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Coconino Community College is accredited by the Higher Learning Commission and a member of the North Central Association.
Dear Educational Partner:

Thank you for your interest in Coconino Community College’s (CCC) Dual Enrollment (DE) program. This manual contains an overview of CCC’s DE procedures and answers to frequently asked questions.

DE provides a bridge between high school and college. DE is a state approved program that allows high school students to earn college credit, giving students a seamless transition to college and preventing the duplication of coursework. Students can save money on tuition and complete a CCC degree or certificate at an accelerated pace.

DE not only helps students, but also educators by fostering collaboration between secondary and post-secondary educators. Student learning is improved through rigorous and relevant coursework. Educators have increased access to pertinent information about their program area.

Arizona Programs of Study (POS) is a partner in the DE process at CCC. The POS initiative is federally funded through the Perkins Grant and designed to link high school with Career and Technical Education (CTE) programs. Each high school offers POS to their students that lead to a degree or certificate at CCC. More information regarding POS is available at https://www.coconino.edu/ccc-high-school-programs/arizona-programs-of-study

If you would like more information about DE or would like to be involved in the DE program, please contact us.

Sincerely,

Denise Folke
Perkins/High School Transitions (HST) Coordinator
928-226-4344
Denise.Folke@coconino.edu

Kevin Mullins
CAVIAT/Programs of Study (CPOS) Coordinator
928-226-4319
Kevin.Mullins@coconino.edu
What is Dual Enrollment (DE)?
The Dual Enrollment (DE) program hires high school instructors to teach college level courses at the high school. DE courses give the student both high school and college credit at little to no cost to the student. For more information regarding the Arizona State Statute governing DE programs, see Appendix A. For a list of DE eligible courses, see Appendix B.

DE Requirements for High Schools

- **Intergovernmental Agreements (IGA):** Each year the high school and CCC must approve a new DE IGA before DE activities can take place at the high school. The IGA outlines the specific responsibilities for the high school and CCC. A copy of your IGA can be found with your Principal or your CTE Director.

- **High School Scheduling Guides:** High schools should include a description of DE opportunities in their high school scheduling guides.

- **Textbooks and Materials:** The high school must use either the same text that is used at CCC or an alternate text approved by CCC’s Dean. Additionally, high schools may be required to use a specific version of computer software for some courses. Schools must provide appropriate materials and supplies for the classroom equivalent to what a student would have available at CCC.

- **Testing:** High schools must provide access and/or support for student placement testing as required by course pre-requisites. To set up testing dates, contact Kevin Mullins, CPOS Coordinator at 928-226-4319 or Kevin.Mullins@coconino.edu.

- **Payment of Student Fees:** High schools will collect student fees and notify HST Coordinator when student fees are paid so that students can be enrolled in courses. All DE Arts and Sciences classes have a $25 per credit hour fee. Any existing CTE articulated teacher and course will remain free to students. Starting Fall 2015, any newly articulated CTE teacher or course starting enrolling fall semester will have a $25 per credit hour fee.

- **Billing:** CCC will bill the school district for student tuition. It is the responsibility of the school district to pay this bill. It is also the responsibility of the school district to send an invoice to CCC in the amount of the tuition billed for dual educational services to cover the cost of DE courses. Tuition fees ($25 per credit hour) associated with DE courses must be collected by the high school by the set deadline before course enrollment at CCC can be initiated. These charges will be included in the billing. All tuition fees will be remitted upon receipt of invoice.

DE Requirements for Articulated Instructors

- **Articulations:** Submit articulation packet for approval, including HR paperwork. Once approved, the instructor is required to notify the HST Coordinator or HR if any information changes, such as address, phone number, etc. Instructors are required to re-articulate courses any time they make changes to their syllabi, CCC makes changes to the curriculum or every two years. Contact the HST Coordinator to start this process.
• **Submit Complete Class Schedules:** High school instructors must provide the HST Coordinator with a complete schedule of their DE courses at the beginning of each semester.

• **Arrange CCC class visit:** Instructors will work with the HST Coordinator to schedule a time for CCC to visit their classroom and enroll their students in the DE course.

• **Assist students with admissions and registration:** Instructors will help students to fill out admissions forms, collect necessary documentation and complete registration forms. For courses with a student fee, instructors will remind student to submit payments to the high school’s bookstore by the deadline.

• **Drop/Withdraw students:** Instructor will notify HST Coordinator when a student drops the course or if the instructor decides to drop the student from the course. If CCC is not notified of drops by the appropriate deadlines, the student will remain enrolled in the course and it will show up on their transcripts as a W or F. See Appendix E for schedule. *Failure to drop/withdraw on time can have dire consequences to a student, including being placed on academic suspension or disqualification for financial aid.*

• **FTSE:** All DE instructors must submit FTSE (Full-Time Student Equivalent) verification through Web4 each semester. For any dropped students, instructors should include the date of last attendance. Instructors should carefully review their student roster to ensure that all students on the roster should be there. If a student is missing or if a student should not be on the list, contact the HST Coordinator immediately to get this corrected. If a student is FTSE’d but is not in the class, they will end up with a W on their transcript, which can negatively impact their financial aid. Please refer to Appendix D for instructions for submitting FTSE through Web4. Please refer to Appendix E for the CCC Academic Calendar for 2015-2016 including FTSE deadlines. *Failure to submit FTSE verification can result in denial of DE credit for students and termination of DE articulation agreement with the instructor by the College.*

• **Final Grades:** All DE instructors must submit final grades online through Web4 each semester. When submitting final grades, all students must receive a grade. Do not leave students blank. If you have a student who should not receive a grade, contact the HST Coordinator to have that student withdrawn from the course. Please refer to Appendix D for instructions for submitting grades through Web4. Please refer to Appendix E for the CCC Academic Calendar for 2015-2016 including final grade deadlines. Note: In some cases, CCC courses end ahead of high school courses. Please contact the HST Coordinator if you need additional time to submit your grades. *Failure to submit grades can result in denial of DE credit for students and termination of DE articulation agreement with the instructor by the College.*

• **DE Evaluation:** From time to time, CCC will evaluate DE courses to ensure that the course continues to match the CCC course outcomes and standards. Instructors are required to provide information requested by CCC to accomplish this.

• **Program Assessment:** DE instructors must complete assessments provided by CCC and return results at the end of the semester. The scheduling of assessment is determined by CCC’s academic departments.
Reasons for assessment:
- To ensure DE student learning is comparable to regular CCC student learning
- To provide dialogue and information about student learning and course outcomes between DE instructors and CCC faculty
- To contribute to program level assessment activities
- To comply with A.R.S.15-1452
- To assist with the continuing accreditation of CCC programs

Instructor Qualifications for DE Courses

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<thead>
<tr>
<th>ARTS &amp; SCIENCES COURSES</th>
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<tr>
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<tr>
<td>English &amp; Liberal Studies</td>
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<td>ENG, HIS, POS</td>
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<td>Math &amp; Science</td>
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<td>Business</td>
<td>A master’s degree with at least 18 semester hours at the 300 level or above in Accounting and/or Business they are teaching OR an equivalent combination of education and experience as determined by CTE Dean</td>
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<tr>
<td>ACC, BUS, ECE, EDU</td>
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<tr>
<td>Culinary Arts</td>
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<td>HRM</td>
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<tr>
<td>Computer Information Systems</td>
<td>A bachelor’s degree in related CTE education OR appropriate industry certification or licensure OR five years directly related work experience OR an equivalent combination of education and experience as determined by CTE Dean</td>
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<td>CIS, DFT</td>
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<td>Public Safety</td>
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<td>AJS</td>
<td></td>
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<tr>
<td>Sustainable Building Trades</td>
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<tr>
<td>AUT, CTM, MCH, WLD</td>
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<tr>
<td>Nursing and Allied Health</td>
<td>Degree in appropriate health occupation (Nursing, Medical Assisting, etc.), Industry licensure and at least one year of directly related work experience</td>
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<tr>
<td>AHS, NUR, NTR</td>
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Steps to Articulate DE Courses

1. Review CCC’s course outcomes and compare with your course syllabus for a match with CCC’s course outcomes. These are located on the CCC website under curriculum/course outcomes.
2. Check Appendix B to see if course is DE eligible. If it is, proceed to Steps to Articulate DE Instructors.
3. If it is not on Appendix B, contact HST Coordinator to request the course be considered for DE.

Steps to Articulate DE Instructors

The deadline to submit articulation requests is May 1st for Fall semester and October 1st for Spring semester.

1. Review CCC’s course outcomes and prepare your course syllabus to meet CCC’s course outcomes. These are located on the CCC website under curriculum/course outcomes.
2. Contact HST Coordinator to obtain your DE articulation packet. These are sent out electronically so you will need to provide an email address. The email packet will include:
   a. DE Articulation Agreement – unique to each course
   b. CCC Supplemental Credentials Application
   c. Network Security Form
   d. HR required documents for new hires
3. Complete the DE articulation packet including:
   a. CCC Supplemental Credentials Application
   b. Network Security Form
   c. DE Articulation Agreement - This form must be filled out for each course and must meet all the objectives on the CCC course outline in order for students to receive dual credit. See Appendix C for a sample of an articulation agreement.
   d. Helpful Hints:
      i. Fill out your paperwork as completely as possible and include all relevant information regarding your education and experience with the subject area.
      ii. Contact HST Coordinator if you need any help with your packet or if you would like to meet with a faculty member to discuss. Our faculty are willing to meet with prospective DE teachers, provide assistance with syllabi and class information and answer any questions you may have.
4. Submit the DE packet along with your transcripts, your course syllabi and copies of teaching and/or industry certifications held. If you are having transcripts sent directly from the school, please make sure that transcripts are sent to the attention of HST Coordinator to ensure they are received in a timely manner. Packets should be sent to:
   Perkins/High School Transitions Coordinator
   Coconino Community College
   2800 S. Lone Tree Road
   Flagstaff, AZ  86005-2701
Note: Unofficial copies of transcripts and certificates are okay for the approval process. Once you have been approved, you will need to have official copies sent.

5. CCC will evaluate your credentials to ensure they meet CCC and NCA guidelines.

6. You will be notified once the packet is approved or if additional information is required by the appropriate Dean. You may be asked to meet with the Dean prior to approval.

7. Complete CCC’s HR packet for new employees. Until this is completed, you will not be considered a CCC employee or be eligible for your stipend.

DE Instructor Benefits

Stipends for DE Instructors:
Instructors receive a small stipend upon completion of all DE responsibilities. Stipends are distributed the first paycheck after final grades are completed.

- For classes with ten or more DE students
  o The high school instructor will be paid a stipend of $50.00 per credit hour.

- For classes with less than ten DE students
  o Instructors will be paid a prorated stipend based on the following rate: $5.00 per DE student, multiplied by the number of credit hours taught.

CCC Email Account:
Instructors are given a CCC email account. Faculty information is distributed to this account. HST Coordinator will make efforts to distribute CCC information to the instructor’s high school account but DE instructors are encourage to use the CCC account to keep up with department/discipline information. The account can be accessed through www.coconino.edu using the employee email link at the bottom of the page. Use your Comet id and password to access your CCC email.

CANVAS and other CCC classroom software:
CCC provides assistive educational software that DE instructors can use if they are interested. DE instructors can access this software at www.coconino.edu using the My Courses link at the top. If you are interested, training is available for using these resources. Contact the HST Coordinator to arrange.

CCC Convocation: Each semester all CCC faculty are invited to attend convocation at the Lone Tree Campus. This is a great opportunity to meet other CCC faculty and learn about changes or updates that each discipline is considering. DE instructors are encouraged to attend this event.

Frequently asked questions

What is the cost to the students?
All DE Arts and Sciences courses and some CTE courses have a $25 per credit hour tuition fee which must be collected by the high school by the set deadline. Students will not be enrolled by CCC until confirmation of payment is received. The cost of tuition is paid through the IGA with the school district and CCC.
Are all students required to register for DE credit?
No. Only those wishing to earn college credit must register. Students can take the high school class that is also a DE course without registering. Students who do not register for DE will only get high school credit for the class. For classes with placement requirements, students not getting DE credit will still need to meet placement requirements, including testing.

Is there a minimum number of students needed for a class to be considered as a DE course?
No. A full class may have only 1-2 students who are registered to receive DE college credits. However, an instructor will only receive a partial stipend when a class has less than 10 DE students.

Are there minimum requirements for DE courses?
Regardless of the number of DE students in the class, a minimum of 75% of all the students in the class must be either high school juniors or seniors. 100% of students enrolling for DE credit must meet the course prerequisites. Prerequisites can include placement testing into the course or completion of a different course. Per state statute, 75% of students attending a course with prerequisites, regardless of whether they are enrolled for DE credit or not, must meet the course prerequisites. **Failure to meet these requirements can result in denial of DE credit for all students.**

How do students register for DE courses?
CCC HST staff will help instructors register students at the beginning of the semester. All interested students must be admitted to CCC and registered as DE students in order to receive their DE credits. Students must submit a completed Application for Admission, Course Registration Form and supporting residency documentation in order to receive DE college credit. A registration form for each course taken is required. Students with incomplete applications, registration forms, or missing supporting documentation will **NOT** be registered into the CCC class. Additionally, all course fees must be paid at the high school bookstore before enrollment. The application, registration and payment process must be completed at least two weeks prior to the FTSE deadline each semester. **Failure to meet these requirements can result in denial of DE credit for students.**

Are the credits transferable?
Just like any other college course, DE courses may transfer to other colleges and universities depending on which institution and program a student is transferring into. Students may refer to AZ Transfer at [http://www.aztransfer.com/](http://www.aztransfer.com/) to verify transferability to specific state universities. For questions regarding out of state course transfers, students should contact the institution directly.

What if I have a student with a disability?
Students with disabilities may be enrolled as a DE student. If they need special accommodations, the high school instructor should contact the high school’s disability resources person for assistance.

What if the student is failing a class?
Because DE credits become part of the student’s permanent college record, we recommend that any student who does not appear to be passing the class with a C or better be dropped from the DE course. Instructors may mark the student ID (Instructor Drop) and input the last date of attendance on the FTSE roster verification or students may complete an ADD/Drop Form prior to the CCC Drop without Record date. The student will still be able to continue the class as part of their high school program.
How can students check their grades online?
Follow these instructions to view your final semester grades online

1) Go to the CCC website: www.coconino.edu
2) Select the quick link myCCC or go to: https://myccc.coconino.edu
3) Enter your Comet ID and Password then click on Login.
4) Click on Self Service Web4 on the top bar.
5) Click on Student Services.
6) Click on Student Records.
7) Click on Final Grades.
8) Select a Term and click on Submit then your grades will appear.
9) Print your grades by using your web browser print options.

Accessing Unofficial Transcripts
To view your entire unofficial transcript, follow steps 1 through 6 above and then:
7) Click on Official and Unofficial Transcripts
8) Follow the link to DegreeWorks.
8) You can review your worksheet and plans including your current GPA and classes completed.
9) Print your grades by using your web browser print options.

If your account has been inactive for over three years, you will not be able to access your unofficial transcripts. You will need to reapply for the college which reactivates your account. You can still request official transcripts even if you cannot access your unofficial transcripts.

Accessing Official Transcripts
To view your entire unofficial transcript, follow steps 1 through 6 above and then:
7) Click on Official and Unofficial Transcripts
8) Click on “How to Order a Transcript” for a step-by-step guide on ordering transcripts.

For assistance call CCC’s Help Desk at 928-226-HELP (226-4357)
Appendix A: Arizona Revised Statute 15-1821.01 Dual Enrollment

On a determination by a community college district governing board that it is in the best interest of the citizens of a district, the district governing board may authorize district community colleges to offer college courses that may be counted toward both high school and college graduation requirements at the high school during the school day subject to the following:

1. The community college district governing board and the governing board of the school district or organization of which the high school is a part shall enter into an agreement or contract. These intergovernmental agreements or contracts shall be based on a uniform format that has been cooperatively developed by the community college districts in this state. Each of these agreements or contracts shall clearly specify the following:
   (a) The financial provisions of the agreement or contract and the format for the billing of all services under the agreement or contract, including the amount that the community college received in full-time student equivalent funding pursuant to section 15-1466.01, the portion of the funding that is distributed to the school district governing board or charter school and any amount that is subsequently returned to the community college district by the school district governing board or charter school.
   (b) Student tuition and financial aid policies, including if scholarships or grants are awarded to students in dual enrollment courses from the community college.
   (c) The accountability provisions for each party to the agreement or contract.
   (d) The responsibilities and services required of each party to the agreement or contract.
   (e) The type of instruction that will be provided under the agreement or contract, including the titles of the courses to be offered.
   (f) The quality of the instruction that will be provided under the agreement or contract.

2. Students shall be admitted to the community college under the policies adopted by each district, subject to the following:
   (a) All students enrolled for college credit shall be high school juniors or seniors. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the college catalog and shall comply with college policies regarding student placement in courses.
   (b) A community college may waive the class status requirements specified in subdivision (a) of this paragraph for up to twenty-five per cent of the students enrolled by a college in courses provided that the community college has an established written criteria for waiving the requirements for each course. These criteria shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet course prerequisites are prepared to benefit from the college level course. All exceptions and the justification for the exceptions shall be reported annually to the joint legislative budget committee on or before October 1.

3. The courses shall be previously evaluated and approved through the curriculum approval process of the district, shall be at a higher level than taught by the high school and shall be transferable to a university under the jurisdiction of the Arizona board of regents or be applicable to an established community college occupational degree or certificate program. Physical education courses shall not be available for dual enrollment purposes.

4. College approved textbooks, syllabuses, course outlines and grading standards that are applicable to the courses if taught at the community college shall apply to these courses and to all students in the courses offered pursuant to this section. The chief executive officer of each community college shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college to assist in course selection and implementation in the high schools and to review and report at least
annually to the chief executive officer whether the course goals and standards are understood, the course guidelines are followed and the same standards of expectation and assessment are applied to these courses as though they were being offered at the community college. The advisory committee of full-time faculty shall meet at least three times each academic year.

5. Each faculty member shall meet the requirements established by the governing board pursuant to section 15-1444. The chief executive officer of each community college district shall establish an advisory committee of full-time faculty who teach in the disciplines offered at the community college district to assist in the selection, orientation, ongoing professional development and evaluation of faculty teaching college courses in conjunction with the high schools. The advisory committee of full-time faculty shall meet at least two times each academic year.

6. Each community college district shall conduct tracking studies of subsequent academic or occupational achievement of students enrolled in courses offered pursuant to this section. The reports of the results of the tracking studies shall be submitted to the joint legislative budget committee on or before October 1 of each odd-numbered year, subject to the following:
   (a) The tracking studies prescribed in this paragraph may involve statistically valid sampling techniques and shall include, at a minimum, the high school graduation rate, the number of students continuing their studies after graduation at a community college in this state or a university under the jurisdiction of the Arizona board of regents, the performance of the students in subsequent college courses in the same discipline or occupational field and the student's grade point average after one year at an Arizona community college or university as compared to the student's college grade point average for courses completed while still in high school.
   (b) On receipt of the report of the tracking studies prescribed in this paragraph, the joint legislative budget committee may convene an ad hoc committee that includes community college academic officers, faculty and other experts in the field to review the manner in which these courses are provided. This committee may make recommendations to the joint legislative budget committee regarding desirable changes in this section or in the manner in which this section is being implemented. A copy of this report shall be provided to each district governing board.

7. A school district shall ensure that a pupil is a full-time student as defined in section 15-901 and is enrolled in and attending a full-time instructional program at a school in the school district before that pupil is allowed to enroll in a college course pursuant to this section, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this paragraph.
Appendix B: DE Eligible Courses

For a complete course description for these classes, go to: [http://www.coconino.edu/curriculum/course-outlines](http://www.coconino.edu/curriculum/course-outlines)

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<td>CTM 115</td>
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<td>CTM 122</td>
<td>Construction Material &amp; Equipment Safety</td>
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<td>CTM 123</td>
<td>Building Construction Methods I</td>
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<tr>
<td>CTM 124</td>
<td>Building Construction Methods II</td>
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<td>Architectural Drafting I</td>
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<tr>
<td>DFT 150</td>
<td>Auto CAD 2D</td>
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<td>SolidWorks &amp; the Manufacturing Environment</td>
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<td>AutoCAD 3D</td>
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<tr>
<td>ECE 110</td>
<td>Early Childhood Curriculum</td>
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<td>ECE 120</td>
<td>Health, Safety &amp; Nutrition for the Young Child</td>
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<td>ECE 200</td>
<td>Child Guidance</td>
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<td>ECE 234</td>
<td>Child Growth and Development</td>
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<td>ECE 240</td>
<td>School, Family and Community Relations</td>
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<td>EDU 200</td>
<td>Introduction to Education</td>
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<td>EDU 222</td>
<td>Introduction to the Exceptional Student</td>
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<td>HRM 140</td>
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<td>MAT 160</td>
<td>Intro to Statistics</td>
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<td>MAT 187</td>
<td>Pre-Calculus</td>
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<td>MAT 220</td>
<td>Calculus &amp; Analytic Geometry I</td>
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<td>MCH 111</td>
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<tr>
<td>NAV 102</td>
<td>Beginning Navajo II</td>
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<tr>
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<td>PHY 111</td>
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<tr>
<td>POS 110</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Beginning Spanish I</td>
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<tr>
<td>SPA 102</td>
<td>Beginning Spanish II</td>
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</tr>
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<tr>
<td>WLD 106</td>
<td>Intermediate Welding</td>
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Appendix C: Sample Course Articulation Agreement

Applicant Name: ___________________  Preferred Phone #:__________________
Email: ________________________________________________________________
Preferred method: ☐ Phone  ☐ Email  Best Time to contact:___________________
High School:________________________________________________________________

Course Information:
1. Subject Area:  Art (ART)
2. Course Number:  105
3. Course Title:  Beginning Art
4. Credit Hours:  3
5. Catalog Description: Introductory course in drawing and painting techniques and materials for students who would like to explore their creativity.

Course Goals:
This course will give students an introduction to two-dimensional art. Basic materials and techniques of drawing and painting will be covered. Students will begin to develop confidence in their ability to express themselves through traditional drawing and painting media. The student will be able to develop their own drawing and painting skills as well as gaining an appreciation for other works of art.

Course Fees: Base Tuition plus $25 per credit hour

High School Course Name: ________________________________________________
Course Length: ☐ Yearlong  ☐ One Semester  ☐ Other ______________________
Course Schedule: Enter the number of minutes for each day class is in attendance
Monday _____
Tuesday _____
Wednesday_____ 
Thursday_____ 
Friday_____ 
Saturday_____ 
Sunday_____ 
TextBooks/Instructional Materials: none.
Will you use this textbook/material in your classroom? ☐ Yes ☐ No
If no, please submit your alternate textbook/materials information for approval.
Pre/Co-Requisite: none

Is this pre/co requisite offered at your high school? □ Yes □ No

Is this high school course eligible for additional Dual Credit for another CCC course? □ Yes □ No  If yes, list course(s).

Please check all of the following course outcomes and content that you cover in your course:

A. Course Outcomes - Students will:
   □ Identify and describe basic drawing and painting materials, the substance from which they are made and their best uses.
   □ Utilize the language of art and vision, form and content, the visual elements, and principles of design in discussing their own work as well as the work of other artists.
   □ Demonstrate elementary drawing skills through class and homework projects.
   □ Demonstrate elementary painting skills through class and homework projects.

B. Course Content will include:
   □ Visual elements
   □ Principles of design
   □ Looking at work of other artists
   □ Drawing skills
      o Drawing materials
      o Developmental techniques of drawing in sequence from simple exploratory sketches to more complex, detailed drawings.
      o Line and shape
      o Describing space
      o Light and shade
   □ Painting skills
      o Painting materials
      o Painting techniques in watercolor
      o Describing space
      o Light and shade
      o Color

C. Course Outcome Assessment will include:
   □ _______________________________________

A copy of your course syllabus must be submitted with this agreement. Your syllabus must show a direct correlation with the course information in this agreement.
Appendix D: Web4 Instructions

Instructions for entering FTSE Enrollment in Web4

ENTERING FTSE ENROLLMENT VERIFICATION CODES

- Login to Web4 (use Internet Explorer 5 or higher) & enter your Comet ID & PIN
- Click on Faculty Services
- Click on Term Selection and select the current term then click on Submit
- Click on CRN Selection and select the CRN then click on Submit (If you are teaching multiple sections, including ITV sections, you must select each CRN individually, one at a time.)
- Click on FTSE Enrollment Verification
- The FTSE Enrollment Verification code (in the “Grade” column) of “none” defaults when no codes have been entered.

To enter the FTSE Enrollment Verification Code:

1) Click the down arrow on the drop down list box in the “Grade” column
2) Highlight the desired code for the student (“PR” for those students who are attending and you do not want to drop, “ID” for those students you want dropped from your class – a code must be entered for every student)
3) Repeat this process for each student on the list until all codes have been entered
4) Once you have entered a code for EVERY student, click on Submit to save your entries
5) Make sure to enter the last date of attendance (MM/DD/YYYY) for any “ID” code
6) Make sure to look for an additional link to another screen with more student names. If there are more students there will be a link to click on at the bottom of the current page which will take you to the next page.
7) Click on Submit. After clicking submit you will see “The changes you made were saved successfully” statement appear. You can click submit at any time during enrollment verification entry.

To enter FTSE Enrollment Verification Code for another CRN from the roster on the screen:

1) Click on the “CRN Selection” link at the bottom of the screen
2) Select another CRN then click on Submit
3) You will be taken back to the Faculty Services menu page
4) Click on FTSE Enrollment Verification and follow the same process as above

IMPORTANT: When you are finished entering a FTSE Enrollment Verification code (in the “Grade” column) for EVERY student, click on “Submit” to save all your entries.

After you have entered the codes, print a copy for your records.

- When all codes have been entered, exit Web4Faculty
  1) Click on “EXIT” (located at the top right hand corner of the screen)
  2) Then exit your internet browser

NO documents are required to be turned in to Admissions and Records

If you need any assistance, please come to Admissions and Records during normal business hours. Questions regarding Web4Faculty? Call 226-HELP (4357) during normal business hours.
Instructions for Entering Final Grades

- Login to Web4 *(use Internet Explorer 5 or higher)* & enter your Comet ID & PIN.
- Click on Faculty Services Menu.
- Select Term; then CRN; then Final Grades.
- The grade “none” defaults when no grades have been entered.
- To enter a grade:
  1. Click the down arrow on the drop down list box in the “grade” column to review the list of valid grade codes
  2. Highlight the desired grade code for a student
  3. Repeat this process for each student on the list until all grades have been entered
  4. Make sure to enter the last date of attendance for any grade of “W”, “F” or “I”
- To enter grades for another CRN from within the current Final Grades Worksheet:
  1. Click on the “CRN Selection” Link at the bottom of the screen
  2. Select another CRN
  3. You will be taken back to the Faculty Services menu page
  4. Click on “Final Grades” menu option
  5. To begin entering grades for students in the CRN, repeat same process as before.

IMPORTANT: when finished entering all grades, click on “Submit Grades” to save all grades. When all grades have been entered, exit Final Grades:
- Click on “exit” (located at the top of the screen).
- Click on “file” then “close” to exit your browser.

IMPORTANT: After grades for your class(es) have been entered, print a copy for your records.

Required documents to submit to Admissions and Records
Only if appropriate and necessary: Incomplete Grade Form, S/U Contract Form,
Written explanation of any student not on the roster

Question regarding Web4? Call 226-4299 or 222-HELP during normal business hours.
Appendix E: CCC 2015-2016 Academic Calendars

Dates important to Dual Enrollment are in bold & red.

FALL 2015

August
20  Faculty return
21  In-Service Day – College services are closed the entire day
30  Deadline to add classes
31  Instruction begins

September
4  Deadline for 100% refund
4  Deadline for DE admission and payment
5  Begin 0% refund
7  Labor Day Holiday – College closed
11  Deadline to add classes with instructor’s signature
11  Deadline to change registration status from audit to credit or credit to audit; or S/U (for eligible courses)

October
1  Deadline for articulation requests for spring courses
5  Fall Graduation Application due
14  Deadline to drop without record
14  Faculty deadline for submitting FTSE enrollment verification

November
11  Veterans’ Day – College closed
26-27  Thanksgiving – College closed
30  Final deadline for withdrawing with a grade of “W”

December
14-19  Last week of fall semester – finals week
22  Final grades due
23  Fall grades available online
23-31  Winter Break – College closed
SPRING 2016

January
1  New Year's Day – College closed
4  College re-opens after Winter Break
12 Faculty return
18 Deadline to add classes
18 Martin Luther King, Jr. Day – College closed
19 Instruction begins
25 Deadline for 100% refund
26 Begin 0% refund
29 Deadline to add with instructor's signature
29 Deadline to change registration status from audit to credit or credit to audit; or S/U (for eligible courses)

February
5  Deadline for DE admission and payment
15 President’s Day – College closed

March
3  Deadline to drop without record
3  Faculty deadline for submitting FTSE enrollment verification
7  Spring Graduation Applications due
14-18 Spring Break – College closed

April
1  Employee Development Day – College services closed entire day - Scheduled classes will run normally
22 Final deadline for withdrawing with a grade of “W”

May
1  Deadline for articulation requests for fall courses
9-13 Last week of spring semester – finals week
13 Commencement
17 Final grades due
19 Spring grades available online
30 Memorial Day – College closed
Appendix F: CCC High School Transitions Contact List

Coconino Community College
2800 S. Lone Tree Rd.
Flagstaff, AZ 86005-2701
Phone (928) 527-1222
FAX (928) 226-4118

Denise Folke
Perkins/HS Transitions Coordinator
Phone (928) 226-4344
denise.folke@coconino.edu

Kevin Mullins
CAVIAT/Programs of Study Coordinator
Phone (928) 226-4319
kevin.mullins@coconino.edu

Dr. Monica Baker
Dean, Career & Technical Education
Phone (928) 226-4262
monica.baker@coconino.edu

Dr. Ingrid Lee
Dean, Arts & Sciences
Phone (928) 226-4362
ingrid.lee@coconino.edu

IT Help Desk
(928) 226-4357 (HELP)
helpdesk@coconino.edu

Teaching & Learning Center
https://coconino.instructure.com/courses/832037

Registration
(928) 226-4299
Enrollment.services@coconino.edu

Student Advising
(928) 226-4323
advising@coconino.edu

Human Resources
(928) 226-4386