

## Degrees and Certificates Available

### Associate Degrees (AA)

Administration of Justice  
American Sign Language  
Interpreting  
Anthropology  
Business  
Colorado Plateau Studies  
Construction Technology  
Management  
Environmental Studies  
•General Studies  
•Hotel and Restaurant  
Management  
Psychology  
Sociology  
Vocational Technology  
Education

### Associate in Applied Science Degrees (AAS)

Administration of Justice  
American Sign Language  
Interpreting  
Business  
Computer Technology  
Construction Technology  
Environmental Technology:  
Alternative Energy  
Technician  
Fire Science  
Hospitality Management  
Medical Office Management  
Nursing  
Paramedic Studies  
Pre-Health Careers  
Sustainable Green Building

### Associate of Business Degree (ABus)

Complete Gainful Employment information per 34 CFR 668.6 can be found by clicking on each certificate designated with a \* , which also indicates Federal Financial Aid eligibility. [www.coconino.edu/degrees-and-certificates](http://www.coconino.edu/degrees-and-certificates)

Associate of Business

### Associate of Fine Arts Degree (AFA)

Visual Arts

### Associate of General Studies Degree (AGS)

Associate of General Studies

### Associate of Science Degree (AS)

General Studies

### Certificate Programs

Accounting\*  
AGEC (A, B, S)  
American Sign Language  
(ASL) Interpreting\*  
Basic Detention Academy  
Computer Technician:  
Basic and Advanced\*  
Construction Technology\*  
Early Childhood Technology\*  
Environmental Technology  
Alternative Energy  
Intermediate and  
Advanced  
Fire Science  
Intermediate and Advanced\*  
Forensic Investigations\*  
Graphics and Web Design\*  
Health Information  
Management\*  
Hotel and Restaurant Services:  
Introduction and  
Intermediate  
Medical Assistant\*  
Phlebotomy\*  
Pre-Health Careers\*



## Coconino Community College DUAL ENROLLMENT

# STUDENT HANDBOOK 2018-2019

*Get A Headstart On Your Future!*

A reference guide to Coconino Community College  
services available to dual enrollment students.





Congratulations on your choice to participate in Dual Enrollment (DE) at your high school. You now have a head start on earning a college degree or certificate. This handbook has helpful information to make your high school DE experience the best it can be and transition to college easier.

Coconino Community College (CCC) offers DE classes at most high schools in Coconino County in both Career and Technical Education (CTE) and Arts & Sciences (A&S). The first step in earning your college credit is to complete the admission and registration process for the DE class you are taking.

Taking DE classes now can cut your costs for college significantly because DE classes are only \$10 per credit hour, compared to \$105 a credit hour at CCC or \$742 per credit hour at NAU, and the high school provides your textbooks. Most DE courses transfer to other Arizona colleges and universities.

DE teachers at the high school go through the CCC hiring process and are considered CCC contracted faculty. They are teaching the same course materials and the higher level of curriculum that you would get in a class on campus at CCC.

## DegreeWorks

DegreeWorks is a web-based, degree-auditing and tracking tool to evaluate academic progress towards graduation. This tool allows students to quickly and easily identify which requirements have been satisfied, and which requirements are outstanding. On the Advising webpage on the CCC website, under DegreeWorks Audit Program, there is a link to a Degree Works Student Guide that will give you step-by-step instructions for accessing your information.

## CCC2NAU

CCC2NAU will help you transition from CCC to NAU with:

- **Tailored advisement from crosstrained NAU advisors housed at the CCC campus**
- **CCC classes that count towards your intended major at NAU**
- **The option to enroll part-time at NAU while attending CCC**
- **Access NAU clubs, events, residence halls, and recreation center**
- **Early enrollment appointment at NAU**
- **Assistance transitioning to NAU**

For more information on CCC2NAU, call **928-226-4257** or email **ccc2nau@coconino.edu** or visit **nau.edu/ccc2nau**

## Dual Enrollment Contact

If you have any questions regarding Dual Enrollment or other CCC programs please contact:

**Alexandra Purchase, MS**

*HS2CCC Program Manager*

**Alexandra.purchase@coconino.edu (928) 226 4385**

## Academic Advising at CCC

Academic advising is required for all first time regular admission students. If you decide to come to CCC after you graduate High school, one of the first things you will need to do is contact an advisor. There are three ways to speak with an academic advisor:

- 1. Appointments - Call the Student Development reception desk at (928) 226- 4323 to schedule an appointment.**
- 2. Walk-in Advising - Located in the Student Development Department on the Lone Tree Campus during these hours:  
Fall & Spring terms: Monday-Friday, 12:30 - 4:30 pm  
Summer term: Monday-Thursday, 12:30 - 4:30 pm**
- 3. Email - Email academic advisors at [advising@coconino.edu](mailto:advising@coconino.edu) (please include your phone number in the email).**

## Declaring a Major

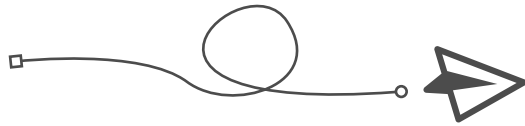
During admissions, or when you meet with an advisor, they will ask you to declare a field of study, known as your major. Declaring this early in your college career will help you stay on the right path to complete your degree as quickly as possible.

At any point in your studies, you can change your major. It is highly recommended that you speak with an advisor and financial aid specialist first before making this change.

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## Getting Started!



In order to get both high school and college credit for your DE class, you must complete several steps. Missing any step can result in no college credit.

- Sign up for a high school class that is eligible for DE credit.
- Submit your CCC Admission form along with a valid photo id.
- If required, complete the placement test needed for entry into  
the class.
- Complete the CCC course registration form.
- Pay your tuition of \$10 per credit hour to CCC (if applicable.)
- Study hard and earn a good grade!

We recommend that you talk to your DE teacher and make sure they are aware you are enrolling for college credit. Your teacher is responsible for submitting your attendance verification mid semester and your final grade at the end of the semester. If they are not aware you are a DE student, you may not get college credit for the class.

You can use the checklist on page 5 to help you keep track of your DE process.

## Ordering a Transcript

CCC has partnered with Parchment to make official electronic transcripts available to students and alumni. Parchment offers transcripts now in three different formats: eTranscript sent electronically, hard copy printed and mailed, and hard copy printed for pickup. The cost is \$10 plus shipping. To order your official transcripts follow the steps listed on this webpage:

**<https://www.coconino.edu/how-to-order-a-transcriptonline>**

## MyCCC Web Access



myCCC is a web portal where you can access tools to manage your student experience at CCC. You can connect to Canvas, Web4, Email, DegreeWorks and Starfish using a single login with your Comet ID and password. Login by clicking the “myCCC” button on the homepage or go to <https://myccc.coconino.edu>. Your initial password is your 6 digit birthday. (mmddyy) You will be required to change your password after the first login. Passwords are valid for only 120 days and you will be required to change your password before it expires. If you have any difficulty with the portal, your password or have questions, please contact the Help Desk at 928-226-4357.

## Student Email Access

Student email is accessed through **[myccc.coconino.edu](https://myccc.coconino.edu)** using your Comet ID and password. CCC information, including snow closures, will be sent to this email.

## Dual Enrollment & Financial Aid

Your grades in your DE classes are important to your future at any college. A grade of a D, F or W can start you off on academic suspension. If your plan is to apply for Financial Aid, award decisions will be based on Satisfactory Academic Progress (SAP). SAP is used to define successful completion of coursework. SAP is evaluated on a student's previous enrollment (including dual enrollment courses) and their entire academic history, regardless of whether or not they received financial aid in the past. Students, may be placed on financial aid warning, an academic plan or suspension based on having a transfer GPA below a 2.0, exceeding the 150% rule, or a credit completion rate of less than 66.66%. Students who drop or withdraw from all courses for a semester, or receive any combination of F's, W's, I's, and U's are automatically placed on financial aid suspension. The only way to remove a D or F is to retake the class. If you have questions about this process, contact the Office of Financial Aid at 928-226-4219.

## Transferring CCC Credits

If you received a C or better in your DE course, your DE credits will be transferable to other Arizona schools. You can go to the Arizona Transfer website at [www.aztransfer.com](http://www.aztransfer.com). Click on "Next Steps" > "High School Students" > "Dual Enrollment Guide", then enter your high school to find out more information about your courses. For out-of-state schools, contact that school directly for information on transferability. Your advisor can also help you with transferring credits.

## DUAL ENROLLMENT CHECKLIST

### I am enrolled in:

Course Name	Credits	Cost

### For College Credit, I need to complete:

- CCC admission form**
- Government Issued ID / Drivers License OR Birth Certificate and School ID**
- Class Registration form**
- Placement Test(s) taken**
- Payment of class fees by (if applicable) deadline**
- Inform my teacher I am a DE student**
- Mid semester—check with teacher for attendance verification**
- End of semester—check with teacher for final grade verification**



## **Admission Acceptance**

DE students are admitted as Special Population students at CCC. Once you have been admitted, a certificate of admission letter will be sent to the email address on your application form. If you did not provide an email, a letter will be sent to your mailing address. Please retain this letter to satisfy many of the requests you may receive for verification of admission for scholarships, employment and other certification requirements. If you need a copy of this letter contact Registration at 928-226-4299 or stop by Registration and Enrollment Services at Lone Tree, Page or 4th Street.

## **Dropping Your DE Courses**

Earning a grade less than a C could impact your financial aid at college. If you feel you are not going to earn a C or better, you have the option to drop the class without it affecting your transcript if you do so before the 45th day of class. Drops before that date will not appear on your transcript. If you miss the drop deadline but still want to drop the class you may withdraw (W) up to 1 month prior to the last week of the class. If you choose a W, you will not be eligible for a refund and the W will be recorded on your transcript. Earning a D, F or W could impact your financial aid and start you off in college on academic suspension. Check with your instructor for deadlines to drop or withdraw from the class. The instructor will need to report your drop or withdraw to the HS2CCC program Manager to remove you from the CCC course. These dates are also available at [www.coconino.edu/registration](http://www.coconino.edu/registration) by clicking on the appropriate calendar year.

## **Transitioning From High School to CCC**

DE students are Special Population admissions. After high school graduation, if you are interested in enrolling at CCC, your first step is to apply for Regular Admission. This is a simple online process at <https://www.coconino.edu/apply-now>. Click on “apply online here.” Then click on the first time user account creation to get readmitted and register for classes. You may need to bring certain documents to Registration and Enrollment Services at Lone Tree, 4th Street or Page. Once you have been readmitted, you will need to meet with an advisor and start planning for your college career.

## **Comet ID and Student ID Cards**

Upon DE admission, you will be issued a 5 digit ID number known as a Comet ID. (Example: XY32Z) This ID is required to access services at CCC including placement testing, email, grades, transcripts, computer labs and library services. With your Comet ID, you will be able to get a Student ID card at the Lone Tree Campus. In order to get your card, you will need to visit the Security office and provide a photo ID and your comet ID. They will take your photo and print out your CCC ID. Your card can also be used for discounts around the county.

## **CCC Student Activities and Clubs**

CCC holds student activities throughout the school year. Watch for announcements in your CCC email. CCC also offers several student clubs that you can join. All are listed on our website at <https://www.coconino.edu/student-clubs>.