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Coconino Community College (CCC), serving Coconino County in Northern Arizona, offers high school students an opportunity to earn early college credit through CCC’s High School to CCC (HS2CCC) programs. Dual Enrollment (DE) is a state-approved program that allows high school students to earn college credit, giving students a seamless transition to college and preventing the duplication of coursework. Students can save money on tuition, complete a CCC degree or certificate at an accelerated pace and most credits are transferrable to Arizona universities and community colleges.

DE courses are the product of partnerships between Arizona’s community colleges and high schools. These partnerships allow qualified high school students to take college courses that may count toward both high school and college graduation, offering students the ability to shorten the time required to complete a degree or certificate program. CCC partners with numerous high schools to provide Dual Enrollment in Coconino County. Arizona’s Dual Enrollment programs are guided by Arizona Revised Statutes (ARS) 15-1821.01 (See Appendix A) and the Higher Learning Commission’s (HLC) Criteria for Accreditation (the accrediting body for post-secondary schools). The ARS and the HLC both emphasize that the course standards, including the qualifications of the teacher, curriculum, rigor, assessment and student outcomes, be the same as any college class and shall not be diminished for the purpose of a Dual Enrollment class.

The DE program is designed to provide high school students an opportunity to earn college credit for $15 per credit hour for Art and Science (A&S) courses and a tuition waiver for Career and Technical Education (CTE) courses while attending their own high school. CCC tuition on campus is $113 per credit hour. DE students taking one A&S 3-credit-hour class will pay $45, a savings of $294; students taking one CTE course will save $339. CCC offers a variety of courses. Most of CCC’s DE courses are transferable to other colleges and universities.

DE courses allow students to earn both high school and college credits for courses they take at the high school with their high school teachers. DE teachers must meet the same credentialing requirements as CCC Instructors teaching the same course at the College. They teach to the same college curriculum and courses are designed to equate to the college learning experience the student would receive sitting in a CCC classroom. Teachers use the same college textbooks or one approved by the Dean that contains equivalent higher-level information. Students enrolled in DE courses will earn CCC credit and can purchase an official CCC transcript upon completion of their class, if they plan to transfer their credit to another college.

**Benefits of Dual Enrollment**

- Provides students with the opportunity to earn college credit towards a college degree while in high school
- Saves students money by significantly decreased tuition, fees and textbook costs
- Saves students money by reducing the length of time it will take to earn a degree after high school graduation
- Enriches course offerings that can be applied to a high school diploma
- Fosters a smoother transition between high school and college
- Enhances student interest in pursuing post-secondary education
Defining CCC High School Programs

What is HS2CCC?
CCC’s High School to CCC (HS2CCC) program is designed to provide high school students with a contact point for earning early college credit. HS2CCC manages the Dual Enrollment, CAVIAT, and Concurrent Enrollment components of the CCC early college experience.

What is Dual Enrollment?
Dual Enrollment (DE) allows high school students to take specified classes at their high school for both college and high school credit. DE courses are taught by college-credentialed high school teachers at the student’s high school. HS2CCC students apply for admission through the online application and HS2CCC staff conduct onsite registration for DE courses and assist with collecting payment. The participating high schools pay for textbooks. The tuition cost (if applicable) is paid directly to CCC by the student.

What is Concurrent Enrollment?
Concurrent enrollment allows high school students to take college classes on campus at CCC or online. The student is responsible for full tuition, books, and fees. Students apply for concurrent enrollment through the online application. The enrollment process is managed by Registration and Enrollment Services.

What is CAVIAT?
High schools in Coconino County work with either Coconino Association for Vocations, Industry, and Technology (CAVIAT) or Northeast Arizona Technological Institute of Vocational Education (NATIVE) as their local JTED (Joint Technical Education District). JTEDs are separate school districts and provide funding for Career and Technical Education opportunities at their partner school districts. A high school student can be released early from their high school to take CCC courses at a CCC campus through CAVIAT.
CAVIAT Central Programs are financially supported by the CAVIAT Career and Technical Education District. Students can earn a college or industry certification in one or two years. Students will fill out an application online at www.coconino.edu/apply-now. Students must work directly with CAVIAT to enroll and register for courses.

What Schools/Districts Does HS2CCC Work With?
CCC works with the following schools in Northern Arizona:

- CAVIAT (Coconino Association for Vocations, Industry, and Technology)
- Coconino High School
- Flagstaff Arts and Leadership Academy
- Flagstaff High School
- Fredonia High School
- Ganado High School
- Grand Canyon High School
- Greyhills Academy High School
- Northland Preparatory Academy
- Page High School
- Ponderosa High School
- Summit High School
- Tuba City High School
- Williams High School
HS2CCC Contacts

HS2CCC office:
Coconino Community College, 2800 S. Lone Tree Rd., Flagstaff, AZ 86005

Questions regarding HS2CCC, CAVIAT or Dual Enrollment:
• Alexandra Purchase, Senior Manager of Admissions and High School Programs: 928 226 4385 or Alexandra.Purchase@coconino.edu
• Patricia Petelin, Admissions Advisor: 928 226 4227 or Patricia.Petelin@coconino.edu

Questions regarding curriculum, faculty or college departments:
• Lisa Blank – Dean of Learning, CTE, Director of Fourth Street Campus: (928) 526-7625 or Lisa.Blank@coconino.edu
• Jennifer Jameson – Interim Dean of Learning, Arts and Sciences: 928 226 4355 jennifer.jameson@coconino.edu

Help with Banner Self-Service or resetting passwords:
IT Help Desk: (928) 226-4357 (HELP) or helpdesk@coconino.edu

Information about Canvas or Faculty Assistance:
Teaching & Learning Center: (928) 226-4368 or https://coconino.instructure.com/courses/832037

Admission, Registration, Transcripts:
Registration & Enrollment Services: (928) 226-4299 or Enrollment.services@coconino.edu

Placement testing:
Testing Services: (928) 226-4301 or testing.services@coconino.edu

For student advising or help with concurrent enrollment:
• Advising: 928 226 4323 or Advising@coconino.edu
DE Requirements for High Schools Obtaining School District Approval

The first step in establishing a Dual Enrollment (DE) program at your high school is for the school district to approve an Intergovernmental Agreement (IGA) or a Memorandum Of Agreement (MOA) with CCC. An IGA or MOA must be in place before any work with students or faculty can begin. The IGA contains specific language regarding how the DE process will be managed through high school and college.

The State of Arizona requires that DE IGAs or MOAs be renewed each school year and typically run from July 1 through June 30. Ideally they are presented to and approved by the school board in the Spring for the following school year.

The DE Hiring Process

High school instructors who are interested in teaching a DE course should contact the Sr. Manager of Admissions and High School Programs. DE Instructors will go through a similar credentialing process to anyone seeking to become a faculty member for CCC. Faculty members need to meet the credentialing requirements set forth by CCC’s accrediting body, the Higher Learning Commission (HLC). If approved, the primary employer for the DE Instructor is the school district and DE Instructors are considered contracted faculty through the IGA. CCC does not pay or provide employee benefits to DE instructors. Instructor compensation is determined by their school district.

Instructor Qualifications for DE Courses

DE Instructors must meet the same qualifications as any faculty member working on campus at CCC. As an accredited institution, CCC must meet the hiring qualifications outlined by our accrediting agency, the Higher Learning Commission. Without accreditation, credits earned through DE would not be transferrable to other schools. Please see Appendix B for the Faculty Credentialing Procedure which describes CCC’s hiring standards for faculty positions. Instructors who are interested in offering a DE course should review this table to determine if they meet the college hiring requirements.

1. Faculty coursework credits and degrees shall be earned from a regionally accredited institution
2. New faculty must have the following documents on file prior to being approved to teach a DE course:
   a. Official transcripts for degrees and certificates earned, and/or copies of appropriate industry-standard certification(s)
   b. Curriculum vita or resume

The CCC Lead faculty in collaboration with the CCC Curriculum Committee make the determination if a high school teacher meets the HLC credentialing requirements to be a DE instructor.

Choosing Which DE Course to Teach

Most courses offered by CCC can be offered for Dual Enrollment credit at your school. You can review course descriptions and prerequisite requirements by going to https://www.coconino.edu/curriculum/course-descriptions.
Steps to Articulate DE Instructors

The deadline to submit articulation requests for Fall and Spring (yearlong courses) semesters is June 17, 2022.

1. Review CCC’s course outcomes and prepare your course syllabus to show that your course will meet CCC’s course outcomes. These are located on the CCC website: https://catalog.coconino.edu/

2. Send your transcripts, a resume/CV and copies of teaching and/or industry certifications held to The Senior Manager of High School Programs and Admissions.

3. Packets can be returned either in paper form or electronically, but they must include signatures. More information on filling out these forms is included in the next section.

4. If you are having transcripts sent directly from the school, please make sure that transcripts are sent to the attention of Senior Manager of Admissions and High School Programs to ensure they are received in a timely manner. Transcripts should be sent to:

   Senior Manager of Admissions and High School Programs
   Coconino Community College
   2800 S. Lone Tree Road
   Flagstaff, AZ  86005-2701

   *Note: Unofficial copies of transcripts will be accepted for the approval process. Once you have been approved, you will need to have official copies sent.

5. You will be notified by the subject area CCC Lead Faculty member(s) if your credentials are approved or denied, or if additional information is required. The CCC Lead Faculty will reach out to you to obtain any additional information that might be needed.

6. If your request is denied, you can request a meeting with the Dean and/or faculty content expert to discuss this decision.

7. If approved, you will then be asked to email a copy of your course syllabus, according to the DE syllabus template provided in Appendix E. Subject area Lead Faculty will collaborate with you on this, should you need additional support.

8. Once your syllabus is approved you will be asked to complete CCC’s Intent to Hire/FERPA Statement, the Employee Information Form, and the Network Security Form. Until these items are completed, you will not be considered an approved DE Instructor or be able to offer DE courses.
Dual Enrollment Course Syllabi

DE courses must use the same textbook that the college uses or an alternative one that has been approved by a Dean. This textbook information is provided for you. If you are not going to use the college’s required textbook, you will need to submit a copy of your preferred textbook along with your application for consideration. The textbook must be equivalent to the college textbook with regards to content and rigor. All textbook substitutions must be approved by CCC lead faculty.

Schools must provide appropriate materials and supplies for the classroom equivalent to what a student would have available at CCC. You will need to decide if you are willing to alter your syllabus to meet college standards. If you are not willing to teach to all required outcomes, content and assessment, you should not apply for articulation. You are more than welcome to exceed CCC’s required outcomes, content, and assessment and still be eligible for DE.

A copy of your syllabus, in alignment with the syllabus template, must be submitted with your agreement. When the lead faculty are reviewing requests they are looking specifically for a match between the course outcomes and the course syllabus.

Additionally, syllabi are collected and reviewed once per year for yearlong courses and twice per year for semester-long courses. Contact the lead faculty if you need any help with your syllabi or if you would like to meet with them. Our lead faculty are willing to meet with DE instructors, provide assistance with syllabi, class information, and answer any questions you may have.

It is the responsibility of the CCC Lead Faculty to notify DE Instructors of curriculum changes. DE instructors are responsible for notifying CCC if any changes are/will be made to their curriculum.

For yearlong Dual Enrollment courses, CCC requires DE instructors to provide a copy of their syllabi every year. For semester courses, CCC requires the DE instructor provide a copy each semester. DE instructors are also required to provide a copy of the DE Instructor Contract every year.
DE Instructor Benefits

As a contracted employee through the school district’s IGA or MOA, DE instructors are not eligible for employee benefits. However, DE Instructors do have access to some other CCC benefits that might be helpful when teaching a DE course.

Compensation for DE Instructors

Instructors may receive compensation upon completion of all DE responsibilities. Instructor compensation is determined and dispersed by the school district.

CCC Email Account

Instructors are given a CCC email account. Faculty information is distributed to this account. HS2CCC team will distribute CCC information to the instructor’s high school email account but DE instructors are encouraged to use the CCC account to keep up with department/discipline information. The account can be accessed through www.coconino.edu using the employee email link underneath the Faculty and Staff tab. Use your Comet ID and password to access your CCC email.

CANVAS

CCC provides assistive educational software that DE Instructors can use if they are interested. Please contact the lead faculty in your subject area to find out about using CANVAS for your DE course. There is likely to be CANVAS course shells for your course that will serve as ready-to-use online courses. If your school district also utilizes a CANVAS learning platform, CCC can share the courses with DE instructors as a resource when instructors are developing material for the upcoming year. The good news is that you will be able to import the content from the CCC master shells into your Canvas shells offered through your school district. By importing the course material, you will have the opportunity to add, delete, and modify instructional content as is desired for your individual courses. The idea behind the shells is to offer a resource to all instructors and support a collaborative environment where instructors can discuss ideas and develop shared curriculum.

If you are interested, training is available for using these resources. Contact your lead faculty or the CCC Teaching and Learning Center at (928) 226-4368 for more information on this.

CCC New Faculty Orientation and Professional Development

Each semester new Dual Enrollment instructors are encouraged to attend the New Faculty Orientation at the Lone Tree campus. This is a great opportunity to meet other CCC Faculty and learn about changes or updates that each discipline is considering.

DE Instructors are also encouraged to attend regular professional development activities hosted by the college. Instructors will be informed of these opportunities throughout the year.
Offering a DE Course at the High School

1. Add DE course to the high school’s schedule

2. High schools should include a description of DE opportunities in their high school scheduling guides

3. When enrolling students in the high school class, the high school should make sure the student is interested in earning DE credit and is able to qualify for credit regarding prerequisites for the class. Per state regulations, only students that meet the college course prerequisites are eligible to receive DE credit

4. Notify HS2CCC that you are offering the course and submit a complete roster of the high school class enrollment
   a. Course information notification should include CCC’s course number, high school course name, class period, time class is held and whether it is a one-semester or yearlong course
   b. Student rosters should include the student’s full name, birth date, and grade level.
      i. Providing this information prior to class registration allows CCC to determine students who have already been admitted to CCC and reduce the amount of unnecessary paperwork that students will need to complete. *With this list, CCC can review any prerequisite courses for completion and verify student placement test scores*

5. Teachers should inform their class from the first day that this class is eligible for DE credits and let interested students who would like the college credit know they must meet prerequisites, must submit the correct admission and registration paperwork and submit payment of tuition (if applicable)

6. Class visit from a CCC Admissions Advisor.
   a. A CCC Admissions Advisor will visit all DE classrooms each semester the course is offered as credit. This serves many purposes including:
      i. Presenting students with accurate information about the DE process
      ii. Distributing registration paperwork to students that have been registered
      iii. Provide instructor the opportunity to ask any questions regarding DE
   b. The Admissions Advisor will reach out to each DE school liaison to set dates and times that would work best for a class visit

7. Encourage students to attend designated payment evenings at the CCC Lone Tree campus to make a tuition payment (if required)

8. Work with your DE school liaison to make sure all of your students have turned in their documents and payment by the set deadline. Students who miss the deadline will not be eligible to receive college credit
Meeting DE Course Prerequisites

It is important for students to make informed and wise self-placement decisions. Inappropriate decisions about self-placement may affect the time it takes a student to complete a certificate or degree, and may impact their ability to receive financial aid and/or scholarships. Students are strongly encouraged to meet with their high school counselor to discuss course options and determining proper self-placement into classes.

Students can use the **Self-Placement Grid** (below) to determine recommendations for which Math/English courses to take based on a combination of high school grades and GPA, ACT/SAT test scores, ACCUPLACER test scores, and GED scores. If students would like additional guidance on which Math and/or English course to should take, they can try the self-assessment test: [https://www.jotform.com/211165226388153](https://www.jotform.com/211165226388153).

Determine which course to take by meeting two or more of the requirements on the row corresponding to that course. If you meet only one of the requirements on the row, take the next course down. Boxes that are grayed out indicate that this measure is not available for placement into the corresponding course.

<table>
<thead>
<tr>
<th>Course</th>
<th>High School GPA (out of 4.0)</th>
<th>Most Recent High School English Grade</th>
<th>ACCUPLACER</th>
<th>ACT English</th>
<th>SAT Rdg &amp; Wrtg Before March 2016</th>
<th>GED Reasoning Through Language Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3.0 or higher</td>
<td>A or B</td>
<td>Reading Comprehension: 250+ AND *WritePlace: 5+</td>
<td>Reading Comprehension: 76+ AND *WritePlace: 5+</td>
<td>21+</td>
<td>460+</td>
</tr>
<tr>
<td>ENG 101A</td>
<td>2.6 - 2.99</td>
<td>C</td>
<td>Reading Comprehension: 250+ AND *WritePlace: 4</td>
<td>Reading Comprehension: 76+ AND *WritePlace: 4</td>
<td>18 - 20</td>
<td>Below 460</td>
</tr>
<tr>
<td>ENG 098</td>
<td>2.0 - 2.59</td>
<td>C</td>
<td>Reading Comprehension: 237 - 249 AND *WritePlace: 3</td>
<td>Reading Comprehension: 41 - 75 AND *WritePlace: 3</td>
<td>16 - 17</td>
<td>Below 460</td>
</tr>
<tr>
<td>ENG 095</td>
<td>Below 2.0</td>
<td>D or F</td>
<td>Reading Comprehension: 200 - 236 AND *WritePlace: 1 - 2</td>
<td>Reading Comprehension: 30 - 40 AND *WritePlace: 1 - 2</td>
<td>15 or lower</td>
<td>Below 460</td>
</tr>
</tbody>
</table>

*Students who have taken the Accuplacer Sentence Skills test instead of the Write Place test at another institution are placed as follows: Sentence Skills 109-120 = Write Place 5+ | Sentence Skills 87-108 = Write Place 4 | Sentence Skills 54-86 = Write Place 3 | Sentence Skills 20-53 = Write Place 1-2*
Determine which course to take by meeting two or more of the requirements on the row corresponding to that course. If you meet only one of the requirements on the row, take the next course down. Boxes that are grayed out indicate that this measure is not available for placement into the corresponding course.

<table>
<thead>
<tr>
<th>Course</th>
<th>High School GPA (out of 4.0)</th>
<th>High School Math Grade</th>
<th>ACCUPLACER New Accuplacer</th>
<th>ACT Math March 2016 and beyond</th>
<th>SAT Math March 2016 and beyond</th>
<th>GED Mathematical Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 220 (STEM)</td>
<td>3.5+</td>
<td>A or B in Precalculus</td>
<td>Advanced Algebra</td>
<td>27+</td>
<td>670+</td>
<td>650+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>&amp; Functions: 270+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 211 (Business) MAT 172 MAT 160 (Liberal Arts) BUS 232 PSY 230</td>
<td>3.5+</td>
<td>A in Algebra II</td>
<td>College Level Math: 70+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 187 (STEM) MAT 151 (Business)</td>
<td>3.0+</td>
<td>A in Algebra II</td>
<td>Advanced Algebra &amp; Functions: 263 - 275</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 142 (Liberal Arts) MAT 180 (Elementary Ed.)</td>
<td>2.6 - 2.99</td>
<td>B in Algebra II</td>
<td>Advanced Algebra &amp; Functions: 237 - 275</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 140 (Liberal Arts)</td>
<td></td>
<td></td>
<td>College Level Math: 50 - 69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 097 (STEM/Business)</td>
<td></td>
<td></td>
<td>CLM: 20 - 39 EA: 61 - 120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 091</td>
<td>2.0 – 2.59</td>
<td>C in Algebra II</td>
<td>Quantitative Reasoning: 237 - 254</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 088</td>
<td>Below 2.0</td>
<td>D or F in Algebra II</td>
<td>Quantitative Reasoning: Less than 237</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Elementary Algebra: Less than 36</td>
<td>Less than 15</td>
<td>Less than 370</td>
<td>Less than 330</td>
</tr>
</tbody>
</table>
The DE Enrollment Process

To obtain DE credit, students need to go through the DE enrollment process which must be completed through their high school and the CCC Admissions Advisor at their high school. For DE credit, students need to complete and submit:

• CCC online admission application by the deadline
• Placement test(s) or prerequisites met completed by the deadline
• Class registration form by the deadline
• Payment of class fees to CCC by the deadline (if applicable)

Students need to fill out a registration form for each DE course they take. These forms will be distributed during the HS2CCC class visit.

• Only blue or black ink should be used when filling out the registration form
• Students who have been admitted to CCC but do not know their Comet ID number will need to include their full name and date of birth so we can identify them in our system
• Students who are applying for admission and registration at the same time will apply to CCC and receive their Comet ID via email within minutes of submitting. They will then be able to complete the registration form.

DE Tuition and Fees

DE tuition cost is $15 per credit hour for Arts and Science Course (A&S) and for Career and Technical Education (CTE) courses, there is a tuition waiver. Student must pay CCC directly To make payments, students can either:

• Pay online by logging in to MyCCC Portal at MyCCC.coconino.edu
• Pay at Student Accounts at a CCC campus
• Pay over the phone with Student Accounts at 928-226-4237

Tuition (if applicable) associated with DE courses needs to be paid by the set deadline before course enrollment at CCC can be initiated.

There are no student costs associated with DE for textbooks or classroom materials. The high school pays for these items.
**Instructor FTSE Procedures for DE Courses**

- All DE Instructors must submit FTSE verification through Banner Self-Service each semester, by the set deadline.
- FTSE data is required by the State of Arizona as verification of students who are present in college courses. Completion of FTSE data is the instructor’s certification that information included in their class roster accurately reflects those students who are enrolled and participating as of the 45th day (FTSE).
- Instructors should pay close attention to the class roster and only certify students that are present (PR) in the class.
- The last date of attendance must be between the first day of class at CCC and the FTSE deadline. Dates outside of the semester will not be accepted by Banner Self-Service, causing your FTSE to be incomplete.
- Instructors should carefully review their student roster to ensure that all students on the roster are accurate. If a student is missing or if a student should not be on the list, contact the CCC Admissions Advisor immediately to get this corrected.
- If a student is recorded as present (PR) at FTSE but not attending, when corrected after the census date a W will be posted to their academic record. This can negatively impact their financial aid when transferring to CCC.
- The CCC Registrar or Senior Manager of Admissions and High School Programs will email DE instructors with directions on how to enter FTSE one week before the Final Grade deadline.
- Please refer to the CCC DE calendar including FTSE deadlines.

*Failure to submit FTSE verification could result in termination of DE Curriculum Instructor Agreement with the instructor by the College.*

**Instructor Final Grade Procedures for DE Courses**

- All DE Instructors must submit final grades online through Self-Service Banner each semester.
- When submitting final grades, all students must receive a grade.
- Do not leave students blank.
- Please refer to the CCC DE Calendar for final grade deadlines.
- If the Final Grade deadline occurs before your high school course ends, calculate the deadline as the first Tuesday after your school semester ends.
- The CCC Registrar or Senior Manager of Admissions and High School Programs will email DE instructors with directions on how to enter FTSE one week before the Final Grade deadline.

*Failure to submit grades could result in termination of the DE Curriculum Instructor Agreement with the instructor by the College.*

**Enrollment Deadlines**

DE enrollment deadlines are mostly the same as CCC deadlines with the exception of the deadline to add classes, make payment and instructor deadline for final grades. No enrollment can occur beyond the deadlines. Please see **AY 22-23 DE calendar below.**
Dual Enrollment Academic Calendar 2022-23

**Fall 2022**

- **August 29**: CCC Instruction Begins
- **September 3-5**: Labor Day – College closed
- **September 16**: Deadline for FA22 list of registered students from CCC to NAES (including late add-ons). Beyond this date the College will not be able to process any more third-party payments from NAES
- **September 22**: Deadline for FA22 NAES list of covered students from Districts to CCC
- **September 29**: Deadline FA22 other third-party sources from Districts to CCC
- **September 30**: Deadline to make payment for fall courses
- **Deadline for 100% refund**
- **October 1**: DE Withdrawal with a grade of “W” begins
- **October 5**: Drop for non-payment
- **October 11**: DE Instructor deadline for submitting FTSE verification - 5:00pm
- **November 11**: Veteran’s Day Observed – College closed
- **November 24-27**: Thanksgiving – College closed
- **December 2**: Final deadline for withdrawing with a grade of “W”
- **December 16**: DE Fall22 final grades due before 5:00pm
- **December 22-Jan 2**: Winter Break – College closed

**Spring 2023**

- **January 2**: New Year’s Day – College Closed
- **January 3**: College opens after winter break
- **January 14-16**: Martin Luther King Jr, day – College closed.
- **January 17**: CCC Instruction begins
- **January 26**: Deadline for SP23 list of registered students from CCC to NAES (including late add-ons). Beyond this date the College will not be able to process any more third-party payments from NAES
- **February 2**: Deadline for SP23 NAES list of covered students from Districts to CCC
- **February 9**: Deadline SP23 other third-party sources from Districts to CCC
- **February 10**: Deadline to make payment
- **Deadline for 100% refund**
- **February 13**: DE Withdrawal with a grade of W begins
- **February 16**: Drop for non-payment
- **February 18-20**: President’s Day Observed – College closed
- **March 1**: DE Instructor deadline for submitting FTSE verification 5:00pm
- **March 13-18**: Spring Break – College closed
- **April 28**: Deadline for withdrawing with a grade of “W”
- **May 12**: CCC Commencement
- **May 25**: DE Spring23 final grades due before 5pm
- **May 27-29**: Memorial Day – College closed
- **June 16**: Deadline for all new DE Instructor credentials to be sent CCC for new AY 23-24 instructors
- **July 14**: Deadline for all new DE instructor syllabi to be sent to CCC lead faculty (fall and spring courses) for AY 23-24
- **July 28**: Deadline for Lead Faculty to approve new DE course syllabi

*Note: The above deadlines are considered hard deadlines. Exceptions for snow days will be determined by Coconino Community College will be based on the period of closure.*

*Last Updated: 4/6/2022*


DE Accreditation, Evaluation, and Assessment

CCC is accredited by the Higher Learning Commission (HLC). The HLC accredits (the granting of approval to an institution of learning by an official review board after the school has met specific requirements), and grants membership in the commission to degree-granting post-secondary educational institutions in the North Central region. Being accredited means an institution meets quality standards and requirements, thus guaranteeing the transferability of its credits, and allowing the institution to disburse federal financial aid (Title IV funds).

Quality Assurance for Dual Enrollment Courses or Programs

Linked to the HLC’s Criteria for Accreditation, the following are five critical elements that constitute the quality assurance for dual enrollment courses or programs:

1. Faculty credentials and qualifications, orientation, and training

The institution requires the same level of credentials and qualifications for faculty in Dual Enrollment courses or programs that it does for its regular higher-education courses. Additionally, faculty teaching in dual credit courses or programs is appropriately trained with the proper orientation for teaching at the higher education level.

2. The rigor of courses or programs and curricular standards

The institution mandates the same level of rigor in Dual Enrollment or programs as it does for its regular higher-education courses or programs; meet the same curricular standards and undergo the same institutional approval processes as the institution’s regular courses or programs.

3. Expectations for student learning and learning outcomes

Expectations for student learning and learning outcomes in Dual Enrollment courses or programs are consistent with the same courses or programs that the institution offers at the higher-education level.

4. Access to learning resources

Students, as well as faculty in Dual Enrollment courses or programs, have the same level of access to learning resources (libraries, laboratories, databases, etc.) as the institution’s students and faculty in the same higher-education courses or programs.

5. Institutional monitoring, oversight, and transparency

The institution, specifically its academic departments and disciplinary faculty, exercises proper monitoring and oversight of its Dual Enrollment activity to ensure that dual enrollment courses or programs meet higher education standards. Finally, the institution informs students clearly and accurately whether courses taken for dual credit (i.e., at a high school via a community college) will transfer to other institutions, including four-year institutions.
Dual Enrollment Instructors are evaluated regularly in accordance with HLC quality assurance. In order to ensure Dual Enrollment courses being offered on the high school campus are equivalent to courses being offered on the CCC campus, site visits are required. During a site visit the CCC Lead Faculty in the subject area will travel to the high school campus to observe the high school Dual Enrollment instructor actively teaching the high school course. High school DE instructors and the CCC Faculty Lead (or designee) will coordinate site visit timelines together. Each time a site visit is conducted the Instructor Classroom Observation Form must be completed and submitted to both the Office of Academic Outreach and the High School Dual Enrollment Instructor. The CCC Faculty Lead (or designee) should schedule a time with the high school Dual Enrollment Instructor to discuss the observations from the site visit. Every effort should be made to discuss the site visit and submit the Classroom Observation Form within five business days of the completion of the visit. Site visits are tracked by the Office of Academic Affairs. On-site course evaluations at the high school occur every year for the first two years for new faculty. For all faculty, evaluations should occur a minimum of once every two years. DE instructors are also required to provide a copy of the DE Instructor Contract every year.
Frequently Asked Questions

What is the cost to the student?

DE tuition rates are **$15 per credit hour** for A&S courses and there is a tuition waiver ($0) for CTE courses. In most cases, students are responsible for payment of tuition directly to CCC.

Are all students in the high school DE class required to register for DE credit?

No. Only those wishing to earn college credit must apply and register. Students can take a high school class that is also a DE course without registering for college credit. Students who do not register for DE will only get high school credit for the class.

Is there a minimum number of students needed in a high school class to be considered as a DE course?

No. There could be as many as 35 students and as few as 1 student in a DE course section, however, the college wants to ensure that all of the students that are planning on taking the high school course for college credit are all in the same class section(s) at the high school.

Are there minimum requirements for DE courses?

100% of students enrolling for DE credit must meet the course prerequisites to be eligible for college credit. Prerequisites can include Accuplacer placement testing or ACT/SAT scores for placement into the course or completion of a different course.

How do students register for DE courses?

HS2CCC will register students at the high school. All interested students must be admitted to CCC in order to receive their DE credits. Students must submit a completed online application for admission, placement test, submit a course registration form and tuition payment (A&S courses only) in order to receive DE college credit. If a student enrolls in a course but then fails to make a tuition payment, they will be dropped for non-payment by the deadline and will not receive college credit. The application, registration and payment processes must be completed by the set deadline each semester.

Are the credits transferable?

Just like any other college course, DE 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 [http://www.aztransfer.com/](http://www.aztransfer.com/) to verify transferability to specific Arizona state universities. For questions regarding out-of-state course transfers, students should contact the institution directly.
What if I have a student with a disability?

Students with disabilities may be enrolled as a DE student. If they need special accommodations, the high school instructor should contact the high school’s Special Education team for assistance. Per the IGA, the school district is responsible for providing disability resources for students.

What if the student is failing a class?

DE credits become part of the student’s permanent college record; therefore, we recommend that any student who does not appear to be passing the class with a C or better be withdraw from the DE course by the College’s Withdraw deadline (please see AY 22-23 DE Calendar). Students may also contact HS2CCC to complete an Add/Drop form prior to the CCC Withdraw deadline. The student will still be able to continue the class as part of their high school program.

Accessing Official Transcripts

A student can order an official copy of their transcripts by going to https://www.coconino.edu/how-to-order-a-transcript-online and following the steps provided. Note: There is a $10 fee for official transcripts.
Appendix A: 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. 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. Each of these agreements or contracts shall clearly specify the following:

   (a) The financial provisions of the agreement or contract and the format for billing 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 whether 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, except that all students who are enrolled for college credit shall be high school freshmen, sophomores, juniors or seniors. All students who are 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.

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 are not 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 who are 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. 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 are exempt from this paragraph.

7. Notwithstanding paragraph 6 of this section, homeschooled students may fully participate in dual enrollment, including receipt of college credit pursuant to this section.

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 senior who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this paragraph.
Appendix B: Faculty Credentialing Procedure

Purpose
Coconino Community College (CCC) employs diverse faculty who are creative, experienced, and dedicated to promoting the mission and values of CCC. The purpose of faculty credentialing is to ensure that faculty teaching for CCC possess the content expertise to teach their assigned courses and to promote high quality programs.

CCC follows guidelines and standards set forth by the Higher Learning Commission when evaluating the credentials of prospective faculty and authorizing them to teach at CCC. The general standard is that faculty teaching transfer coursework (classes that are primarily intended to count toward a baccalaureate degree) hold a master’s degree or higher with a minimum of 18 graduate credits in the discipline they are teaching, while faculty teaching workforce preparation coursework (classes that are primarily intended to prepare students for immediate employment) have a combination of postsecondary education and cumulative experience that equates to 18 points (the equivalent of 18 graduate credits) in the discipline they are teaching.

Definitions
Credentialing  The process of determining whether an individual meets the minimum criteria (possesses at least the minimum required credentials) to teach for CCC in a specific discipline.
LEA  Local Educational Agency, typically a public K-12 school district or charter school.
NACES  National Association of Credential Evaluation Services
Provisional Approval  A temporary approval given to an individual who meets most but not all of the minimum criteria to teach in a specific discipline. This approval allows them to teach while completing the remaining requirements to be fully approved.
Qualification Rubric  A discipline-specific rubric used to determine whether an individual meets the minimum criteria to teach for CCC in that discipline.

Procedure
CCC’s Qualification Rubrics are established and maintained by the Credentialing Committee at Coconino Community College and approved by the Provost. Qualification Rubrics are posted on the Human Resources website for public viewing. Each rubric contains two options for meeting minimum credentialing standards. Option A uses academic credentials to determine whether a faculty member is minimally qualified while Option B uses tested experience (a combination of education and professional experience) to determine whether a faculty member is minimally qualified. Academic credentials must be awarded by regionally or nationally accredited institutions if earned in the United States or by institutions abroad with equivalent quality certification. Foreign credentials must be evaluated by a National Association of Credential Evaluation Services (NACES)-approved credential evaluation service at the expense of the candidate prior to submission to CCC.
Documentation Requirements

In addition to any necessary employment documents, new faculty must have the following documents on file prior to teaching for CCC:

1. Completed Qualification Rubric with appropriate signatures or letter granting provisional approval.

2. All supporting documentation noted in the Qualification Rubric, including official transcripts for degrees and certificates earned, copies of appropriate industry standard certification(s), verification of related employment, etc.

3. Current curriculum vita (CV) or resume.

Credentialing Process

When a prospective faculty expresses interest in teaching for CCC either through applying for employment or through a new dual enrollment request from a partner LEA, the following steps take place.

1. The candidate submits all required documentation during the application process (for prospective full- and part-time faculty) or the dual enrollment course proposal process (for prospective dual enrollment faculty). The Qualification Rubric is used as a guide when the hiring supervisor works with Human Resources to screen candidates for minimum qualifications.

2. Once a finalist has been selected, the hiring supervisor (instructional dean for full-time faculty or lead faculty/coordinator for part-time and dual enrollment faculty) fills out the Qualification Rubric based on the supporting documentation to certify that the prospective faculty meets the minimum criteria to teach for CCC.

   a. If the prospective faculty clearly meets the minimum criteria under Option A of the rubric based on the evidence submitted, the direct supervisor completes the Qualification Rubric and forwards it to the second-level supervisor for final approval.

   b. If the prospective faculty does not clearly meet the minimum criteria under Option A (e.g. graduate level coursework requires further evaluation) or needs to be evaluated under Option B, the Qualification Rubric and supporting documentation (credentialing file) are forwarded to the Credentialing Committee for additional review and discussion. The Credentialing Committee may approve the candidate, provisionally approve the candidate (see below), or deny the candidate based on the evidence provided. In cases of exigency when the full Credentialing Committee cannot meet before the prospective faculty needs to begin teaching, a subset of the Credentialing Committee and the provost (or designee) can review the credentialing file and grant temporary authorization, and the credentialing file will be reviewed at the next meeting of the full committee.

   c. If the prospective faculty clearly does not meet the minimum criteria under either Option A or Option B based on the evidence submitted, the direct supervisor indicates on the Qualification Rubric that the candidate has been denied.
3. The direct supervisor notifies the candidate (for prospective employees) or the Senior Manager of Admissions and High School Programs, who then notifies the candidate (for prospective dual enrollment faculty) of the determination.

Any prospective faculty who disagrees with the outcome of the credentialing process may submit additional documentation and request a new review. Faculty who are approved to teach on a provisional approval must go through the full credentialing process at the end of their provisional agreement. Existing faculty who want to be credentialed in an additional teaching discipline should submit their request and documentation to the lead faculty/coordinator over that discipline and the review of their credential file will take place as outlined above.

**Provisional Approvals**

CCC prefers to enter into teaching agreements with fully qualified faculty. However, special circumstances can make it necessary to provisionally approve a faculty to meet the needs of the College. Only individuals who have completed at least some of the minimum criteria and demonstrate that they are working toward completing the remaining criteria are eligible for provisional approval. This includes (but is not limited to) the following:

1. Prospective faculty who have completed at least 18 graduate credits in the teaching discipline and are actively enrolled but have not yet finished their master’s degree.
2. Prospective faculty who have completed a master’s or higher degree and at least some of the necessary 18 graduate credits in the teaching discipline and are actively enrolled in relevant graduate coursework.
3. Prospective faculty who have all of the relevant industry certifications and licensure and are actively enrolled in a postsecondary program of study.

Provisional approvals are discussed and approved by the Credentialing Committee. When granting a provisional approval, the Provost outlines in writing the remaining requirements that must be met to become fully credentialed and the deadline by which these requirements must be met. Provisional approvals are typically no more than one year in duration but may be extended by the Credentialing Committee based on extenuating circumstances.

Once the requirements of the provisional approval are met, a full credentialing review is conducted and final approval is granted. If the individual teaching on a provisional approval fails to make progress toward meeting the requirements during the period of the provisional approval, the provisional approval expires and the individual may no longer teach for CCC unless they subsequently complete the minimum requirements and submit their credentials for a new review.
Credentialing Records

The required credentialing documentation for all faculty who teach or have taught for CCC is stored by Human Resources in accordance with Policy and Procedure 160 Records Retention.

References

*Determining Qualified Faculty through HLC’s Criteria for Accreditation and Assumed Practices*, March 2016. Policy and Procedure 160 Records Retention

Procedure History

05/11/2011 New
05/18/2016 Revised
12/06/2017 Revised and Approved by College Council
12/13/2017 Renumbered from 308-01 after policy 310-00 was approved by the District Governing Board
03/30/2021 Revised and Approved by Executive Leadership Council

Legal Review

No
Appendix C: Sample DE Instructor Contract

Coconino Community College
Dual Enrollment Instructor Contract

Name: __________________________________________________________

Position: ________________________________________________________

Dual Enrollment Course(s): ________________________________________

Start Date: ________________________________________________________

This contract was created for Dual Enrollment instructors in lieu of the part-time faculty contract for Coconino Community College (CCC). This Dual Enrollment Contract has been adjusted to reflect the unique agreement between the College and its high school partners.

1. Dual Enrollment Instructors are expected to perform all duties outlined in the Dual Enrollment Instructor Handbook. A copy of this handbook will be given to all instructors at the Dual Enrollment Instructor Orientation, which occurs at the beginning of each Fall semester.

2. This Contract serves as reasonable assurance of the offering of the course(s) with the College for the 2022-2023 academic year. You, therefore, acknowledge that the course curriculum agreement is current and any modifications must be reviewed and approved through the Dual Enrollment curriculum process prior to offering the course with modifications from those approved under the Dual Enrollment Curriculum Agreement.

3. This Contract is contingent upon final approval of the relevant academic year catalog as approved by the College District Governing Board. In the event of a course no longer being offered at the College, the College may, at its discretion, not offer the approved course. The instructor and school district will be notified of any changes by the College in adequate time for high school curriculum planning.

4. Pursuant to applicable College policies and procedures, the College may terminate this Contract based upon a finding by the College at its sole discretion of any of the following: Unsatisfactory site observation, instructor's lack of entering FTSE or final grades by published deadlines, lack of response to College communications within three business days, violation of College policy, or other performance issues considered on an individual basis. Please see Exhibit A for specific details.

5. If this Contract is not returned before May 15th prior to the school year as per the Dual Enrollment calendar, the College reserves the right not to include the course(s) in the academic year’s schedule.

_________________________________________  _________________
CCC Dean of Student Learning  Date

_________________________________________  _________________
Dual Enrollment Faculty Signature  Date
Exhibit A: Dual Enrollment Instructor Expectation Guide

This guide is a reference document detailing performance expectations for all Dual Enrollment Instructors with current curriculum agreements. During the length of this Contract, you are responsible for:

- Having met, or be working towards meeting, all College and Higher Learning Commission (HLC) requirements regarding instructor credentialing;
- Submitting of all course syllabi, following the syllabi template, to the Senior Manager of Admissions and High School Programs by the published deadlines each academic year the course is offered;
- Reporting class enrollment in Self-Service Banner on the 45th day for the Full-Time Enrollment Student Equivalent (FTSE) report;
- Entering final grades in Self-Service Banner by published deadlines;
- Other required materials in accordance with the Dual Enrollment published deadlines.

Communication Requirements

- Regular use of your high school email account is required. If requested by the College, a response is required within three business days. This is the official communication system of the Dual Enrollment program, thus content provided to you is considered delivered and actionable upon receipt.
- During the length of this Contract, you are encouraged to participate in Dual Enrollment professional development opportunities.

<table>
<thead>
<tr>
<th>Dual Enrollment Instructor Printed Name</th>
<th>Dual Enrollment Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix D: Sample DE Syllabus Template

Course Prefix and #

SYLLABUS

Coconino Community College

COURSE TITLE

SEMESTER & YEAR

COURSE PREFIX AND NUMBER, CREDIT HOURS COURSE

DAY AND TIME AND ROOM # (or MODALITY)

Instructor: Office Hours: State office hours.
Office: If part-time, state availability.
Phone:
Email:

COURSE DESCRIPTION AND PREREQUISITE: Obtain from the course outline/description

COURSE CONTENT: obtain from the course outline/description

COURSE OUTCOMES: obtain from the course outline/description

COURSE REQUIREMENTS:

• Textbook: Include edition and ISBN.
• Access to CANVAS and ability to perform basic computer skills
• Reliable internet for ZOOM and online classes
• Other required materials

COURSE POLICIES: These are the minimum that must be included but faculty can include additional course policies.

Academic Integrity: Insert instructor’s own

Attendance: Insert instructor’s own. Best practices indicate that an attendance policy increases student success.

Late Work: Insert instructor’s own.

Course Name
EVALUATION: Communicate your evaluation plan and the basis for evaluation. Some disciplines have Course Guidelines which specify the kinds of evaluations used.

Example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Point Allotment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>4 @ 100 points</td>
<td>20% of the grade or Points</td>
</tr>
<tr>
<td>Homework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Exam/Final Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRADING SCALE:
Communicate your grading criteria.

Example:

<table>
<thead>
<tr>
<th>Percentage or Course Points</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A Excellent</td>
</tr>
<tr>
<td>89-80</td>
<td>B Exceeds Standard</td>
</tr>
<tr>
<td>79-70</td>
<td>C Meets Standard</td>
</tr>
<tr>
<td>69-60</td>
<td>D Below Standard</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F Failure</td>
</tr>
</tbody>
</table>

*Optional: EXTRA CREDIT: Outline your policy. Check the Course Guidelines for your discipline.

SEMESTER CALENDAR: A list of class periods, topics, chapters and dates of major exams and projects. Alternatively, reference the Canvas Calendar.

Example:

Semester Year Course Schedule:
(Please note that this is a tentative schedule and is subject to change)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Assignment</td>
<td>Assignment</td>
</tr>
<tr>
<td>HW:</td>
<td>HW:</td>
</tr>
</tbody>
</table>

SYLLABUS STATEMENTS: Please include the current Syllabus Statements found in Faculty 411 on Canvas.

The Instructor reserves the right to make additions, deletions or modifications to the syllabus with reasonable notification to the students.
**ACCOMMODATIONS:**
Professional disability specialists are available at Disability Resources to facilitate a range of academic support services and accommodations for students with disabilities. If you have a documented disability, you can request assistance by contacting Disability Resources at 928-226-4377, 928-226-4342, or disability.resources@coconino.edu (e-mail). Students may begin the accommodation process by submitting a self-identification form online at https://www.coconino.edu/disability-resources (click on Request for Support).

**MODIFICATION:** Be sure to include

“The Instructor reserves the right to make additions, deletions or modifications to the syllabus with reasonable notification to the students.”

Be sure you follow through with either handing out a written document or posting the updated information in your class’s online syllabus course page.
COLLEGE SERVICES AND INFORMATION

ADVISING

For general academic advising or career assistance contact Student Development at 928-226-4323 or schedule an appointment online through Starfish.

CLASSROOM/COMPUTER POLICIES

Only registered CCC students are permitted to attend classes or use the computer lab; so please do not bring children, other family, or friends to class or lab. Software may not be brought into the computer labs, copied, or loaded onto the computers. Software installed on CCC computers may not be copied. To avoid damage to equipment, please do not bring food or drinks into any computer-equipped classroom. For further information refer to the Acceptable Use of Technology procedure; https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/100-199/140-01.pdf or contact the Help Desk at 928-226-4357.

TIME SPENT OUTSIDE OF CLASS ON COURSEWORK

For every 1-credit hour spent in class students should expect to spend a minimum of 2 hours outside of class (on homework, reading, test preparation). To successfully complete online courses, students should spend at least 6 hours a week. In addition, computer skills and access are required. Regardless of whether it is in person or online, compressed courses require more time.

LIBRARY SERVICES

Library services include online research databases, copyright and plagiarism information, research and citation tips, and Ask a Librarian. Services are available through the library’s homepage at https://www.coconino.edu/library Students can also use Cline Library at NAU to check out books, movies, laptops, and study room keys with an ID card and to log onto Cline Library computers. Contact CCC Library Services at 928-226-4369 or library@coconino.edu for help.

TUTORING SERVICES

Students can get free in-person tutoring in math, writing, science, business, accounting, and other topics. Workshops are conducted by tutors through the START Program. For walk-in tutoring visit the Lone Tree Campus. Free online tutoring is available through Smarthinking. Access online tutoring through MyCCC. More information available at 928-226-4323.

STUDENT RIGHT TO KNOW/ CONSUMER INFORMATION

Federal regulations require colleges to provide information about the school and financial aid to enrolled and prospective students. CCC’s consumer information is available at https://www.coconino.edu/details/compliance-information

DRUG-FREE COLLEGE ENVIRONMENT

CCC is committed to a drug-free environment. Please refer to https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/106-00.pdf