferable
CTM 123	3	Non Transferable	CM 123 also satisfies: CTE Departmental Elective	Non Transferable
CTM 124	3	Non Transferable	CM 124 also satisfies: CTE Departmental Elective	Non Transferable
CTM 151	3	Non Transferable	CM Departmental elective	Non Transferable
DFT 110	3	GIT Departmental Elective	CM Departmental elective also satisfies: CTE Departmental Elective	Non Transferable
DFT 125	3	GIT Departmental Elective	CM222 also satisfies: CTE Departmental Elective	Non Transferable
DFT 150	3	GIT Departmental Elective	CTE Departmental Elective	Non Transferable
DFT 200	3	GIT 212, Computer Stats (CS)	CTE Departmental Elective	Non Transferable
ECE 120	3	ECD 220 (2) & Elective Credit (1)	Elective Credit	TTE Elective Credit
ECE 200	3	Elective Credit	ECI Departmental Elective	TTE Elective Credit
EDU 200	3	CED 111, TEL111, Social and Behavioral Science	EDF 200	EDL 200
EDU 222	3	SPE 222, Social and Behavioral, Cultural Diversity	ESE 380	SERP 1TR
EDU 230	3	MCE 230, TEL 212, Cultural Diversity (C)	BME 310 also satisfies: Cultural Understanding [CU] & Ethnic <i>Note: Carries lower-division credit only)</i>	LCEV
ENG 101	3	ENG 101	ENG 101TR: Foundations (F)	ENGL 101
ENG 102	3	ENG 102	ENG 102TR: Foundations (F)	ENGL102
HIS 131	3	HST 109, <i>HIS 103</i> , Social and Behavioral Sciences (SB), Humanities and Fine Arts (HU), Historical Awareness (H)	HIS 291 also satisfies: Social and Political Worlds [SPW]	HIST or HSTV Dept Elective
HIS 132	3	HST 110, <i>HIS 104</i> , Social and Behavioral Sciences (SB), Historical Awareness (H)	HIS 292 also satisfies: Social and Political Worlds [SPW]	HIST or HSTV Dept Elective
HRM 100	3	Non Transferable	HA100 and HA Departmental Elective	Non Transferable
HRM 140	3	NTR Departmental Elective	HA240	Non Transferable
HRM 210	3	Non Transferable	HA210	Non Transferable
HRM 240	3	NTR 142	HA243	N SC Departmental Elective

CCC Prefix	Credits	ASU	NAU	UA
MAT 142	3	MAT 142, Mathematics (MA)	MAT 114, Foundation Requirement	MAT 105
MAT 151	4	MAT 117 (3), & Elective Credit (1)	MAT 110 also satisfies: Foundations (F)	MATH 110
MAT 187	5	MAT 170 (3) & Elective Credit (2), Mathematics (MA)	MAT 125 (4) also satisfies: Foundations [F] --and-- Elective Credit (1)	MATH120R (4) --and-- MATH Departmental Elective (1)
MAT 220	5	MAT 270 (4) & Elective Credit (1), Mathematics (MA)	MAT 136 also satisfies Science/Applied Science (SAS)	MATH 124
NAV 101	4	Elective Credit	NAV 101 also satisfies Cultural Understanding (CU)	LING 104A & AIS 104A
NAV 102		Elective Credit	NAV 102 also satisfies: Cultural Understanding [CU]	LING 104B & AIS 104B
NTR 135	3	NTR 100	NTS Departmental Elective	N SC 101
NUR 110	4	Non Transferable	Elective Credit	Non Transferable
NUR 111	1	Non Transferable	Elective Credit	Non Transferable
POS 110	3	POS 110, Social and Behavioral Sciences (SB)	POS 110 also satisfies: Social and Political Worlds [SPW]	POL 201 & POL 201-SA
SPA 101	4	SPA 101	SPA 101 also satisfies: Cultural Understanding (CU)	SPAN 101
SPA 102	4	SPA 102	SPA 102 also satisfies: Cultural Understanding (CU)	SPAN 102
WLD 102	3	Non Transferable	CTE Departmental Elective	Non Transferable
WLD 106	3	Non Transferable	CTE Departmental Elective	Non Transferable

General Petition

GENERAL PETITION



Admissions, Records & Registration
 2800 S Lone Tree Rd
 Flagstaff, AZ 86001-2701
 (928) 226-4299

SEMESTER: FALL SPRING SUMMER YEAR _____

STUDENT NAME: _____ CCC ID @ _____

REQUEST: (Please use one form for each request)

- | | |
|--|---|
| <input type="checkbox"/> Re-instatement into course
Course: _____
Completed Add/Drop form must be attached | <input type="checkbox"/> Residency Reclassification Review
New Residency Statement and Documentation
must be attached |
| <input type="checkbox"/> Register for overload
Total Credit Hours: _____ | <input type="checkbox"/> Register Against Placement |
| <input type="checkbox"/> Add course beyond the deadline
Completed Add/Drop form must be attached | <input type="checkbox"/> Grade Appeal |
| | <input type="checkbox"/> Other _____ |

REASON FOR REQUEST: _____

STUDENT SIGNATURE _____

DATE _____

PHONE _____

FACULTY/ADVISOR RECOMMENDATION	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
COMMENTS:	
Faculty/Advisor Signature _____	Date _____

DEAN/DEPARTMENT CHAIR APPROVAL	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature _____	Date _____

REGISTRAR/DIRECTOR APPROVAL	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature _____	Date _____

Instructions for Students to Check Grades Online

Follow these instructions to view your final grades online

- 1) Go to the CCC website . . . www.coconino.edu
- 2) Select the quick link WEB4 Faculty
- 3) Select login to WEB4.
- 4) Enter your User ID and PIN then click on Login.
- 5) Click on Student Services.
- 6) Click on Student Records.
- 7) Click on Final Grades.
- 8) Select a Term and click on Submit then your grades will appear.
- 9) Print your grades by using your web browser print options.

To view your entire unofficial transcript, follow steps 1 through 6 above and then:

- 6) Click on Unofficial Academic Transcript.
- 7) Select All Levels and Web Unofficial then click on Submit.
- 8) Print your grades by using your web browser print options.

For assistance call (928) 226-HELP (226-4357)