

Degrees and Certificates Available

Associate of Arts (AA) Degrees

- American Sign Language Interpreting Studies
- General Studies

Associate of Applied Science (AAS) Degrees

- Administration of Justice
- Alternative Energy Technician
- Business
- Computer Technician
- Construction and Industry Trades
- Construction Technology
- Cybersecurity
- Desktop Support
- Fire Science
- Graphics & Web Design
- Hospitality Management
- Medical Office Management
- Network Administrator
- Nursing
- Paramedic Studies
- Pre-Health Careers
- Sustainable Green Building

Associate Degrees

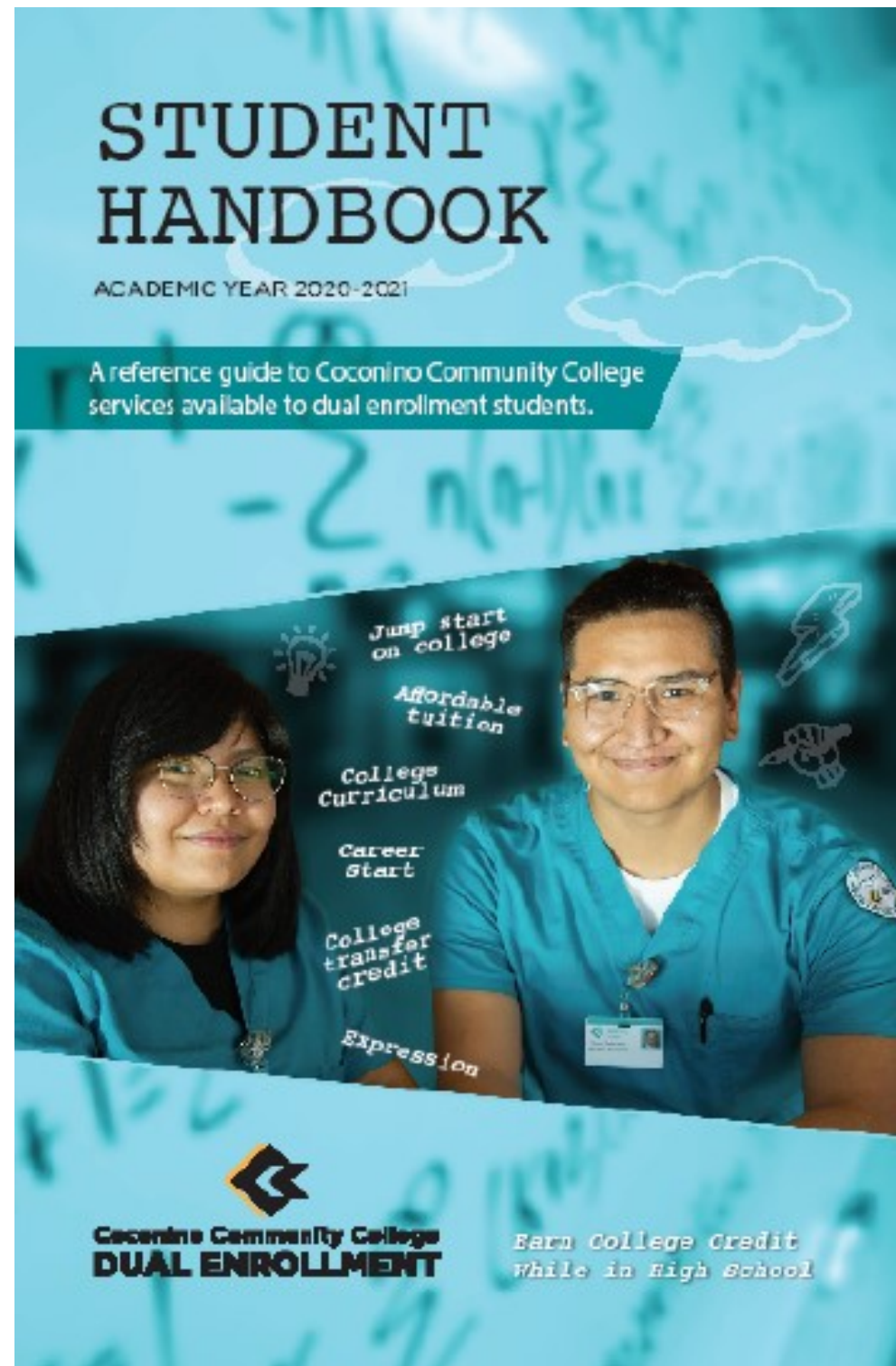
- Business (ABUS)
- Fine Arts (AFA)

Associate of Science (AS) Degrees

- General Studies

Certificate Programs

- AGECE (A, B, S)
- Accounting
- Alternative Energy
- American Sign Language (ASL) Interpreting studies
- Basic Detention Academy
- Computer Technician
- Construction Technology
- Early Childhood Education
- Fire Science
- Graphics and Web Design
- Heating, Ventilation, Air Conditioning, Refrigeration (HVACr) Technician
- Hotel and Restaurant Services
- Medical Assistant
- Pre-Health Careers





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 your 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 in Arts & Sciences (A&S). The first step in earning your college credit is to complete the admission and registration process for the DE class/classes you are taking.

Taking DE classes in high school can cut your costs for college significantly because DE classes are only \$15 per credit hour and the high school provides your textbooks. This price is compared to \$113 per credit hour at CCC or \$761 per credit hour at NAU. Most DE courses will transfer to other Arizona colleges and universities. See www.AZTransfer.com to see how your courses will transfer.

DE teachers at the high school go through the CCC hiring process and are considered CCC-contracted faculty. They are teaching with the same course materials and the same higher level curriculum that you would get at 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 toward your declared major/degree, and which requirements are outstanding. On the Advising webpage, 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 NAU advisors
- 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

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

Dual Enrollment Contact:

If you have any questions regarding Dual Enrollment or other CCC programs, please contact Alexandra Purchase, Sr. Manager of Admissions and High School Programs at Alexandra.Purchase@coconion.edu

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>.

Academic Advising at CCC:

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 3 ways to speak with an academic advisor:

- 1. Appointments - Call the Student Services reception desk at (928) 226- 4323 to schedule an appointment .**
- 2. Walk-in Advising - Located at the Student Services Office on the Lone Tree Campus.**
- 3. Email - Email academic advisors at advising@coconino.edu (please include your phone number in the email).**

Declaring a Major:

When you submit your application for admission online you will be asked 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 before making any changes.

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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 not receiving college credit.

- Sign up for a high school class that is eligible for DE credit.
- Submit your online CCC Admission application by the deadline by going to www.coconino.edu/apply-now.
- If required, verify with counselor that placement has been met for entry into the class.
- Complete the CCC course registration form specific to the course. You will need to do a separate form for each DE course.
- Pay your class fees of \$15 per credit hour directly to the college (for Arts and Sciences courses only).
- Study hard and earn a good grade (C or higher required in order to transfer credit to college)!

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.

Transferring CCC credits:



If you received a C or better in your DE course, your DE credits may be transferable to other Arizona schools, depending on the receiving school. To see transfer information, go to 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.



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 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 when you graduate and choose a college, 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 from your college transcript is to retake the class. If you have concerns about this, contact the Office of Financial Aid at 928-226-4219.

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 (do not open before giving to future college). The cost is \$10 plus shipping. To order your official transcripts follow the steps listed on this webpage: <http://www.coconino.edu/how-to-order-a-transcript-online>

Dual Enrollment Checklist

I am enrolled in:

Course Name	Credits	Cost

For college credit, I need to complete:

- CCC admission application (submitted online)
- Course Registration form
- Placement met/Test(s) taken, if needed
- Payment of class fees (if applicable) by 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:

Once you have been admitted to the college, an official letter of admission will be sent to your personal email address with your CCC account information. 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 at Lone Tree, Page or 4th Street.



Dropping your DE Courses:

Earning a grade less than a C could impact your financial aid for future college. If you feel you are not going to earn a C or better, you have the option to withdraw (W) from the course as long as it's before the deadline (about one month before the end of the semester). 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 or F grade, or withdrawing (W) could impact your financial aid and start you off on academic suspension in college. Check with your instructor for deadlines to drop or withdraw from the class. The instructor will need to report your drop or withdraw to CCC's HS Enrollment Coordinator to remove you from the CCC course. These dates are also available at www.coconino.edu/registration by clicking on the appropriate calendar year.

Transitioning from High School to CCC (HS2CCC):

After high school graduation, if you are interested in enrolling at CCC as a "regular student" (and we hope you do!) your first step is to apply for Regular Admission. This is a simple online process at <https://www.coconino.edu/apply-now>. This is the same web page you used when you applied as a high school student and your old application will still be on file under your account information. Since the DE application requires less information, you will need to submit a new application as a "regular student", but much of your information will already be in the system and will auto populate. Your Comet ID will not change. You may need to send or 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 admission to the college, you will be issued a 5-character ID 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!