

Welcome to Coconino Community College

Where Ancient Vistas and an Endless Future await you.

Opportunities at Coconino Community College are as vast as the great expanses of northern Arizona. Most anywhere you look there are astonishing views.

What we see at CCC are Ancient Vistas and an Endless Future. Our location reminds us that we are a part of this incredible landscape; our students remind us of the tremendous possibilities the future holds.

At CCC, all that we are and all that we can be comes together. And this is how dreams come true.

We invite you to explore the vistas of your world through CCC.

With more services, programs and certificates available online than ever before, our doors are open virtually 24 hours a day, seven days a week.

Our campuses span northern Arizona with locations in Flagstaff, Williams, Page/Lake Powell and at the Grand Canyon. And our students are as diverse as the region we serve.

High school students, single parents and retirees all tell us how comfortable they feel in our classes and how their lives have been enriched through the CCC experience.

At CCC, we're all about changing lives. We offer the training you need to get the job you want. We can help you target and acquire more skills to advance into better jobs. We can set you on the path for advanced degrees and higher education, or help you explore an interest along your journey of lifelong learning through short courses and workshops in our Community Enrichment Center.

Your successes are our successes and once you've made CCC part of your educational plan, you'll find you've got a team of enthusiastic and knowledgeable professionals ready to help you realize your goals.

CCC is where Ancient Vistas and an Endless Future work for you.

Visit our Web site at www.coconino.edu and Explore Now.



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Vision

Leading our communities in life-long learning.

Mission

As a learning-centered college, we enrich lives by embracing diversity and transforming the future through quality education.

Purposes

Coconino Community College has identified the following purposes to achieve its mission:

General Education to provide learners with the foundation of a liberal education, including a core of learning opportunities in reading, writing, quantitative and critical thinking which form a solid foundation for lifelong learning and success in academic, career, and life goals.

Transfer Education to provide learners with the curriculum necessary to transfer to baccalaureate-granting institutions.

Occupational Education to provide learners with the skills and knowledge necessary to pursue occupational careers and/or life goals.

Continuing Education to provide learners and constituencies who are not directly served by the College's arts and sciences and occupational and professional technologies divisions with learning opportunities.

Developmental Education to provide the curriculum necessary to prepare learners for college-level course work and the workplace.

Economic Development to respond quickly in the advancement of regional economic development goals through curriculum development and skills training.

Technology Integration to provide state-of-the-art technological education and training opportunities for the student body and the community.

Student Services to facilitate access to the college and to support learners' attainment of educational goals.
Cultural and Community Service to develop and provide activities and programs that celebrate and preserve cultural diversity and awareness, encourage volunteer service, support community awareness, protect public welfare, and support fine and performing arts.

Core Values

We—the personnel and District Governing Board of Coconino Community College—are dedicated to providing quality educational opportunities to our community. In doing so, we commit to the following core values to guide our decisions and behaviors as we seek to meet the changing needs, aspirations, and goals of our community:

- **People**—We strive to accept the uniqueness of each individual and the contribution each person makes. We strive to create a caring, accepting, and productive environment for our students, employees, and community.
- **Learning and Growth**—We are dedicated to providing lifelong learning opportunities for our students, employees, and community to empower them to achieve their dreams. In this endeavor, we create learning opportunities that are accessible and relevant to our students and which place the learner first.
- **Quality**—We recognize the importance of continually improving our educational offerings and services and the need to hold our students and ourselves to high expectations and standards. We employ a dynamic, strategic planning process and constantly assess our activities to be responsive and accountable to our students, employees, and community.
- **Ethics**—We believe that to be effective we must demonstrate integrity. Therefore, we uphold the highest ethical standards in all of our activities resulting in a responsible and fair environment for our students, employees, and community and a responsive and open decision-making process.
- **Community**—We exist for our community; therefore, we must be responsive to its changing needs and its diversity. To do so, we strive to provide services that are timely, accessible, and affordable. We also pursue partnerships and collaborations throughout our community to be responsive to the needs of our diverse populations.
- **Respect**—We recognize that learning cannot occur without respect. We are committed to the acceptance of diverse cultures, differing ideas and beliefs, and the uniqueness of each individual since these are the foundations of respect.

Assessment at CCC

Coconino Community College is committed to providing teaching and learning excellence in all its endeavors through a comprehensive assessment program that includes:

Assessment of Student Learning

This form of assessment involves identifying how competently students have attained learning outcomes in both general education and the major. Each curricular area at the College has articulated the learning outcomes expected of students completing each degree or certificate and the level of student performance expected. Students participate through examinations, portfolios, performance assessments, surveys, and related activities. The emphasis in these areas is directly focused on what a student has learned as a result of their educational experience at CCC. Data collected are used to both document and improve student learning.

Assessment of Institutional Effectiveness

While assessment of student learning focuses directly on what students have learned, assessment of institutional effectiveness is concerned with all aspects of the College's operation—student satisfaction with support services, employer opinions, community perceptions, employee satisfaction, facilities, safety, equipment, technology, and the financial condition of the College. All are considered important as they have a direct impact on student learning. Institutional effectiveness is measured through a variety of quality indicators established by the institution. Surveys of students, employers, alumni, and the community, along with focus groups, advisory groups, job placement information, and financial audits, are among the instruments used to gather relevant data. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services.

Students and community members at large are asked to participate in this quality assurance program. In all instances assessment activities stem directly from the institution's mission and purposes. Results are tied to the College's strategic plan and used to improve student learning. Participation in these activities is appreciated and valued by members of the College community as CCC strives to achieve its vision of being "Northern Arizona's premier learner-centered community for achieving your dreams of success."

Strategic Goals Development 2005–2008

- **Implement CCC's "Principles of a Learning College"** by structuring all activities as outcomes-driven teaching and learning events to meet the unique interests of individuals and groups.
- **Expand access to quality learning** by (1) exploring partnerships that maximize learning opportunities for students; (2) expanding distance learning classes and degree programs; and (3) promoting professional development for faculty.
- **Instill CCC's values of people, learning and growth, quality, ethics, community, and respect throughout the campus community** by providing training in the meaning, modeling, and assessment of how well each core value is achieved.
- **Implement a strategic technology plan to guide appropriate and balanced use of technology for students, faculty, and staff** by utilizing a highly participatory process that will implement a technology steering committee and provide expanded training for new technologies.
- **Recruit and retain quality staff through innovative human resource strategies** by using survey data to improve employee satisfaction and implementing conflict resolution and teambuilding models while continually assessing and improving internal communication.
- **Increase the college's available resources—human, physical, and financial—so that it will be better positioned to meet the needs of the region it serves** by (1) providing resources to secure private and government grants; (2) establishing partnerships to leverage the use of financial resources; and (3) creating facility growth plans based upon student enrollments, the needs of internal/external constituents, instructional needs, and administrative assessments.
- **Embrace strategic, sustained, and coordinated outreach to CCC's constituencies and stakeholders through actions of all employees** by establishing a culture of community relations, creating a "speaker's bureau," and developing a legislative outreach plan.
- **Implement an integrated marketing plan that advances CCC's position as Northern Arizona's premier choice for learner-centered education** by establishing effective promotional campaigns for target audiences, obtaining relevant market research data, strategically aligning the marketing plan with the enrollment management model, and assessing the plan's effectiveness.

College Publications

College can be confusing—and sometimes scary—to students who have never attended a college or who are coming to college for the first time. Our goal is to help you understand some of the terms and tools used by CCC.

The College builds three publications each year. They are the College Catalog, Class Schedule, and Student Handbook. We want to share information about programs, class we offer, and services for students. These tools can help you plan your educational goals and learn about services we have. Each publication is on the College's Web Site. The Office of Admissions, Records and Registration at each campus can also share this information with you.

The College Catalog has a list of all of our programs, degrees, certificates, and courses. It also states student's rights and responsibilities as part of the College. The catalog also gives information on the College's mission, staff, faculty, and services. CCC is a multi-campus college district. We have services in several locations and we have on-line courses. The catalog gives general information to all CCC students. Information about each campus is in the student handbook and class schedule.

CCC has two-year, or "associate" degrees made to meet a specific purpose. This may be preparing for a career or transferring to a four-year college. Degrees have areas of content. These areas are known as "majors." The catalog has a list of the types of degrees a student may seek. The catalog also has specific course requirements the student must meet to earn a degree. All degrees offered at CCC have courses that meet the "general education" requirements and the "major" requirements.

CCC also has certificates that help students with entry into a specific field of work or to learn new skills. Certificates do not have general education requirements. Students may earn certificates within a semester or year. It depends on how many classes a student takes while at CCC. The catalog has a list of the courses a student must complete to earn the certificate.

The course descriptions share general information on each course. They are a brief summary of the course. They share prerequisites. These are classes or conditions that must be met prior to enrollment in a course. They also state credit hours earned for completion of the course and the number of lecture and lab hours the class meets.

The Class Schedule has a list of when classes are offered in each college location. It also has a list of on-line courses each semester or session. CCC prints the schedule and posts it on the College's web site prior to the start of each semester. The class schedule also has information about the academic calendar. These dates

are deadlines that affect students. These dates include enrollment, withdrawal, and refunds. More information about when each campus is open and their services such as advising, placement testing, and registration are listed for each campus location.

The Student Handbook has more specific information about services and programs offered at CCC. The student handbook has information about each support service at a campus and how to contact the staff for the service or program. Also, the student handbook has a more detailed list of terms and definitions. The student Handbook also has the policies and procedures student rights and responsibilities. This helps students to be informed of the rules and regulations affecting them while at CCC.

Support Services

Advising

Advisors help you with your educational goals. They also help you plan what classes to take and when you should take them. Academic advisors help students understand what it takes to earn a degree or certificate at CCC. It can be rough trying to figure out what to do on your own. Advisors are here to help. The class schedule and student handbook have more information about academic advising and hours advisors are available.

Learning Enhancement Services (LES)

Learning Enhancement Services strives to have the best possible areas for adult learning. We provide assistance to students, faculty and staff. We want to partner with you so you can meet your goals and be successful at CCC.

To be successful, you need to direct your own learning. To make this happen, we say:

- Go Ahead, Make Mistakes (That's Part of Learning)
- Ask Questions
- Ask for Assistance
- Ask for a Different Explanation
- Ask for a Different Style of Learning Assistance
- Ask to Be Treated with Respect

We have workshops and staff available to help you learn more about your learning style and how to learn. The workshops, the in-person help and the following tips will help you to be a more self-directed learner:

- Come Prepared
- Attend Class
- Do Your Own Work
- Manage Your Time
- Know Your Learning Style
- Know Your Strengths and Weaknesses
- Follow College Policies and Procedures (located in the Student Code of Conduct Manual)
- Take care of Your Personal Possessions
- Help to Maintain a Positive, Distraction-Free Environment

Learning Assistance

CCC has learning centers and information online to help you succeed in college. The learning centers and computer labs are in Flagstaff and Page. At the centers and online we can help you learn how to learn. We focus on critical thinking, planning, and being accountable for your learning. The centers help foster learning.

Learning assistance doesn't focus on mastering facts and theory. Learning assistance guides you in the learning process. We help you grasp what you've been presented in class, but we don't present new ideas for you to master.

You can get free tutoring in math, science, writing, and more. Check the website or with the site coordinator at your campus to find out what assistance we have and when it is available. The website is www.coconino.edu/lec.

Student Computing Services

CCC has learning assistance to help you learn how to learn in the computer labs too. The labs have fast and reliable computers. CCC course software is loaded on them. The labs also have quality Internet connections, printers, and scanners. Students can store information on the College network.

Students use our labs to do assignments, type papers, do research, access CCC online classes and more. If you are taking a computer class, we have learning assistance for all software taught at CCC. We also have general technology assistance if you want to use computers for class presentations or projects.

The lab staff is friendly and knowledgeable at both locations. They will help you with your computer classes. They have two goals. One is to help you understand your course materials. The other is to help you build your problem-solving skills. They will also help you use any equipment in the lab.

Our mission is to help you learn in a technology environment. The lab staff is here to help all CCC students. Check the website or with the site coordinator at your campus to find out more. The website is: www.coconino.edu/complab.

Information Resources and Library Services (IRLS)

www.coconino.edu/library

The library helps you succeed at college. In the library, you can find answers to your study challenges. Finding more information about your topic will help you in understanding difficult concepts taught in your classes. The library helps you find and use quality information and teaches you how to use the library better.

Staff is available to answer questions about finding, evaluating and using information to improve your

understanding of the curriculum. Here's how it works:

- Bring your question to the library.
- Read more about your question.
- Answer your question with books, videos, magazines or online information.
- Ask a librarian about your question.
- Join a study group to learn together.

Here are some of the library services you can use:

- Use online library services from your home computer (www.coconino.edu/library).
- Read additional materials (Reserves) assigned by your instructor.
- Grab a handout for quick help with important college skills.
- Master a workshop for help or sometimes extra credit from your instructor.

You want answers right away. The library's web site has ready-to-use information. One of the valuable resources for you is academic databases. These resources allow searching for quality information gathered from trusted sources. They contain magazine, journal, and newspaper articles along with reference book sources. These online sources are better than the free information on the Internet. Using the best helps you receive the best grades.

Your community has other libraries that can help. Some libraries, like Northern Arizona University's Cline Library, are partners with CCC. Here is a list of those libraries:

- Northern Arizona Cline Library (partner)
- Flagstaff City-Coconino County Public Library (partner)
- Page Public Library (partner)
- Williams Public Library
- Grand Canyon Community Library
- Visit the college's library web page for more libraries.

The library makes it easy to understand ideas presented in your classes. Students use the library to study with friends, gather information to complete an assignment, find a person to help, or learn new skills. These skills in finding quality information help you with future problem-solving both at home and at work. Get the help you need to succeed – use the library today!

Multimedia (Teaching & Learning Center)

www.coconino.edu/tlc

Equipment for classroom presentations is available to you on campus. Check with the Teaching and Learning Center (TLC) or your local center to check out equipment.

Equipment includes:

- Computer with projector for presentations
- Digital camera
- Digital camcorder
- TV with VCR/DVD
- Overhead projector

Call (928) 226-4368 or (928) 226-4229 for more information.

Testing Services

CCC uses tests, called placement and proficiency tests to show that students have the skill level needed to do well in courses. These tests can also help students choose the best starting course for them.

CCC also offers the following tests:

- Proctored tests, supervised exams from other institutions
- certification tests, tests to obtain a professional certificate (SPCC, ADEQ Water Certification)
- private testing for qualifying students needing accommodations
- General Educational Development (GED) exams, high school equivalency exam

Check our website at www.coconino.edu/lec/testing for information.

Financial Aid, Scholarships and Veterans' Services

CCC offers a variety of financial aid and scholarships to full and part-time students. Financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Academic Competitiveness Grant (ACG), Federal Stafford Student Loan, Federal PLUS Loan, and Leveraging Educational Assistance Partnership (LEAP) Grant. In order to apply for these types of Financial Aid, students are required to fill out the Free Application for Federal Student Aid (FAFSA) which is located on-line at www.fafsa.ed.gov. Paper versions of the FAFSA are available from the CCC Financial Aid Office. CCC is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans.

CCC has numerous scholarships available every year. Applications are usually accepted from January 2 to the last Friday of March for the following academic year. Depending on the sponsor of the organization providing the scholarship, applications are reviewed based on need, academic achievement, and/or community involvement in various areas. Some CCC scholarships, waivers and grants are funded in part or in whole with Arizona state monies. These funds are governed by Arizona State laws. A person who is not a citizen of the United States, who is without lawful immigration status and who is enrolled as a student at any university under the jurisdiction of the Arizona Board of Regent or at any community college under the jurisdiction of a community college district in this state is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in

whole or in part with state monies. Please contact Financial Aid and Veterans' Services for more information.

Federal Work Study

Federal Work Study (FWS) is an exciting opportunity available to students who show financial need and are registered at least half-time. FWS jobs are listed on our website at www.coconino.edu/finaid/fws.htm. Students interested in FWS must complete the FAFSA, contact the Financial Aid Office and complete the Federal Work Study Application that is available on the Forms link at www.coconino.edu/finaid. This form must be turned into the Financial Aid Office. The application will be held by the Financial Aid office. CCC offices and community service agencies will review applications and contact students directly based on the skills and information listed on the application. FWS encourages community service work and work related to the student's course of study. When completing the FAFSA for the next academic year, deduct FWS earnings from the adjusted gross income using Worksheet C. FWS earnings are considered financial aid and are not included in the calculation of EFC. Please contact Financial Aid for more information.

Career Exploration and Educational Planning

The Career Services program helps students learn more about what they may or may not want in a career. The program shares information with students so that they can make good choices about their career path. The program has a wide range of tools to help students with this. The program provides career counseling, self-assessment tools, and workshops on career topics and job skills.

Internships

Internships can be a great part of each student's experience at CCC. Some programs have internships built into the program of study. If you want more information about these choices, please contact the department chair who oversees the program you are looking at. The college posts internship opportunities in the Lone Tree Campus Student Lounge.

Educational Opportunity Center (EOC) at Northern Arizona University

It can be hard trying to figure out the right steps to go to school. The Educational Opportunity Center helps students learn about these steps. The program helps students who want to go to CCC. It can also help students who want to go to school outside of Arizona. The program has information about schools throughout the United States. The program also helps students with admissions and financial aid at CCC. The EOC Office is on the CCC Fourth Street Campus.

Tech Prep/Dual Enrollment Program

Connect to Your Future

High school students can earn community college credit for taking specific high school dual enrollment courses.

High school students not only earn college and high school credit simultaneously, they also:

- Save money on college tuition
- Reduce college completion time, and
- Eliminate duplication of course work during their freshman year of college.

Coconino Community College offers Tech Prep/Dual Enrollment Programs in:

- Accounting
- Automotive
- Biology
- Building Trades
- Business
- Chemistry
- Computer Information Systems
- Computer Networking
- Culinary Arts
- Drafting/Computer-Aided Drafting
- Early Childhood Education
- Elementary Education
- English
- Graphic and Web Page Design
- Office Information Systems
- Marketing
- Math
- Navajo
- Nursing/Allied Health
- Physics
- Spanish
- Welding

CCC currently works with the following high schools:

- Alchেসay High School
- Blue Ridge High School
- Coconino High School
- Flagstaff High School
- Sinagua High School
- Tuba City High School
- Page High School
- Williams High School
- Grand Canyon High School
- Greyhills Academy High School
- Ganado High School
- Ponderosa High School

For more information go to the Tech Prep web page: www.coconino.edu/techprep.

Passages Program

The Passages Program provides assistance for single parents & displaced homemakers who are beginning or returning to college. We help guide students to success in a number of career and technical programs. Support

services for eligible students may include:

- Financial assistance for tuition, childcare, transportation
- Academic advising
- Crisis intervention and referral to community resources
- Textbook loan

Disability Resources (DR)

CCC is committed to providing college-wide educational support and assistance for students with documented disabilities. Services are individually determined to provide you with the opportunity to fully participate within College-sponsored courses and/or activities. Disability Resources works closely with other College departments and community agencies to enhance and support your educational choices. All efforts will be made to promote independence and the highest extent of integration into our learning community.

If you have a documented disability and feel you require accommodations, please contact the Disability Resources office. Services include intake assistance, eligibility determination with appropriate documentation, faculty notification of accommodations, a variety of academic assistance, and continued services throughout your educational experience at CCC. Please be aware that you must contact the Disability Resources office each semester you request accommodations. This should occur at least 8 weeks before classes start. Without eight weeks notice we cannot assure the timely availability of materials or arrangements. Visit the Disability Resources website for more detailed information.

Childcare

The College District's Flagstaff (Lone Tree Road) campus has an on-site childcare facility providing full-day and part-day services for children of ages 2-5 (must be potty trained). Enrollment preference is given to dependents of the College's student population in order to assist in their ability to attend classes. For further information call: (928) 226-4227.

Reserve Officers Training Corps (ROTC)

Through an arrangement with Northern Arizona University (NAU), CCC students in Flagstaff can take freshmen and sophomore-year classes in ROTC. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. These classes provide Army ROTC Basic Course credit to students who intend to enroll in, or continue their participation in Army ROTC classes at Northern Arizona University or other universities hosting Army ROTC programs. Students can register for these classes at CCC and take the courses at NAU. For further information, contact Air Force ROTC at (928) 523-2060 or CCC's Student Support Services.

Bookstore

Purchase of textbooks and supplies are available at the main Flagstaff Campus Bookstore (on Lone Tree Rd.). Students attending courses outside of the two Flagstaff locations may acquire textbook services on-line at www.coconino.edu/extended/bookstore.html or by telephone (928) 226-4360. Additional information regarding bookstore hours, ordering information, and other services are included in the class schedule and student handbook.

Student Activities and Campus Life

Student Activities and Campus Life gives students the chance to be a part of CCC. Students can be a part of activities through student clubs and organizations. The college has Student Forums each month to share information on what the college is planning. This is also a chance for students to share their thoughts on what the college is doing. Students can also share what they would like the college do. The program also has information about campus events and activities. Students who want to start a new student club or organization can contact Student Support Services department to learn about the next steps.

Phi Theta Kappa

Phi Theta Kappa International Honor Society was founded for community colleges in 1918. Since that time it has become the largest and one of the most prestigious honor societies in higher education. Nationwide, over \$35 million in scholarship opportunities are available to members.

The CCC Beta Gamma Chi chapter recognizes and encourages scholarship by providing the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. New members are inducted early in the fall and spring semesters. Requirements for membership include a 3.5 overall GPA in at least 12 credit hours earned at CCC in courses numbered 100 or above.

Distance Learning

CCC offers a variety of courses via instructional television (ITV) and the World Wide Web. These learning opportunities make your education more accessible and flexible. ITV courses are available at seven locations throughout the District, and Web courses can be accessed through most Internet connections at home, work, and/or in a CCC computer lab. Success in distance learning courses depends on students' comfort with instructional technologies and their levels of self-motivation. Additionally, the College provides an array of technical and academic support services for distance learning students. For more information, visit the Extended Learning web site: www.coconino.edu/extended.

College Security

Coconino Community College is responsible for maintaining a professional and safe environment, conducive to educational pursuits throughout its district. In its commitment to the provision of a secure environment, procedures are established through review of the College Safety and Security Committee regarding dissemination of accurate and timely information concerning individual safety and security in compliance with related federal and state regulations. Security on locations where CCC classes are held is generally available during regularly scheduled classes and lab hours. A Campus Security Report is also available from CCC and may be accessed at the college web site: www.coconino.edu/stuinfo/securityrpt. Students needing to file restraining orders and/or orders of protection should contact the Security Office at any of the campus locations. For further information on safety tips, emergencies, or reporting assistance, contact the Security Department.

Student ID Cards

Photo student ID cards are provided at the Lone Tree, Fourth Street, and Page/Lake Powell campuses during the first semester of attendance. The ID card is required to access campus services and as proof of identity in accessing educational records and other information. Students are issued a "system generated" identification number at the time of initial admissions; social security numbers are NOT used by CCC for student identification purposes.

Parking and Parking Permits

Adequate parking and secure parking lots are established at all CCC campuses and locations. Parking permits are required at the Lone Tree and Fourth Street campuses. The permits regulate access to student parking at these locations only. Emergency phones are installed throughout the Lone Tree campus parking lot. Violations of parking and traffic regulations and procedures are subject to fines and disciplinary action.

Lost and Found

Campus Security is responsible for lost and found items at each campus location. Lost or stolen items may also be reported to Campus Security.

Small Business Development Center (SBDC)

Has this thought ever crossed your mind, "What a great idea for a new business! Now, how do I get started?"

Or, maybe you already run your own business. "Seems

like I'm doing OK, but I wonder how I can be more profitable. How can I get more customers?"

If you are an entrepreneur or you're considering self-employment, these and similar questions can be answered by the staff of CCC's Small Business Development Center. The SBDC is a partnership between CCC and the U.S. Small Business Administration (SBA). SBDCs were established by Congress in 1980 and are currently located in over 1,100 community colleges and universities nationwide.

The CCC SBDC provides direct counseling, pertinent business management training and up-to-date information resources to the Coconino County business community. No-cost, confidential counseling services focus on a variety of business management issues including business planning, financial management and analysis, marketing strategies, international trade, and funding sources. Perhaps the best counseling service the SBDC offers is an objective third-party perspective to help clients identify and solve problems, as well as determine realistic priorities and goals.

In 2006 the SBDC provided professional guidance and advice to over 900 clients countywide. Business owners in the outlying communities are not required to travel to Flagstaff for assistance, as SBDC counseling staff visit Williams, Page, Sedona and Tuba City on a regular basis, and telephone appointments are also available.

In cooperation with the CCC Division of Career & Technical Education, the SBDC offers an array of business development courses and seminars. Participants are able to earn college credit for some of the courses.

The SBDC maintains a comprehensive information resource library of reference books and other publications, videotapes, audiotapes, CD-ROMs, and software. Most of the non-computer resources are reprinted (within copyright limitations). Most books and materials in our resource library are available to lend out to clients. For clients who are exploring the business opportunities on the World Wide Web, the staff also provides "test drives" on the Information Superhighway. The SBDC is located at CCC's Flagstaff Fourth Street campus. Feel free to stop by anytime or call (928) 526-7653 (Flagstaff and Williams) or (800) 350-7122 ext. 7653 (elsewhere in Coconino County). SBDC's website is www.coconino.edu/sbdc, which contains a calendar of upcoming seminars and events as well as other helpful information.

Workforce Training Programs

The College provides customized courses and workshops devoted to fulfilling the workforce development needs of individual firms or industry clusters. These courses are offered at the College or at the employers' places of business. Courses are delivered using traditional and computer-based instructional methods. CCC has provided on-site training for major employers in Coconino County including Nestle Purina Pet Products, W.L. Gore & Associates, Salt River Project/Navajo Generating Station, New England Business Service, Joy Cone, Flagstaff Medical Center, and Navajo Army Depot. In addition, many other public and private sector firms enrolled their employees in specially-designed course offerings at CCC.

The College is also an authorized service center for ACT WorkKeys®. WorkKeys is a comprehensive assessment system that tests skills in problem solving, applied mathematics, reading comprehension, applied technology, communication and teamwork. It also identifies the skill levels needed to do specific jobs. In many communities, WorkKeys has enhanced the retention and productivity of incumbent workers, and helped improve the entry-level skills of prospective workers.

For additional information about these workforce-training programs, call the Dean of Extended Learning at the Flagstaff Campus or the Administrative Center at the Page Campus.

College Compliances

Full text policies and procedures are available at www.coconino.edu/handbook/handbook.htm

Ability to Benefit

In order to receive financial aid, a student must have an earned high school diploma, completed home schooling, a GED or equivalent. Students who do not have the above must pass an independently approved examination to qualify for Title IV financial aid funds. For more information contact the Financial Aid Office.

Americans with Disabilities Act (ADA)

Coconino Community College maintains programs, policies and procedures, which are required under the provisions of the Americans with Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College ensures compliance with applicable building standards for existing, new and remodeled owned structures, development of standards

of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services.

The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College evaluates each request for accommodation individually and provides reasonable accommodations as applicable to qualified applicants and employees with disabilities.

Carl Perkins Vocational Education Act

Coconino Community College receives grant funding under the federal Carl Perkins Vocational and Technical Education Act of 1998 to improve vocational education programs and to ensure the full participation of individuals who are members of special populations in vocational education programs. Special populations in the Act are defined as individuals with disabilities; economically disadvantaged individuals; individuals preparing for nontraditional training and employment for their gender; single parents; displaced homemakers; and individuals with other barriers to educational achievement, including limited English proficiency. CCC provides assistance to special populations in overcoming barriers that may result in decreased access and success in postsecondary education and does not discriminate against members of special populations.

Drug Free College

Coconino Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-226. This is demonstrated in the College Drug and Alcohol Free Workplace policy and procedures which ensure that employees and students comply with federal and state regulations regarding a drug and alcohol free workplace and educational environment.

The College regulations prohibit the manufacture, possession, distribution or use of alcohol or a controlled substance by students, employees and campus guests in the workplace and facilities owned or leased by the College. Compliance with the policy is a condition of employment and continued active student status. Employees and students are required to report violations to appropriate college authorities. The College will assist employees and students with appropriate referral and information concerning drug and alcohol education.

Holidays

Coconino Community College observes certain holidays and vacation periods, which are detailed in each semester's class schedule. The College conducts classes at a variety of sites throughout Coconino County

including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (two days) and Christmas Day. Scheduled vacations may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April.

Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

Harassment & Discrimination

Coconino Community College is committed to maintaining a work and educational environment free of discrimination and harassment. All persons associated with CCC including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public will provide an environment free from sexual harassment and discrimination. Any person who engages in harassment and/or discrimination against others on the basis of race, gender, sexual orientation, religion, color, national origin, age, disability or Veteran status while acting as a member of the College community or while on college property will be in violation of college policy. Inquiries regarding the policy or the filing of a complaint should be directed to the Director of Human Resources.

Student Complaints

Complaints and grievances by students and other constituents are addressed through various college policies and procedures and administrative offices. The College is obligated by the North Central Accreditation Office to keep a record of formal complaints. Student grievance procedures are included in the Student Code of Conduct, available from the Vice President of Student Affairs or on the web at www.coconino.edu. The privacy of the parties involved is protected.

Vice President of Academic Affairs:

Dr. Kathleen Corak 928.226-4224

Vice President for Administrative Support:

Jami Van Ess 928.226-4209

Vice President of Student Affairs: David Minger 928.226-4213

Director of Human Resources: Lyman Lockett 928.226-4204

Assessment and Institutional Effectiveness

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC’s functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services. Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The information is used to plan and improve instruction, support services, administrative functions, and cultural and community support.

Students and community members-at-large are asked to participate in assessment activities, which may include, but are not limited to, examination, performance assessments, surveys, focus groups, interviews, and follow-up studies. Participation in these activities is appreciated and valued by members of the College community.

Student Right-to-Know and Campus Security Act

Coconino Community College is in compliance with Public Law 101-542, the Student Right-to-Know and Campus Security Act (as amended by Public Law 02-26, the Higher Education Technical Amendments of 1991). Copies of the Student Right-to-Know document are available on the College’s web site at www.coconino.edu.

The Crime Awareness and Campus Security Act of 1990 requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current students and employees, and to any applicant for enrollment or employment, upon request. CCC’s Annual Campus Security Report may be accessed at the following web site: www.coconino.edu/stuinfo/securityrpt.

Student Identification Number

Coconino Community College will provide all students with a system-generated identification number in the admissions process. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the

College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C., 20202-4605

Directory Information

Coconino Community College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, e-mail address, and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary prior to or by the first day of classes each semester.

Student Code of Conduct

Coconino Community College offers its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways that are reasonable and responsible. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College. The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community. Copies of the Student Code of Conduct Policies and Procedures are available on the College's web site at www.coconino.edu.

Voter Registration

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), mail in voter registration forms for Coconino County are available for all CCC students and the public. Voter registration forms are available at all CCC campuses. For more information contact the Coconino County recorder's office at (928) 779-6585 or the Arizona Voter Registration Hotline at 1-877-843-8683. Voter registration can also be done online at the Arizona Secretary of State Voter Outreach website at www.azsos.gov/election/VoterRegistration.htm.

Periodically, the institution is required to submit student data in response to federal and state reporting mandates.

Community Enrichment Center

The College provides non-credit courses and workshops throughout the year. These programs are designed to meet the learning needs of a wide variety of students. In most cases, you are not expected to meet the same enrollment and course completion requirements of the regular credit-bearing courses. The offerings include an ongoing series of computer/technology workshops (providing instruction in word processing, spreadsheet, presentation, Web design, and database applications), a fascinating line-up of personal enrichment opportunities such as interior design, meditation and cooking, and the Kids On Campus program (focusing on arts, computers, science & nature, and creative writing for children ages 10 through 15). For additional information about these programs call the Community Enrichment Center at 928.526.7644 or visit our web site at www.coconino.edu/discover.

General Education Outcomes, Transfer Guidelines and Requirements

General Education Values Statement

The General Education curriculum provides the core of learning in all degree programs and demonstrates the commitment of Coconino Community College to student success. This core of learning includes skills in reading, writing, quantitative and critical thinking which provide a basis for university study or lifelong education. Specific courses emphasize the principles of mathematics, science, or technology. Others focus on greater awareness of self, society, and the history and culture of humankind. General Education presents skills and knowledge for students to succeed in academic, career, and life goals.

Note: The General Education Core Curriculum is not a degree

Education for Life!

General Education Learning Outcomes

Coconino Community College offers General Education courses that provide students with the highest quality experience. To that end, we measure the effectiveness of our program using the following student learning outcomes as our guide. Students who complete our General Education program, whether as part of degree program or the AGEC, can expect to acquire or improve their skills in the following areas:

Communication Skills

Convey ideas using one or more methods of expression (written, oral, signed).

- Present ideas
- Participate in collaborative groups
- Construct arguments
- Demonstrate listening

Thinking Skills

Using a variety of inquiry methods, resources, and reasoning skills that support and promote lifelong learning.

- Learn and utilize methods of inquiry
- Improve quantitative and critical thinking
- Demonstrate use of scientific method
- Develop creative thinking skills
- Demonstrate knowledge of technological application

Diversity and Global Perspective

Understand and appreciate diverse cultures, values, beliefs, and historical perspectives.

- Recognize the diversity of humanity
- Identify the influence of culture and ethnicity
- Link cultural perspectives

Aesthetic Perspective

A better understanding, appreciation, and global application of the arts.

- Analyze and evaluate the arts
- Reflect on aesthetic experiences

Ethical and Civil Values

A better understanding of self and others to clarify individual and societal responsibilities, needs, and values.

- Identify and assess community needs
- Display integrity in one's choices
- Understand social values
- Recognize the individual's responsibility

Thinking about transferring? Make your credits count!

What is AGEC?

- AGEC stands for Arizona General Education Curriculum. AGEC is the best way to make your credits count for most transfer degrees.
- The purpose of AGEC is to provide students attending any Arizona public community college with the opportunity to build a General Education curriculum that is transferable upon completion without a loss of credit to another Arizona public community college or university.
- AGEC is a statewide agreement between Arizona public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A). Coconino Community College began implementing the AGEC starting spring of 1999.
- AGEC is a 35-credit block of lower division General Education curriculum that fulfills the lower-division General Education requirements at any Arizona public community college or university.

Why complete an AGEC?

1. When you complete an AGEC¹, all admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGEC².
2. AGEC satisfies ALL lower-division liberal studies requirements at all Arizona public universities.
3. For most majors, if you complete an AGEC and specific courses you need for transfer, you can enter any Arizona public university as a junior. Please see an advisor for more information.
4. Save money by completing your lower-division liberal studies requirements at CCC³. On the average, Coconino Community College tuition rates are about one-third of the Arizona public universities' tuition.
5. Classes are generally smaller than university freshman and sophomore liberal studies classes.
6. If you have some high school concurrent enrollment

credits, and/or CLEP credits that satisfy our General Education requirements, these credits can be counted toward an AGEC and will transfer to all Arizona public universities.

¹ Arizona residents need to have a minimum AGEC GPA of 2.0. Non-residents are required to have a minimum cumulative GPA of 2.5.
² Depending on the major or department you plan to transfer to at the university, you might still need to meet departmental admission requirements.
³ You may or may not choose to complete a degree at Coconino Community College.

Why complete a CCC transfer degree?

All CCC transfer degrees result in an AGEC¹. Therefore, you get all the benefits of completing an AGEC and more.

- You may be able to transfer into the university as a junior. See an advisor for more information.
- You will have an associate degree, making you more competitive in the job market.

When might AGEC not be necessary?

Some university majors require you to take very specific courses from the beginning of your college education. See an advisor for these majors and to discuss your academic plan.

What happens if you don't complete an AGEC?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university liberal studies requirements which may or may not be the same as Coconino Community College's General Education requirements.
- Your General Education courses will be evaluated one by one using the Course Equivalency Guide (CEG) instead of being transferred as a General Education block, satisfying ALL lower-division General Education requirements.

Tips for students planning to transfer

- See an advisor as soon as possible. The earlier you develop an educational plan with an advisor, the less of a chance you have of losing credits after transferring to an Arizona public university. Don't wait until you almost graduate to see an advisor.
- Explore your career interest to help you decide on a major early.
- Don't take any more than 64 transferable credit hours, because all Arizona public universities accept only a maximum of 64 transferable credit hours².

¹ At CCC, you don't need to switch catalogs to get the benefits of an AGEC.
² This does not mean that they will accept ALL transferable courses. Please see an advisor to discuss which courses you should take to ensure that you are taking courses that will be counted toward the university graduation requirements. Arizona General Education

Curriculum-A: AGEC-A

AGEC-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors at all three Arizona State Universities (e.g., Anthropology, Social Science, Fine Arts, and Humanities).

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 3–5

MAT 142 College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences 8–10

Any two courses may be taken from the Physical/Biological Sciences category.

Options 0–6*

General Education Options may be selected from the above categories or from the Options category.

*0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Arizona General Education Curriculum-B: AGEC-B

AGEC-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors at all three Arizona State Universities. (e.g. Business Administration, Computer Information Systems)

Note: Associate in Business degree core courses may not be used to satisfy AGECE-B requirements.

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 3–5

MAT 212 Business Calculus (3) or higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences 6–9

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences 8–10

Any two courses may be taken from the Laboratory Sciences category.

Computer Science 3

CIS 120 Introduction to computer Information Systems

Options 3*

Course may be selected from the above categories or from the Options category.

*3 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

Arizona General Education Curriculum-S: AGECS

AGECS is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements at all three Arizona State Universities. (e.g. Biology or Chemistry).

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 5

MAT 220 Calculus & Analytic Geometry I (5)

Arts/Humanities 6

Courses from two or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences 6

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences 8–10

BIO 181 Unity of Life I: Life of the Cell (4) &
BIO 182 Unity of Life II: Multi-cellular Organisms(4)
or
CHM 151 General Chemistry I (5) &
CHM 152 General Chemistry II (5)
or
PHY 161 University Physics I (4) &
PHY 262 University Physics II (4)

Options 6

Subject based on Major—Using a transfer guide, select Mathematics courses above Calculus and/or Science courses from: Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

General Education Core Curriculum: GECC

English Composition (6)

ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Note: AAS and AGS Degrees may substitute ENG 135 and/or ENG 136. See specific degree program for requirement listing.

Mathematics (3–5)

MAT 142 College Mathematics (3)
MAT 151 College Algebra (4)
MAT 187 Precalculus (5)
MAT 212 Business Calculus (3)
MAT 220 Calculus & Analytic Geometry I (5)
MAT 230 Calculus & Analytic Geometry II (5)
MAT 241 Calculus & Analytic Geometry III (4)
MAT 262 Differential Equations (3)

Note: AAS and AGS Degrees may substitute MAT 121 or higher or BUS 100. See specific degree program for requirement listing.

Arts and Humanities (6–9)

Courses from two or more disciplines must be selected to meet the requirement.

ART 100 Art Appreciation (3)
ART 103^E Native American Art of the Southwest (3)
ART 201^C Art History I (3)
ART 202^C Art History II (3)
ART 220^C Art of the United States (3)
ART 221^{C,E} Art of the Southwest (3)
CPS 100^{E,C} Overview of the Colorado Plateau (3)
ENG 236^E Introduction to the American Short Story (3)
ENG 237^E Women in Literature (3)
ENG 238^E Literature of the Southwest (3)
ENG 272^W Creative Writing: Nonfiction (3)
HUM 205^{W,C} Technology and Human Values (3)
HUM 235 American Arts & Ideas (3)
HUM 241^W Humanities I (3)
HUM 242^{W,C} Humanities II (3)
MUS 100 Music Appreciation (3)
MUS 145 Jazz History & Literature (3)
MUS 207 American Popular Music (3)
PHI 101^C Introduction to Philosophy (3)
PHI 105^E Introduction to Ethics (3)
REL 201^C Comparative Religions (3)
REL 241^C Asian Religions (3)
THR 101 Introduction to Theatre (3)

Social and Behavioral Sciences (6–9)

Courses from two or more disciplines must be selected to meet the requirement.

AJS 101 Introduction to Administration of Justice (3)
AJS 230 Deviant Behavior(3)
AJS 280 Criminology (3)

General Education

ANT 102 ^{EC}	Introduction to Cultural Anthropology (3)
ANT 103 ^C	Culture and Language (3)
ANT 110	Exploring Archeology (3)
ANT 210 ^{EC}	Peoples of the World (3)
ANT 230 ^{EC}	Peoples of the Southwest (3)
BUS 203	Business Law (3)
ECN 204 ^W	Macroeconomic Principles (3)
ECN 205	Microeconomic Principles (3)
GEO 102 ^C	Human Geography (3)
GEO 133 ^C	World/Regional Geography (3)
HIS 131 ^{EC}	United States History to 1877 (3)
HIS 132 ^{EC}	United States History from 1877 (3)
HIS 136 ^{EC}	Women in American History (3)
HIS 201 ^C	Western Civilization to 1660 (3)
HIS 202 ^C	Western Civilization from 1660 (3)
HIS 250 ^{EC}	Asian Civilization through 1644 (3)
HIS 251 ^{CE}	Asian Civilization from 1645 (3)
POS 101	Introduction to Politics (3)
POS 110	American National Government (3)
POS 120 ^C	Introduction to World Politics (3)
POS 220 ^W	Arizona & National Constitution (3)
POS 233 ^C	Global Environmental Politics (3)
PSY 101 ^E	Introduction to Psychology (3)
PSY 227	Personality Theory (3)
PSY 236 ^E	Psychology of Women (3)
PSY 240 ^E	Developmental Psychology (3)
PSY 250 ^{W,EC}	Social Psychology (3)
SOC 101 ^E	Introduction to Sociology (3)
SOC 132 ^E	Social Problems (3)
SOC 142 ^E	Race & Ethnic Relations (3)
SOC 210 ^{WE}	Sociology of Gender (3)

Physical and Biological Sciences (8–10)

ANT 101	Introduction to Physical Anthropology (4)
BIO 100	Biology Concepts (4)
BIO 105 ^{WC}	Environmental Biology (4)
BIO 109	Natural History of the Southwest (4)
BIO 160	Introduction to Human Anatomy & Physiology (4)
BIO 181	Unity of Life I: Life of the Cell (4)
BIO 182	Unity of Life II: Multicellular Organisms (4)
BIO 201	Human Anatomy & Physiology I (4)
BIO 202	Human Anatomy & Physiology II (4)
BIO 205	Microbiology (4)
BIO 253	Biotechnology & Social Issues (4)
CHM 130	Fundamental Chemistry (4)
CHM 151	General Chemistry I (5)
CHM 152	General Chemistry II (5)
GEO 131	Introduction to Physical Geography (4)
GLG 101	Physical Geology (4)
GLG 102	Historical Geology (4)
GLG 232	Geology of the Colorado Plateau (4)
PHY 111	College Physics I (4)
PHY 112	College Physics II (4)
PHY 161	University Physics I (4)
PHY 180	Introduction to Astronomy (4)
PHY 253 ^{CE}	Archaeoastronomy (4)
PHY 262	University Physics II (4)

General Education Options may be selected from the above lists or from the following: (0–6)

ASL 101	American Sign Language I (4)
ASL 102	American Sign Language II (4)
ASL 201	American Sign Language III (4)
ASL 202	American Sign Language IV (4)
BUS 232	Business Statistics & Analysis (3)
CIS 120	Introduction to Computer Information Systems (3)
FRE 101	Beginning French I (4)
FRE 102	Beginning French II (4)
FRE 201	Intermediate French I (4)
FRE 202	Intermediate French II (4)
GER 101	Beginning German I (4)
GER 102	Beginning German II (4)
ITA 101	Beginning Italian I (4)
ITA 102	Beginning Italian II (4)
ITA 201	Intermediate Italian I (4)
ITA 202	Intermediate Italian II (4)
MAT 160	Introduction to Statistics (3)
NAV 101	Beginning Navajo I (4)
NAV 102	Beginning Navajo II (4)
SPA 101	Beginning Spanish I (4)
SPA 102	Beginning Spanish II (4)
SPA 201	Intermediate Spanish I (4)
SPA 202	Intermediate Spanish II (4)
SPC 100	Fundamentals of Speech Communication (3)

Notes:

Check your chosen degree program for specific General Education requirements.

Arizona General Education Curriculum: AGECE

Letter designations attached to courses in the above list define courses with AGECE Special Requirements of: E – Ethnic, Race, Gender Awareness, W – Intensive writing/ Critical Inquiry, C – Contemporary Global/International Awareness or Historical Awareness.

The Arizona General Education Curriculum (AGECE) is a block of 35 semester credit hours of lower-division, General Education course work. There are three forms of AGECE:

1. AGECE-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors (e.g. Fine Arts/Visual Arts, Psychology, Sociology)
2. AGECE-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors (e.g. Business Administration, Computer Information Systems)
3. AGECE-S is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements (e.g. Biology, Chemistry)

AGECE-A, AGECE-B, and AGECE-S can be completed separately or as part of an associates degree at CCC and must include the Special Requirements listed below. The College certifies completion of the AGECE on the official transcript.

A completed AGEC will transfer as a block to meet the lower-division General Education requirements at any of the Arizona public universities or other Arizona community colleges. Transfer students who wish to earn the associate degree must then meet additional CCC degree requirements. To earn the bachelor's degree, students transferring the AGEC must still meet course prerequisites, major requirements, and upper-division requirements at their chosen university.

Special Requirements

Students planning to transfer a completed AGEC must meet the additional Special Requirements listed below. These requirements may be met within the 35 hours of General Education Core Curriculum by choosing one course from each of the following lists.

Note: A minimum of two courses must be taken to fulfill AGEC Special Requirements.

Intensive Writing/Critical Inquiry

This requirement must be completed at Coconino Community College.

BIO 105	Environmental Biology (4)
ECN 204	Macroeconomic Principles (3)
ENG 272	Creative Writing: Nonfiction (3)
HUM 205	Technology and Human Values (3)
HUM 241	Humanities I (3)
HUM 242	Humanities II (3)
POS 220	Arizona & National Constitution (3)
PSY 250	Social Psychology (3)
SOC 210	Sociology of Gender (3)

Note: ENG 102 is a pre- or co-requisite for these courses.

Ethnic/Race/Gender Awareness

ANT 102	Introduction to Cultural Anthropology (3)
ANT 210	Peoples of the World (3)
ANT 230	Peoples of the Southwest (3)
ART 103	Native American Art of the Southwest (3)
ART 221	Art of the Southwest (3)
ENG 236	Introduction to the American Short Story (3)
ENG 237	Women in Literature (3)
ENG 238	Literature of the Southwest (3)
HIS 131	United States History to 1877 (3)
HIS 132	United States History from 1877 (3)
HIS 136	Women in American History (3)
HIS 250	Asian Civilization to 1644 (3)
HIS 251	Asian Civilization from 1645 (3)
MUS 207	American Popular Music (3)
PHI 105	Introduction to Ethics (3)
PHY 253	Archaeoastronomy (4)
PSY 101	Introduction to Psychology (3)
PSY 236	Psychology of Women (3)
PSY 240	Developmental Psychology (3)
PSY 250	Social Psychology (3)
SOC 101	Introduction to Sociology (3)
SOC 132	Social Problems (3)
SOC 142	Race & Ethnic Relations (3)
SOC 210	Sociology of Gender (3)

Contemporary Global/International Awareness or Historical Awareness

ANT 102	Introduction to Cultural Anthropology (3)
ANT 103	Culture and Language (3)
ANT 210	Peoples of the World (3)
ANT 230	Peoples of the Southwest (3)
ART 201	Art History I (3)
ART 202	Art History II (3)
ART 220	Art of the United States (3)
ART 221	Art of the Southwest (3)
BIO 105	Environmental Biology (4)
GEO 102	Human Geography (3)
GEO 133	World/Regional Geography (3)
HIS 131	United States History to 1877 (3)
HIS 132	United States History from 1877 (3)
HIS 136	Women in American History (3)
HIS 201	Western Civilization to 1660 (3)
HIS 202	Western Civilization from 1660 (3)
HIS 250	Asian Civilization through 1644 (3)
HIS 251	Asian Civilization from 1645 (3)
HUM 205	Technology and Human Values (3)
HUM 242	Humanities II (3)
PHI 101	Introduction to Philosophy (3)
REL 201	Comparative Religions (3)
REL 241	Asian Religions (3)
PSY 250	Social Psychology (3)
PHY 253	Archaeoastronomy (4)
POS 120	Introduction to World Politics (3)
POS 233	Global Environmental Politics (3)

Summary of Minimum General Education Core Curriculum Requirements

General Education Core Curriculum	Transfer Degrees			Not Intended for Transfer Degrees	
	Associate of Arts	Associate of Business	Associate of Science	Associate of Applied Science	Associate of General Studies
English Composition	6	6	6	6	6
Mathematics	3-5	3-5	5	3	3
Arts and Humanities	6-9	6-9	6-9	3-6	6
Social and Behavioral Sciences	6-9	6-9	6-9	3-6	6
Physical and Biological Sciences	8-10	8-10	8-10	4-10	4-5
General Education Options	0-6	0-6	0-6	-	-
Total minimum credit hours	35	35	35	19	25

0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE
 * GECC categories with ranges allow for flexibility in AAS degree core requirement
 ** for AAS degrees with articulated BAS transfer degrees the recommended GEN ED core may be greater than the minimum listed

Degrees and Certificate Programs

Associate of Arts Degree (AA)

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A, AGECE-B or AGECE-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Fine Arts Degree (AFA)

The Associate of Fine Arts degree in Visual Arts is designed for transfer to the Fine Arts bachelor's degree at all Arizona public universities. The program gives students a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Students completing this degree will transfer 60-64 credits to all Arizona public universities. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Business Degree (ABus)

The Associate of Business is designed for students planning to transfer to a college or university and requires a minimum of 62 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGECE-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Science Degree (AS)

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGECE-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Applied Science Degree (AAS)

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or

better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. With the exception of AAS to BAS degrees, these degrees are not intended for transfer to a university, although some courses may be accepted for transfer by universities.

Associate of General Studies Degree (AGS)

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 24 credit hours of General Education courses but are otherwise free to explore other areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree that recognizes the mission of the community college that education is a lifelong process.

Colorado Plateau Studies Program

The Associate of Arts in Colorado Plateau Studies degree is designed for transfer to all Arizona public universities. This is an inter-disciplinary degree that includes courses from the Arts, Humanities, and Sciences in its core. The degree is not only inter-disciplinary in its curriculum but may also be adapted to give students an emphasis in one of three academic areas: Arts and Culture, Science, and Business. The emphasis in Arts and Culture meets the requirements for the AGEC-A; the emphasis in Science meets the AGEC-S; and the emphasis in Business can lead to the two year AAS degree. Students interested in meeting the requirements for one of the emphasis areas should see their advisor for details. Students completing this degree will transfer 60-64 credits to all Arizona public universities.

Certificate Programs

Certificate programs are designed to provide specific knowledge to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

Quick Reference to Degrees and Certificate Programs

The following table summarizes the minimum General Education Core Curriculum required for each type of degree offered at CCC. When considering which type of program is best for you, please note that if you intend to transfer to a university to complete a bachelor's degree, the Associate of Arts, Associate of Business and Associate of Science are the CCC degrees designed for that purpose. The Associate of Applied Science and Associate of General Studies degrees will require additional General Education courses.

Are you planning to transfer to a university?

The Associate of Arts (AA), Associate of Business (ABus) and Associate of Science (AS) degrees are designed to make the transfer process as painless as possible. Be sure to check the particular degree requirements of the university you plan on attending; they may have special requirements. Your advisor will assist you in planning the best program for you. The following is a list of the AA, ABus and AS degrees currently offered at Coconino Community College:

Associate of Arts Degree (AA)

- Administration of Justice
- Anthropology
- Construction Management
- Elementary Education
- General Studies
- Hotel & Restaurant Management
- Pre-Social Work
- Psychology
- Sociology
- Vocational Technology Education

Associate of Fine Arts Degree (AFA)

- Visual Arts

Associate of Business (ABus)

- Business Administration

Associate of Science Degree (AS)

- Environmental Science
- General Studies

Colorado Plateau Studies Program

- Associate of Arts-Arts and Culture Emphasis
- Associate of Applied Science-Business Emphasis
- Associate of Arts-Science Emphasis

Are you seeking to improve your work skills or options with an associate degree and do not plan to transfer into a four-year degree program?

See your advisor to plan the program best suited to your needs and interests. The following Associate of Applied Science (AAS) degrees have been designed for you.

Associate of Applied Science Degree (AAS)

- Administration of Justice
- Alternative Energy Technology
- Architectural Design Technology
- Business Technologies
- Carpentry Apprenticeship
- Computer Software Technology
- Construction Technology
- Dance
- Early Childhood Education
- Fire Science
- Hospitality Management
- Medical Office Assistant
- Network Engineering
- Nursing
- Office Information Systems
- Paralegal Studies
- Paramedic Studies
- Sheet Metal Apprenticeship

Are you seeking to broaden your knowledge but have no university major or vocational goal in mind?

The Associate of General Studies (AGS) degree has been designed for you.

Are you interested in improving your skills but may not want to get a degree?

Many courses in certificate programs can be applied to degrees. See your advisor for further information. The following is a list of Certificates available through CCC:

Certificate Programs

- Accounting Technician
- Administrative Office Specialist
- Alternative Energy Technician
- Application Software Specialist
- Architectural CAD Technician
- AGEC-A
- AGEC-B
- AGEC-S
- Basic Detention Academy
- Carpentry Apprenticeship
- Computer Software Technology
- Computer Technician
- Computer-Aided Drafting
- Construction Technology
- Early Childhood Education
- Employment Success
- Fire Science
- Forensics
- Geographic Information Systems (GIS)
- Graphics and Web Design
- Hospitality
- Industrial Maintenance Technician
- Legal Assistant
- Medical Insurance, Coding & Billing
- Medical Office Assistant
- Medical Transcription
- Network Systems Administration
- Network Engineering
- Nursing Assistant
- Phlebotomy
- Pre-Professional Nursing
- Sheet Metal Apprenticeship