



STUDENT HANDBOOK

2021 - 2022

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GENERAL INFORMATION

Coconino Community College opened its doors to students in 1991 and serves Coconino County, the second-largest county in the United States, covering 18,661 square miles. Nestled in the ponderosa pine forest of northern Arizona, the College offers local, affordable, and quality education to help students achieve their educational and professional goals.

CCC provides educational programming in three main areas:

- **Career Training:** Certificates and two-year degrees are offered in Nursing, Fire Science, Construction Technology Management, Computer Information Systems, and other areas to help to get students into the workforce quickly.
- **University track:** Students may navigate pathways to four-year degrees through agreements with the three state universities and many other schools.
- **Lifelong learning:** Classes, workshops, and community events are available for residents who enjoy continuous learning opportunities throughout their lives.

CCC also offers Adult Basic Education (obtaining General Educational Development status and learning English as a Second Language). High school students' programs include Dual Enrollment and CAVIAT (the Career and Technical Education district for northern Arizona).

The College serves the students from two locations in Flagstaff and a third in Page and through collaborative agreements with high schools throughout the County. CCC strives to reach out to the more rural portions of Coconino County and other remote areas on the Navajo, Hopi, and Havasupai tribal lands. Classes are offered in-person and online through interactive Zoom classes to meet students' educational needs in the remote and rural areas. Nearly 40 percent of CCC's students are Native American and Hispanic/Latino.

Vision

Shaping the future of Coconino County. Empowering Individuals.
Inspiring Communities.
Education with Purpose!

Mission

Coconino Community College is committed to providing accessible and affordable educational programs that prepare students for the future. Deeply engaged with the communities we serve, we promote student success through a welcoming and inclusive learning environment designed for innovative programming, career and workforce development, university transfer education, and continued life-long learning opportunities.

Valuing people: Diversity Statement

Coconino Community College recognizes and respects diversity and the value it brings to our communities. We appreciate and welcome cultures, identities, beliefs, experiences, and all that makes us unique. CCC champions and takes action to build an inclusive work and learning environment. We are allies and advocates, navigating a respectful dialogue about our shared humanity.

Guiding Principles

These principles guide the way we work and learn together at Coconino Community College through our commitment to People:

- Put Students First
- Listen, Learn, and Collaborate
- Act and Respond with Integrity and Resilience
- Communicate with Honesty, Dignity, and Respect
- Demonstrate Exceptional Stewardship of Public Resources
- Continually Strive for Excellence as a Community of Learners
- Provide a Safe Environment that Reinforces Learning and Innovation

Strategic Plan

Students First: Vision 2025

We will provide transformative experiences for every student, employee, and community member we serve.

Planning Process:

In Fall of 2017, the College conducted a series of listening sessions throughout Coconino County. Those sessions focused on gathering input on the needs of all of the communities in the County and formed the basis for the development of a new strategic plan. In Spring 2018, we started the process of collecting input from students, faculty, staff, and community members. In Spring 2019, the College reviewed our Vision, Mission, Core Values, and Valuing People: Diversity Statement. The Vision and Mission were revised, and Core Values transitioned to Guiding Principles in August of 2019. Starting in January of 2020, more than 80 College staff and faculty members formed four strategic planning teams and developed strategic goals, expected results, measures of success, and targeted actions using data from recent surveys, assessment of learning, institutional effectiveness, and feedback from the Higher Learning Commission. Community members were also asked to give feedback on these items. In August of 2020, the District Governing Board approved the four strategic goals and in September 2019, the Board approved the final plan.

Strategic Goals:

A total of four strategic goals were developed for the plan based on input received from all areas of the College in the planning process. Those goals are:

- **Strategic Goal #1:** CCC will help each student achieve success through a supported and individualized educational experience.
- **Strategic Goal #2:** CCC will practice sustainability through responsible stewardship of economic, public, and environmental resources to accomplish its educational mission.
- **Strategic Goal #3:** CCC will promote a learning culture that is innovative, flexible, entrepreneurial, and responsive to the needs of our students and the communities we serve.
- **Strategic Goal #4:** CCC will strengthen Community Engagement in support of student success through advocacy, strategic partnerships, and new fundraising initiatives.

For additional information on the plan or to provide input, please contact the Office of the President at President@coconino.edu or 928-226-4217.

Coconino Community College Locations

For campus maps visit: <https://www.coconino.edu/contact-us>

Flagstaff Lone Tree Campus

2800 S. Lone Tree Road
Flagstaff, AZ 86005
928-527-1222

Fourth Street Campus

3000 N. Fourth St.
Flagstaff, AZ 86004
928-645-3987

Page Center

475 S. Lake Powell Blvd.
PO Box 728
Page, AZ 86040
928-645-3987

Grand Canyon (Distance Learning Site)

(Located in Grand Canyon High School)
1 Boulder Street
Grand Canyon, AZ 86023
928-527-1222 ext. 5693

Fredonia (Distance Learning Site)

(Located in Fredonia High School)
130 N. 200
Fredonia, AZ 86022
800-350-7122 ext. 7103

Campus Closure Due to Inclement Weather

CCC's Emergency Operation Plan has a comprehensive emergency notification system (ENS), through which text message alerts may be sent. Contact the security office 928-226-4304 to make sure your cell phone number is enrolled or follow this link to register online:

<https://www.coconino.edu/rave>.

The ENS is not generally used for non-emergencies, but it will be used to make notifications about unscheduled campus closures.

Students should also check the college website or call 928-527-1222 to confirm campus closures. Additionally, classes held at other facilities such as Northern Arizona University or Flagstaff Unified School District are subject to closure, institutional decisions are based on individual location.

Transportation to the Flagstaff Lone Tree and Fourth Street Campus

The Mountain Line Flagstaff Public Transit System has stops at both the Flagstaff Lone Tree and Fourth Street Campuses. In addition, there is a route that runs between NAU and the Lone Tree Campus, which could serve students who are co-enrolled at both institutions. To find out route and fare information visit this website: <https://mountainline.az.gov/>

ADMINISTRATION

Executive Leadership Council

Colleen Smith, PhD
President

Sarah Benton
Faculty Senate President, Faculty Member

Larry Hendricks
Senior Manager of Public Relations and Marketing

Kay Leum
Executive Director of Extended Learning

Dianna Sanchez
Chief Development Officer

April Sandoval
Assistant to the President

Dietrich Sauer
Executive Director of Human Resources

J. Nathaniel Southerland, PhD
Provost

Jami Van Ess, EdD
Executive Vice President

Anthony “Tony” Williams
Dean of Student Affairs

Deans, Executive Directors, and Directors

Kimberly Batty-Herbert, EdD
Dean of Arts and Sciences

Lisa Blank
Dean of Career and Technical Education

Colleen Carscallen
Associate Dean Learning Services

Katherine Costa
Director of Nursing and Allied Health

Robin Jarecki
Registrar

Michael Merica, PhD
Director of Institutional Research

Robert Sedillo
*Director of Purchasing and
Auxiliary Services*

Kurt Stull
Executive Director of Facilities and Security

Juanita Tarango
Director of Student Success and Access

Bob Voytek
*Director of Financial Aid
and Veterans Services*

Brian Wilson
Director of Information Technology Services

Isabella Zagare
Executive Director of Accounting

DISTRICT GOVERNING BOARD

Nathaniel White, PhD
Board Chair District 1

Eric Eikenberry
Board Member District 3

Patricia Garcia
Board Member District 2

Patrick Hurley
Board Member District 4

Joseph R. Smith
Vice Chair/Secretary District 5

ACADEMICS

College Catalog

Website: <https://catalog.coconino.edu/>

The Coconino Community College Catalog is a source of college-wide information related to academic programs, course descriptions, general education, degree, and certificate requirements, and more. Current and archived Catalogs are retained and can be viewed on the CCC website.

Class Schedule

Website: <https://www.coconino.edu/schedule>

The class schedule is only available online and provides information for classes offered at all campuses and locations.

High School Programs

Website: <https://www.coconino.edu/hs2ccc>

Coconino Community College's HS2CCC programs prepare high school students to think critically, solve problems, ask questions, and connect to meaningful educational pathways. Students can earn college credit for courses, earn credit towards their college degree while still in high school, and prepare for a certificate, degree, or career after high school graduation. Visit the website to learn about Dual Enrollment, CAVIAT and Concurrent Enrollment programs and this exciting opportunity!

Register for Courses

Register Online using the myCCC Student Portal: <https://myccc.coconino.edu>

Students can register online through the CCC student portal or in person at the Lone Tree campus, Fourth Street Campus, and Page Center. Students are encouraged to register early in the semester to maximize choices and schedule.

Tuition and Fees

Tuition and fees can be paid online or in person at the Lone Tree campus, Fourth Street Campus, and Page Center. Pay your tuition and fees online through your student account by logging into myCCC – <https://myccc.coconino.edu>

The college also offers a tuition payment plan called Transact Payments, you can enroll in the payment plan by logging into your student account, selecting “pay your bill” and then selecting “TRANSACT Payments - Pay Your Bill, Setup a Payment Plan, Purchase a Parking Pass”.

For all other payment information please visit: <https://www.coconino.edu/student-accounts>

Academic Calendar 2021-2022

The Academic Calendar can be viewed in the College Catalog <https://catalog.coconino.edu/> and you can find additional important semester dates on the deadlines calendar <https://www.coconino.edu/deadlines>.

STUDENT TECHNOLOGY

Comet ID and Password

All CCC students are generated a Comet ID and password to access various CCC online resources and computers on campus. The Comet ID is 5 characters, starting with your initials (example: AB123).

To find your Comet ID:

1. Visit this website: <https://www.coconino.edu/help-desk>
2. The Comet ID finder will be listed under the FAQ section.
3. You will need the @ID that was given at the time of registration to find your Comet ID.

Comet ID passwords can be reset through the myCCC student portal. Step-by-step instructions on how to use the password reset tool are available at: <https://www.coconino.edu/password-information>

Computers and Internet Use

Student computer labs are located at the Lone Tree and Fourth Street campuses in Flagstaff as well as at the Page Center.

Key services

1. Access to internet and a wide array of software
2. General assistance with technology
3. Laser printers, image scanners, and more

Students are required to adhere to Coconino Community College's computer usage policy found on the Policies and Procedures page: <https://www.coconino.edu/policies-and-procedures#100-199>

myCCC Student Portal

myCCC is a web portal where students can access a variety of tools to manage their student experience at Coconino Community College. Students will be able to connect to Canvas, Self Service Banner, and Gmail (Student Email) using a single sign on with their Comet ID and password.

You can access myCCC by using the "myCCC" button on our homepage or going to <https://myccc.coconino.edu> and logging in with your Comet ID and password.

Student Email Account

To log into your student email account:

1. Visit this website: <https://myccc.coconino.edu>
2. Use your Comet ID and password to login this website.
3. Log into your email by using the "Student Email" button in the Quick Launch menu.
4. Your email is your Comet ID@students.coconino.edu (example: ABXYZ@students.coconino.edu)

Online Student Information

To access your online student information, go to our Student Portal at <https://myccc.coconino.edu> and sign in with your Comet ID and password. Once logged in, you'll see options for Registration, Financial Aid, and more in the Quick Launch Menu.

Additional Help

If you need any additional assistance with any of these services, contact the CCC ITS Help Desk at 928-226-4357, or ITS.HelpDesk@coconino.edu. You can also visit our website at: <https://www.coconino.edu/help-desk>

ONLINE/FLEXIBLE LEARNING

Many in-person and online instructors utilize the Canvas Learning Management System.

Canvas

The Canvas LMS allows professors to post grades, announcements, and assignments online.

To login to Canvas, login through the myCCC Portal: <https://myccc.coconino.edu>. Once signed in, choose: "Online Courses" in the Quick Launch menu. You can also access Canvas directly by going to <https://coconino.instructure.com>

Visit the Canvas Student Resource Center for information and tutorials on how to use Canvas: <https://coconino.instructure.com/courses/923533>

Zoom Courses

Online CCC courses are delivered through the Zoom video conferencing tool. This program allows instructors to conduct classes online through a desktop client or a mobile app using video and microphone technology. Students may join a Zoom class anywhere with their smartphone, tablet, or computer with an active internet connection.

If you are in a hybrid (online and in-person) class at an "originating" site, the instructor will be in your classroom. If you run into technical difficulties with your Zoom course, contact the ITS Help Desk.

STUDENT SERVICES

Academic Advising

Webpage: <https://www.coconino.edu/advising>

Student Affairs Office: 928-226-4323

Email: Reception@coconino.edu

E-Advising: <https://www.coconino.edu/advising-form>

Page Center: 928-645-6691

Academic Advising is coordinated through Student Affairs at the Flagstaff Lone Tree Campus. Students can schedule an appointment with an advisor (preferred method) by visiting our advising webpage or by calling the reception desk at 928-225-4323.

Student Ambassadors are also available to assist students with schedule building, course information, group/individual campus tours, student portal review and student resource information. Our Student Ambassadors are a diverse group of CCC students and alumni who have a great understanding and appreciation for Coconino Community College. Their main purpose is to help students feel welcome and to navigate the college campus and student support programs. Please stop by the Student Affairs reception desk to request a meeting with a Student Ambassador.

Students taking courses at the Page Center should contact the Page Center Coordinator at the Page Center (928-645-6691) for advising or utilize distance advising services coordinated through the Lone Tree Campus.

Adult Education

Phone: 928-526-7639

Email: Alfredo.Vasquez@coconino.edu

Locations: Fourth Street Campus, Page Center, Tuba City Public Library, Village of Supai

Webpage: <https://www.coconino.edu/adult-education>

Adult Education

GED and HSE prep classes (ABE) are currently offered in Flagstaff, Page, Tuba City, and the Village of Supai. English language classes (ELAA) are offered in Flagstaff. Classes are open to all who are at least 16 years old and lawfully present in the US. We also offer virtual and distance learning options for students in rural areas or with other barriers to attending classes.

Bookstore

Phone: 928-226-4360

Email: Coconino@bkstr.com

Location: Lone Tree Campus, Commons, Flagstaff

Webpage: <https://www.bkstr.com/coconinoccstore/home>

Key services

- Purchase new and used textbooks
- Rent textbooks
- Purchase other school supplies and memorabilia.

Career Services

Phone: 928-226-4323

Location: Student Center, Lone Tree Campus, Building 1, Flagstaff

Webpage: <http://www.coconino.edu/career-services>

What is Career Services? Coconino Community College Career Services provides students with assistance in career/major exploration, resume building, interviewing skills, job search strategies and job application assistance.

Where are we located? The Career Services office is located in the Lone Tree Campus Student Center. Students are welcome to make an appointment at the student center desk or by calling 928-226-4323.

Key Services:

- Resume & Cover Letter Writing Workshops
- Interviewing Skills Workshop
- Job Search Strategies
- Student Internship & Job Board
- Career Exploration and Planning
- Annual Job Fairs

CCC2NAU

Phone: 928-226-4257

Email: ccc2nau@coconino.edu

Location: Student Center, Lone Tree Campus, Building 1, Flagstaff

Webpage: <https://nau.edu/ccc2nau>

Key Services

- Tailored academic advising across two institutions
- Transfer pathways indicating courses that can be taken at CCC
- Access to clubs, student organizations, athletics, and university events
- Options to live on NAU's campus, purchase a meal plan and pay for an NAU recreation center membership
- Seamless transition and transfer of credits from cross-trained advisors
- Attainment of both an associate and a bachelor's degree
- Scholarships for 2NAU students at both CCC and NAU

Disability Resources

Phone: 928-226-4323

Location: Student Center Room 112B/112C, Lone Tree Campus, Building 1, Flagstaff

Webpage: <https://www.coconino.edu/disability-resources>

Key services

- Accommodations for access to academics and college-sponsored activities
- Academic Advising
- Referrals to other resources

Educational Opportunity Centers (EOC)

Terri Beeson
Fourth Street Campus
Phone: 928-526-7602

Email: Terri.Beeson@nau.edu

Webpage: <https://in.nau.edu/educational-opportunity-centers/>

Taylor Harvey
Lone Tree Campus
Phone: 928-226-4302

Email: Taylor.A.Harvey@nau.edu

Eligibility

Adults 19 years and older who would like to pursue postsecondary education in the United States.

Key services

- College and Career Technical exploration
- Admission application assistance
- Financial Aid application assistance
- Financial aid information and scholarship application assistance
- Career exploration
- Educational guidance
- Referrals for GED preparation and community resources

TRIO Student Support Services Program

Phone: 928-226-4323

Location: Student Center, Lone Tree Campus, Room 106, Flagstaff & online services

Webpage: <https://www.coconino.edu/trio>

Who is eligible?

- First generation college students
- Low-income students
- Students with documented disabilities

Key services

- Academic & Career Advising
- Tutoring
- Study Skills Workshops
- Transfer assistance
- Financial Aid assistance
- Career exploration and resume assistance
- Financial Literacy Education

Student Activities and Campus Life

Phone: 928-226-4323

Location: Student Center, Lone Tree Campus, Building 1, Flagstaff

Webpage: <https://www.coconino.edu/student-clubs>

Key service

- Coordinate student clubs and organizations
- Regular student forums
- Student Government and representation on committees
- Community referrals

Student Clubs and Organizations

- Anime Club
- Anthropology Club
- Associated Student Body (Student Government)
- American Sign Language Club
- Associated Latino American Students Club
- Clay Club
- Engineering Club
- Games Club
- Japanese Anime & Culture Club
- Kaleidoscope Alliance
- Native American Student Association
- Phi Theta Kappa International Honor Society
- Students Advancing STEM
- The National Society of Leadership & Success
- Veterans Student Association
- *If you would like to start a club, please contact the Student Life Office.*

FINANCIAL AID, SCHOLARSHIPS AND VETERAN SERVICES

Phone: 928-226-4219

Location: Student Financial Aid and Veteran Services, Lone Tree Campus

E-mail: FinAid@coconino.edu

Webpage: <https://www.coconino.edu/financial-aid>

Key services

The Office of Student Financial Aid and Veterans Services is here to help students make the best decisions for funding their education. Financial Aid comes in many forms, including scholarships, waivers, grants, loans, and work-study.

- Grants—need-based financial aid you do not normally need to repay
- Scholarships— need-based and merit-based scholarship monies you do not normally need to repay
- Loans—money you must repay
- Work-study—the Federal Work-Study program allows you to earn money for school and gain job experience; you keep your earnings just like a regular job.
- Veterans Education Benefits—for eligible students and eligible dependents of veterans

Due to new federal regulations, we no longer accept student documents through email or fax. Please visit <https://www.coconino.edu/upload> to securely upload documents for processing. After reading through the secure upload directions, choose “I agree to the information listed above and need to upload a document”, choose the department in which you need to submit documents, then fill out your information and attach your file. Once the file is received, your document will be processed within 1-2 business days. If you have any issues uploading your document, please contact the ITS Help Desk at 928-226-4357.

LIBRARY SERVICES

Phone: 928-226-4369

Location: Online Research Resources, Lone Tree Campus Room 450, Cline Library at Northern Arizona University, and Course Reserve in the Student Center

E-mail: Library@coconino.edu

Webpage: <https://libraryguides.nau.edu/ccc>

Key services

- Online articles, books, and other resources available through the CCC Library webpage
- Research consultations and on-demand help from the CCC librarian
- Physical library access through Cline Library, including laptop loans, a MakerLab, and more.

SAFETY AND SECURITY

Phone: 928-226-4304

Location: Lone Tree Campus and Fourth Street Campus

Webpage: <https://www.coconino.edu/security>

The college has security desks at the Flagstaff Lone Tree and Fourth Street campuses. If you are taking classes at off campus sites, contact campus coordinators for immediate concerns or in case of emergency contact 911. In addition, Security has identified a number of persons as Campus Security Authorities. This list includes Security and local law enforcement agencies as well as Deans, Advisors, and others. If you do not know how to reach any of these persons, contact any employee for a referral to one.

Some of the services provided by the Campus Security Officers include safety walks to reach transportation upon request, the annual crime report per Clery Act, lost and found, parking permits, handling ticket appeals for parking or other violations, initial incident investigations, and others.

Lost and Found

General Information:

If you have lost an item on campus, you may contact the Coconino Community College Security at 928-226-4305 for the Lone Tree Campus, 928-526-7611 for the Fourth Street Campus, or 928-645-3987 for the Page Center, during open business hours.

What Should I do with an Item That is Found?

If an item is found on campus, it should be turned in to the Coconino Community College Security Department's Lost and Found.

Items Maintained in Lost and Found Include:

- Books, notebooks, and planners
- Sunglasses and prescription eyewear
- Cellular phones
- Keys
- Backpacks
- Jewelry
- USB's
- Computer equipment and accessories
- Music playing devices
- Wallets, drivers' licenses, identifications
- Other miscellaneous valuables

Items Not Accepted:

Items we do not accept in lost and found due to sanitary, safety, and biohazard reasons:

- Any type of clothing, including coats, jackets, hats, uniforms, and shoes, regardless of value
- Food or any food and drink containers
- Any items containing liquids or gel-like substances or items which could leak or melt
- Any items which present a sanitation risk (soiled)
- Any broken items
- Medications

- Syringes
- Pepper spray or other similar substances
- Any items which are sharp and could be hazardous to staff
- Paperwork (i.e., homework) which does not appear to be an official document

Unclaimed Items:

Items are maintained for 90 days before disposition. Unclaimed high valued items may be turned over to the Flagstaff Police Department. Any other items may be donated, recycled, or disposed of.

Claiming Items:

When claiming an item, a valid governmental photo identification card/driver's license or CCC student identification card is required. Property will not be released to anyone without valid identification. The property owner must be able to identify the item and be picked up in person.

Coconino Community College is not responsible for lost items being returned or items claimed by other than its rightful owner.

Safety

You may notice blue poles with blue lights mounted on top in the parking lots at the Lone Tree campus. The blue lights are an added measure of security for students and employees. There is a call button on the pole, which will contact security in case of an emergency. There are also surveillance cameras on top of them.

You are a student at one of the nation's safest colleges. A Federal mandate, known as the Clery Act, requires the majority of post-secondary educational institutions to collect and publish statistics of a number of crimes that occurred during the previous year. These statistics are also made public at <https://www.coconino.edu/security>. Review them and feel free to compare them to any place you want.

Parking

Phone: 928-226-4304

Students who intend on driving and parking a vehicle or motorcycle at CCC will need to purchase a parking permit. Students must be currently enrolled in classes at the Flagstaff Lone Tree and Flagstaff Fourth Street campuses. Students may purchase their parking permits online through their student portal, in person at the Student Accounts desk on the Lone Tree campus or at the registration desk on the Fourth Street campus. Students that purchase their parking permits online through their student portal should bring a printed receipt to Security or to Student Accounts to receive their parking permit. Complete information about parking regulations, permit application forms and instructions can be located at; <https://www.coconino.edu/security>.

Student Parking Permit Price for the Academic Year 2021-2022 are \$60 for a single vehicle permit. A single parking permit is usable at all CCC campus locations. Replacement cost is \$5.

POLICY AND PROCEDURE INFORMATION STUDENTS SHOULD KNOW

The numbers in the following section refer to CCC Policies and Procedures, which can be found online at: <https://www.coconino.edu/policies-and-procedures>

Students should be familiar with college policies and procedures, but these are most commonly asked about by students:

- Academic Dishonesty Procedure (303-11)
- Academic Progress Procedure (303-12)
- Attendance Procedure (303-02)
- Drug- and Alcohol-Free Workplace Procedure (106-01)
- Final Examination Procedure (303-04)
- Grading Procedure (303-05)
- Registration Information (501-03)
- Repeating Courses Procedure (501-12)
- Student Academic Appeals Procedure (303-06)
- Student Records Procedure (502-01)
- Placement, Proficiency and Prerequisites Procedure (501-04)
- Refund Procedure (208-01)
- Title IX Sexual Harassment Policy and Procedure (123)
- Withdrawal Procedure (501-11)

STUDENT CODE OF CONDUCT/GRIEVANCE/APPEALS PROCEDURES

The numbers in the following section refer to CCC Policies and Procedures, which can be found online at: <https://www.coconino.edu/policies-and-procedures>

- Policy 503 Student Code of Conduct
<https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/500-599/503-00.pdf>
- 503-01 Student Code of Conduct Procedure
<https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/503-01.pdf>
- 503-02 Student Discipline Procedure
<https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/500-599/503-02.pdf>
- 503-03 Disruptive Behavior in Classroom Procedure
<https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/503-03.pdf>

COLLEGE COMPLIANCE INFORMATION

Colleges participating in federal student aid programs are required to make certain information available to all students and staff. Coconino Community College has compiled the required information at <https://www.coconino.edu/details/compliance-information> in accordance with federal law. We provide this compliance information via email distribution each semester and on the back page of the Schedule of Classes which is mailed to Coconino County residents.

College Compliance Information includes:

- Accreditation information
- Affirmative Action / Equal Employment Opportunity
- Americans with Disabilities Act (ADA)
- Campus Security Act / Campus Crime Report
- Carl Perkins Career and Technical Education Act
- College Navigator School Profile for CCC
- Completion and Graduation Rates
- Constitution Day
- Consumer Information
- Copyrighted Material, Illegal Downloading and Peer to Peer file sharing procedure
- Core Values
- Directory Information
- Diversity of the Student Body
- Drug-Free College
- Family Educational Rights and Privacy Act (FERPA) notification of rights
- Financial Aid Information
- Financial Aid Ability to Benefit
- Financial Aid Administrative Capability
- Financial Aid Available at CCC and How to Apply
- Financial Aid Award Adjustments
- Financial Aid Bookstore Vouchers
- Financial Aid Cost of Attendance
- Financial Aid Coursework in Program of Study
- Financial Aid Deadline for file completion and verification
- Financial Aid Disbursement
- Financial Aid Fraud, Waste and Abuse
- Financial Aid Free Application for Federal Student Aid (FAFSA) information
- Financial Aid Return of Title IV (R2T4) procedure for withdrawn students
- Financial Aid Return of Title IV Funds Calculation Sample
- Financial Aid Leave of Absence Information
- Financial Aid Overpayments and Loss of Eligibility for Title IV aid
- Financial Aid Satisfactory Academic Progress Policy
- Financial Aid Student Loan Cohort Default Rate
- Financial Aid Student Responsibilities
- Gainful Employment Disclosures (for certificate programs)
- Governmental Accounting Standards
- Harassment and Discrimination Information
- Health Insurance Portability and Accountability Act (HIPPA)
- Holidays
- Human Subjects in Research
- Institutional Effectiveness and Assessment of Student Learning
- Lobbying information
- Mission
- Net Price Calculator

- Occupational Health and Safety/ Hazardous Materials
- Plans for Improving Academic Programs
- Red Flag Rules and Identity Theft Program
- Reporting Mandates
- Retention Rates
- Sanction Entities
- State Authorization
- Strategic Goals
- Student Code of Conduct
- Student Complaints
- Student Right-to-Know and Campus Security Act
- Student Identification Number
- Textbook Pricing Information
- Timely Warning of Emergencies
- Title IX Coordinator: Sex Discrimination, Harassment, and Assault
- Transfer of Credit
- Verification of Student Identity
- Veterans Satisfactory Academic Progress
- Vision
- Voter Registration Information

You may request a printed copy of Coconino Community College's compliance and consumer information by writing the Office of Student Financial Aid, 2800 S. Lone Tree Rd. Flagstaff AZ 86005 or by stopping by the Office of Student Financial Aid.

You may also print the compliance and consumer information from our Compliance Information page: <https://www.coconino.edu/details/compliance-information>. Questions about college compliances should be directed to Bob Voytek, Director of Student Financial Aid at Bob.Voytek@coconino.edu.