

TOHONO O'ODHAM KEKEL HA-MASCAMAKUD

Tohono O'odham Community College

Student Handbook

2016



1998

Tohono O'odham Community College

P.O. Box 3129

Sells, Arizona 85634

520-383-8401

www.tocc.edu

Approved by the TOCC Board of Trustees February 19, 2016

	1. Vision, Mission and Goals	
	Vision	1
	Mission	1
	Goals	1
	Accreditation	1
	Tohono O’odham Himdag	1
	Campus Locations	2
	Admissions and Registration	3
II.	Academic Policies	
	Academic Requirements	19
	Grading Policies	19
	Graduation Policies	21
III.	Financial Aid	
	Applying for Financial Aid at TOCC	23
	Major Federal Student Aid Programs	23
	How is Financial Aid Determined?	25
IV.	Student Rights and Responsibilities	
	Student Complaints	32
	Academic Policy Complaints	32
	Complaint Procedure for Academic and Grade Disputes	32
	Sexual Harassment	34
	Other Complaints Against TOCC Employees	34
	Due Process Policy	34
	Student Responsibilities	34
V.	Student Life	
	Getting Involved	38
	Student Service Office	38
	Advising	38
	Counseling	38
	Tutoring	38
	Career Services	39
	Leadership: Student Clubs and Organizations	39
	Student Government, Clubs & Organizations Policy	39
	Student Success Center	40
	Resources for Students with Disabilities	40
	TOCC Library	40
	Student Rights and Responsibilities	41
VI.	Student Conduct	
	Student Conduct and Ethics Policy	44
	Disciplinary Dismissal and Readmission Policy	44
	Academic Freedom/Students Policy	44

I. Vision, Mission and Goals

Vision

Tohono O’odham Community College’s vision is to become the Tohono O’odham Nation’s center for higher education, and to enhance the Nation’s participation in the local, state, national, and global communities.

Mission

As an Accredited and Land Grant Institution, our mission is to enhance the unique Tohono O’odham Himdag by strengthening individuals, families and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life and developmental skills.

Goals

Tohono O’odham Community College’s goals are:

1. To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society.
2. To include O’odham Elders as primary resources, instructors, advisors and counselors as a means of reinforcing the Tohono O’odham Himdag.
3. To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising and service specifically to the Tohono O’odham Community.
4. To ensure the integration of appropriate Tohono O’odham Himdag in the physical environment, curriculum, and processes of the College.
5. To ensure the curricular offerings are relevant to the needs of individuals and communities in fundamental skills, i.e., general reading, writing and math skills.
6. To establish a technology core that will enable the students and the broader community to meet the challenges of the future.

Accreditation

In February 2005, Tohono O’odham Community College (TOCC) received accreditation from the Higher Learning Commission, a commission of North Central Association of Colleges and Schools (NCA). Accreditation acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement.

Accreditation means that TOCC’s degree programs and credit courses will transfer to other colleges and universities. Tohono O’odham Community College is a member of the Arizona General Education Curriculum network, which allows courses to be transferred to accredited college and universities. For more information on in-state transfer and accreditation, see www.aztransfer.com/home.

Tohono O’odham Himdag

The Tohono O’odham Himdag consists of the culture, way of life, and values that are uniquely held and displayed by the Tohono O’odham. Tohono O’odham Community College is committed to encouraging and preserving the Himdag in its students and transmitting the knowledge and values of Himdag to future generations.

Weaving the Curriculum into the Himdag

Throughout its curriculum, TOCC takes steps to encourage growth of student’s cultural knowledge and to transmit learning in a way that respects the Tohono O’odham Himdag. For example, class projects may involve interaction with elders; lectures often include examples from the land and society of the

Tohono O’odham; degree programs are developed with the needs of the Tohono O’odham Nation in mind; and the College meets frequently with groups from the Community, both to listen and to share plans for the future.

TOCC’s Tohono O’odham Himdag Requirement

TOCC requires all degree-seeking students, as well as regular employees, to pass one Tohono O’odham history class and one Tohono O’odham language class. Most people fulfill this Himdag Requirement by taking HIS 122 Tohono O’odham History and THO 101 Elementary Tohono O’odham.

“T-So:Soñ” – “Our Core”

<i>T-Wohocudadag-</i>	<i>Our Beliefs</i>
<i>T-Apedag-</i>	<i>Our Well-Being</i>
<i>T-Pi:k Elida-</i>	<i>Out Deepest Respect</i>
<i>T-We:mta-</i>	<i>Working Together</i>

T-Wohocudada – Our Beliefs

We, at Tohono O’odham Kekel Ha-Mascamakud believe that *T-Wohocudadag* provides balance, strengthens us and helps us respect ourselves, other people and cultures.

1. Things in our lives (e.g., nature, people, the environment, animals) keep us in balance. Everything is here for a reason, to learn from, to care for and to respect.

T-Apedag-Our Well-Being

We, at Tohono O’odham Kekel Ha-Mascamakud believe that *T-Apedag* is inclusive of what is healthy and good for us (physically, spiritually, emotionally and mentally), and for the things around us.

2. How we interact with the world and our relationships influences our health. Well being is how you give, how others give to you, and about taking care of oneself and others – mentally, spiritually, emotionally and physically. Self reflection provides understanding of one’s place in the world, and one’s effect on others and vice versa.

T-Pi:k Elida-Out Deepest Respect

We, at Tohono O’odham Kekel Ha-Mascamakud believe that *T-Pi:k Elida* is a deep sense of respect for the land, your surroundings, the people, things upon the land, and also for your own self and your life. This includes valuing the people and the culture.

I-We:mta-Working Together

We, at Tohono O’odham Kekel Ha-Mascamakud believe that *I-We:mta* is crucial for the success of the college. In years past, when someone shot a deer they shared it with the people. This was also true when planting and harvesting the fields where everyone helped one another. Providing food was not just for oneself; it included the concept of sharing, taking care of others, and giving back to the community. Tohono O’odham provided help when help was needed, particularly in times of loss and death.

Campus Locations

Tohono O’odham Community College (TOCC) currently has three campuses located in Sells, Arizona, situated about 60 miles southwest of Tucson along Arizona State Highway 86. In addition, TOCC offers classes at numerous locations across the Tohono O’odham Nation and in Tucson.

1. TOCC Main Campus
P.O. Box 3129 (Or Highway 86, Milepost 125.5 North for couriers)
Sells, Arizona 85634
Tel. (520) 383-8401 ♦ Fax (520) 383-8403
2. TOCC Central Campus
P.O. Box 3129 (Or Highway 6, Milepost 115.5 North for couriers)
Sells, Arizona 85634
1. (520) 383-8401 ♦ Fax (520) 383-8403
3. TOCC West Campus
P.O. Box 3129 (Or Highway 86, Milepost 111 for couriers)
Sells, Arizona 85634
Tel. (520) 383-0013 ♦ Fax (520) 383-4566

Admissions and Registration

Welcome to Tohono O’odham Community College (TOCC) and all that it has to offer. We at the College want to help you get started with your studies as quickly and easily as possible. Please visit the College at any time to learn more about possibilities here. Once you have decided to enroll, we will ask you to walk through these eight steps. TOCC staff members will help you every step of the way. When you have completed your checklist for these eight steps, you will be ready to study at Tohono O’odham Community College.

The following pages contain the **Registration Checklist** worksheet that TOCC’s Student Services give to prospective students for them to get started. Then the steps are covered in sections in this order:

1. Bookstore
2. Library
3. Student Services
4. Orientation
5. Assessment
6. Advising
7. Registration
8. Financial Aid
9. Bookstore
10. Student Services

Step 1: Admission to TOCC

With its open-door policy, Tohono O’odham Community College (TOCC) assists people from all walks of life in their pursuit of higher education. To get started, all you need to do is submit an application.

The Application

Applications are accepted throughout the year, and there is no application fee. Applicants must submit the following:

- TOCC Application for Admission;
- Official high school transcript or GED;
- Certificate or Ability to Benefit Document (if applicable);

- Certificate of Indian Blood or Tribal Enrollment Card (if applicable);
- Social Security Card; and
- Immunization Form

Applications may be submitted by the following means;

- In person at the TOCC Main Campus
- By fax to (520) 383-8403; or
- By mail to: Tohono O’odham Community College
Director of Admissions
P.O. Box 3129
Sells, Arizona 85634

Who Can Enroll

You are eligible for admission if you are

- A high school graduate or GED recipient;
- A transfer student from an accredited college or university;
- A student currently attending another higher education institution;
- A non-high school graduate who is at least 16 years of age and can benefit from instruction; or
- A current high school student who has received permission from your school and parents or legal guardians.

Some programs have limited admission and may have supplementary requirements. Students age 16 or under have additional requirements. Call the Admissions Office at (520) 383-8401 for details.

All students have the opportunity to prepare themselves to meet requirements for entry into any program they choose. All students are encouraged to meet with a student support specialist or counselor.

Categories of Admission

TOCC has various types of admissions, including

- Regular (generally any student working towards a degree, certificate, or completion of other program);
- Dual enrollment (for high school students);
- Special admissions;
- International student admissions;
- Underage student admissions (for students 16 years of age or younger); and

Regular Admission

A regular student is one who is a high school graduate or GED recipient, or who has met the “ability to benefit” criteria, and who is working toward the completion of a certificate, degree, or other credit or clock-hour courses and/or programs.

Special Admission

Special Admission applies in the following cases:

- A student who is not a high school graduate or a GED recipient, who have not met the Ability to benefit criteria, and who is enrolling in credit or clock-hour courses and/or programs.
- A student who is enrolled in courses that do not lead to the completion of a certificate and/or degree; and/or
- A student who is not beyond the age of compulsory education.

International and Foreign Student Admissions

Individuals residing temporarily in the United States on a visa can request admissions information by calling, writing, faxing, or visiting the TOCC Student Services Office.

Underage Student Admissions

An underage student is any student who is sixteen (16) years of age or younger. Provided TOCC's General Parameters for Underage Admission have been met, underage students will not be denied admission to TOCC for any of the following reasons: (1) age, (2) lack of higher school diploma, lack of high school certificate or equivalency or (3) school grades. Additionally, underage student will not be denied admission due to lack of permission of school officials, or lack of concurrent enrollment in a public or private school. Admission to TOCC does not guarantee admission to a specific degree program or to all courses offered by TOCC.

For a copy of TOCC's General Parameters for Underage Admission, please contact the Director of Admissions. Also note: the Vice President of Student Services or designee is responsible for meeting with underage students and parent or legal guardian to explain college-wide policies, code of conduct, and procedures of special admission for underage students.

Admission of Underage Students 16 and Under Policy Admission of Underage Students

A. Guidelines

No student under the age of sixteen will be denied admission to the College because of age, lack of high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials, or lack of concurrent enrollment in a public or private school, provided the general parameters have been met to assess student preparedness. Admission to the College does not guarantee admission to a specific degree program or to all courses offered by the College.

The Vice President of Student Services is responsible for the consistent and uniform implementation of this Board Policy. The Vice President of Student Services or designee is responsible for meeting with the underage students and parents or legal guardians to explain college-wide policies, code of conduct and procedures or special admission of underage students.

B. General Parameters

1. The College will supplement the education being provided to the underage student by the secondary school system or alternate provider with no more than eight semester hour credits. Underage students being home schooled may enroll for more than eight semester credit hours with special permission. However, enrollment at TOCC is not intended to supplant home schooling.
2. Students under the age of sixteen without a high school diploma or GED must have completed the SAT (Scholastic Aptitude Test) with composite score of 930 or more on the verbal and math portions, or the ACT (American College Test) with a composite score of 22 or, have achieved a specific score on COMPASS as per approved College policy.
3. For students under the age of sixteen, still in school, the parent or legal guardian must provide a signature granting their permission and permission from the secondary school for dual enrollment at the College.
4. Students under the age of sixteen must submit copies of all high school academic, attendance, and discipline records for review.
5. The parent(s) or guardian(s) of a student under the age of sixteen who has been in alternative schooling must provide a copy of the state credential or certification for the alternative

school, a signature by the certificate holder, and an educational plan indicating the activities the College is asked to supplement.

6. Underage students (under sixteen) and their parent(s)/legal guardian(s) are required to participate in an intake interview. This admissions process includes an evaluation of student preparedness, the completion and submission of all required forms and records and an explanation of College policies and procedures. Continued enrollment for underage students granted permission to enroll will be dependent on an evaluation conducted with the student and parent/legal guardian of the satisfactory academic progress and compliance with the Tohono O’odham Community College Student Handbook.
7. The records of material required for entrance will be kept by the Admissions and Records Office.

The College has the right to deny admission to underage students who fail to meet these guidelines and who have been suspended or otherwise officially excluded from secondary schools for disciplinary reasons. Approval or denial for admission and subsequent registration(s) into courses will be made by the Vice President of Student Services.

Students who are 16-17 who wish to be admitted under Dual Enrollment must take the Basic Skills Assessment; attend an orientation and advising session. A Dual Enrollment Form must be submitted with the Admissions application with appropriate signatures. The student is not required to meet the Vice President of Student Services, unless it is warranted.

** “Concurrent” enrollment at TOCC has the same meaning as “dual” enrollment as used in the State of Arizona. Concurrent enrollment is a partnership between TOCC and high schools in which students are enrolled in a College course or courses as part of the high school day. The courses count both as college credit and toward high school graduation. All students must be enrolled for college credit. The course is closed to high school student who wish to take the course for high school credit only. There is no cost to the student. The College pays tuition and instructional costs are paid by the high school.

Admissions Policy

Any applicant who wishes to be considered for admissions must submit the following documents:

- TOCC Admissions Application
- Official high school transcript or GED Certificate or documentation of the Ability to Benefit
- Certificate of Indian Blood or Tribal Enrollment Card

Registration Policy

Students must be accepted for admittance before they register. Enrollment for any given term is not considered official until the registration process has been completed.

Tuition and Fee Policy

Student must pay the established tuition and fees set by the Board of Trustees.

Tuition and Fee Refunds Policy

Student must follow the established procedures for refunds of tuition and fees to students.

Immunizations

Several serious communicable diseases can now be completely prevented by immunizations. In recent years, measles/rubella has been an especially serious problem on college and university campuses. To safeguard your health and the health of other students, and to prevent illness that could interrupt your education, you are urged to seek immunization for these illnesses if you were born after January 1957. Students must submit information on communicable diseases or immunization as required by law.

Measles/rubella inoculations are available at all Pima County Health Department Offices and Indian Health Services for a minimal fee, or from private physicians. For information on inoculations, call the Pima County Immunization Program Office at (520) 740-3755 or Indian Health Services in Sells at (520) 383-7200.

Immunization Policy

All students are urged to obtain immunization against both rubella and rubeola measles. Students may be required to submit information on communicable diseases as required by the law.

Step 2: Orientation

Orientation is designed to help you succeed in college and to provide you with the information about programs and services, transferring to another educational institution, study skills, and deadlines within the academic calendar. Orientation schedules are published each semester and may be obtained at the Academic Advising Center. Orientations are offered at a variety of locations, times, dates, and formats.

Choice of Orientation Format

Prior to registering, any prospective full-time student new to higher education must complete an orientation by:

- Attending a pre-registration Orientation Workshop.

How to Enroll in Orientation

You must complete an Application for Admission, take the Assessment tests, and call the Academic Advisor at 383-8401 to schedule an orientation.

Exceptions to Advising/Orientation Requirements

Students who do not need to participate in Advising and Orientation are the following:

- Students who have earned a degree or certificate; or
- Part-time students dually enrolled in another institution of higher education; or
- Part-time students enrolling in personal development, special interest, business or industry contract or customized courses; or
- Part-time students who are non-degree seeking.

Step 3: Assessment

Assessment helps students and their advisors plan a course of study. The college offers the COMPASS test in reading, writing, and mathematics. In 2017 the COMPASS test will be phased out and TOCCC will offer another means of assessing student placement. Assessment tests are free, and the results help the student and advisor or counselor select appropriate courses. With few exceptions, all new students and students transferring into TOCC must take the reading, writing, and mathematics tests.

Who Is Required To Take Assessment?

Prior to registering, the following students must take the Basic Skills Assessments in reading, writing and mathematics.

- New students (first-time attending college); or
- Any student currently enrolled in high school; or
- Any student under the age of 16; or
- Any student enrolling in a General Education course for the first time; or
- Any student registering for the first time in a reading, writing, or mathematics course.

To register in General Education classes, all students must meet one of the following reading requirements:

- Score at the REA 091 level or higher on TOCC assessment; or
- Complete the REA 091 course with a grade of “C” or higher; or
- Concurrently enroll in REA 091 and General Education courses; or
- Concurrently enroll in REA 081 and no more than one General Education course.

Students who do not need to take Assessments are:

- Students who have earned a degree or certificate; or
- Students who can document competencies in reading, writing, or mathematics through prior assessment or college-level coursework; or
- Students enrolled only in non-credit, contract, or special interest courses.

Note: Previous assessment scores or college-level coursework must be presented during advising or counseling prior to registration.

Drop in or Schedule an Appointment

The assessment is offered on a drop-in basis at the TOCC Main Campus, or you may schedule an appointment; tests are also offered at various community locations prior to each semester. See the TOCC Schedules of Classes for testing dates and locations. Please allow at least three hours to complete all three parts of the test (reading, writing, and mathematics). Students must have a TOCC application already on file and must bring a photo I.D. to the assessment site.

Special Accommodations

For student with disabilities, special accommodations such as extended time, large print, writing assistance, and interpreters are available. Please call an advisor at (520)383-8401 to make arrangements or to request additional information.

Preparation

To prepare students for the Basic Skills Assessments in reading, writing, and mathematics, a study booklet is available at the TOCC Academic Advising Center.

Step 4: Advising

All TOCC students are responsible to develop their own educational and career goals and to make sure that they are taking the appropriate courses to achieve these goals. To assist in this endeavor, the College offers advising and counseling services.

TOCC students need to meet with the advisor whenever they have questions, or at least once each semester. The purpose of meeting with an advisor on a continuing basis is for students to have assistance with the following:

1. Keeping informed of changes to programs and courses at TOCC.
2. Checking one's progress towards degree completion.
3. Considering changes in one's interest or career plans.

To schedule an appointment with an advisor, please call the Academic Advising Center, Room 28 (520-383-0089).

Counseling

The counselor is also available to assist students with self-awareness, personal development, and the achievement of academic success. The counseling office assists students in the development of effective time management and study skills. The Tohono O'odham Himdag serves as the primary foundation to enhance student personal and educational development. Activities for students and community members that focus on Tohono O'odham Himdag or Native American culture include traditional story telling, traditional singing, rattle making, basket weaving, flower making, woodcarving, pottery making, and talking circles. To schedule a counseling appointment, call (520) 383-0033)

Health and Wellness

The overall health and wellness of students in mind, body and spirit is important to their success at TOCC. A number of services are provided to students through referral programs and/or workshops. These include forums, health fairs, screenings, lifestyle management classes, safe sex education programs, and disease prevention awareness programs.

Step 5: Registration

After completing the Admissions, Assessment, and Advising steps, students may register for classes, following the instructions provided in the Schedule of Classes. The Schedule of Classes is printed each semester.

Schedule of Classes

In addition to the TOCC College Catalog, one of the main documents you will need during your college career is the Schedule of Classes. This is published before the registration period for the fall and spring semesters and summer sessions. The Schedule of Classes contains a list of courses being offered, with the dates, times, and locations of each class section. It also provides instructions on when and how to register and has important dates and deadlines for upcoming semester or sessions. A copy can be picked up at the Academic Advising Office, or by calling (520) 383-8401.

Planning for Registration

Before registering, a student should consider their educational goals and plan their time in college. The following sections cover things that students should think about before registering for classes.

Styles of Classes

TOCC offers a variety of ways for students to reach their educational goals. Students can choose from traditional, alternative-style, or accelerated classes. These classes cover many subject areas and fulfill degree and certificate requirements. Classes are provided during the day, evening and weekend, or via distance education. Please see the Schedule of Classes for details on classes and dates.

Declaring a Program of Study

Students should declare a program of study (a major) when applying for admission and should make sure it is listed correctly on their records. A Student Support Specialist is available to help students choose the right program of study. The program of study can affect financial aid or veteran's benefits. For this reason, students who have not decided on their program of study will be enrolled in the General Studies major, that is, the Associate of Applied Science in General Studies (AAS-AGS) degree. Students may change their program of study at any time.

Maximum Credit Hours

Students can enroll for a maximum of 18 credit hours in either the fall or spring semester, and for a maximum of 12 credit hours during summer sessions. These limits include resident work, registration with the University of Arizona or other college, and extension, correspondence, or high school courses

taken at the same time that one is taking TOCC classes. If you wish to exceed the maximum load of 18 credit hours, you must obtain approval from the TOCC Vice President of Education.

Course Prerequisites

Before enrolling for certain courses, the student may be required to have previous education, knowledge, or skills; this is called a prerequisite. In order to enroll in certain classes at TOCC, students must meet course and program prerequisites; otherwise, the student must receive the approval of the instructor's signature on the Registration Transaction Form. If it is determined by the instructor that a student does not have the proper prerequisites for the class, the instructor may withdraw the student from the course after notifying the student and directing him or her to the prerequisite courses.

Transfer of Credits

Students who have taken classes at another college or university may transfer those credits to TOCC. TOCC may accept course credits with a grade of C, its equal, or better from colleges and schools accredited by any of the following:

- Higher Learning Commission
- Middle States Association of Colleges and Secondary Schools
- New England Association of Colleges and Schools, Inc.
- Northwest Association of Secondary and Higher Schools
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

For TOCC to evaluate and determine whether a student's courses can be approved for credit, the student will need to request an official transcript from the institution(s) previously attended to be sent directly to Tohono O'odham Community College, Director of Admissions, Post Office Box 3129, Sells, Arizona 85634. The full Transfer Policy is included in the TOCC Catalog.

Advanced Placement

You have the opportunity to earn college credit by assessment of prior learning. You may be able to receive credit by passing specified examinations or by portfolio. You must be currently enrolled at TOCC in order to receive such credit. Advanced placement credit may include:

1. Advanced Placement examinations from high school (AP);
2. College Level Examination Program (CLEP); or
3. Special examination for credit. For example, Tohono O'odham Language fluency may be established by examination.

Note that you cannot receive credit by examination or assessment of prior learning for a course that has a lower number than the one in which you are currently enrolled, or for one which you have already received credit. Credit by examination may or may not transfer to other colleges or universities. For more information on credit by examination for specific courses, contact the Vice President of Education.

Advanced Placement (AP) Credits

Taking Advanced Placement courses in high school can accelerate your college career. At TOCC, you can earn up to 30 credits toward your degree by passing examinations at the end of AP classes. Credits you earn based on your exam performance may be counted toward your certificate or degree including General Education requirements. Exams are administered through the College Board each May. Some students take AP exams after taking honors or accelerated courses in their schools. For more information about the AP program, talk to an advisor or visit the College Board web site at www.collegeboard.org.

College-Level Examination Program

TOCC accepts for college credit passing scores for both the general and subject examinations of the College-Level Examination Program (CLEP). Students must pay a registration service fee and an examination fee for each test. Passing scores for subjects credited through the CLEP are recorded with a 'P' grade. No record is made of failing scores. CLEP Examinations are available through the Testing Office at the University of Arizona (contact 520-621-7589).

Step 6: Financial Aid

Tohono O'odham Community College is committed to providing as much financial assistance as possible to students who need help to pay for their education.

Financial Aid Policy

Tohono O'odham Community College will participate in and assist students in establishing eligibility for and receiving local, state, and federal financial aid and scholarships. Continuing students must show evidence of satisfactory progress in order to remain eligible for federal financial aid.

Step 7: Finance Office and Bookstore

After completing registration and orientation and visiting the Financial Aid Office, please come to TOCC's Bookstore to pay your tuition and fees. The Bookstore is located in the Main Building at the Main Campus, Milepost 125.5. The Bookstore is open Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours during the first two weeks of classes. Call (520) 383-8401 for the Finance Office or (520) 383-0026 for Bookstore for more information.

Tuition and Fees

G.E.D. and Apprenticeship Courses

To learn about tuition and fees for General Equivalency Diploma (GED) and Apprenticeship courses, please see Chapter 9, Occupational programs.

Tuition and Fees Policy

The President or his or her designee will annually recommend a student tuition and fee schedule to be Board of Trustees for review. Tuition and fee schedules, as well as refund policies, shall be published in the Tohono O'odham Community College Catalog, in the Schedule of Classes, and posted on the TOCC website, www.tocc.edu.

Tuition and Student Activity Fee for College Credit Courses

Tuition and fees are listed in tables starting on the next page. Anyone who registers for a course will owe tuition; students must **officially withdraw** from a course by the stated deadline to receive a tuition refund. Tuition for TOCC's credit courses is determined by the TOCC Board of Trustees annually, as is the Student Activity Fee. The Student Activity Fee allows the College to provide financial support for various student activities and clubs.

Other Fees

Check the tables for other fees to be added to your payment to TOCC, and see the Schedule of Classes for lecture, lab, and field trip fees.

Residency

In 2015 the TOCC Board of Trustees eliminated the Out-of-State residency tuition rate and fees. All students qualify for the same tuition and fees schedules.

Payment Due Date

Tuition must be paid before the first day of class each semester. See the section following the tuition and fees tables for details.

Textbook Payments

Students may purchase textbooks at the TOCC Bookstore on the Main Campus. The bookstore accepts payment for books in cash or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order; the copy of a purchase order that has already been sent to TOCC's Finance Office; or a signed letter from an employer.

Noncredit College Courses

Noncredit classes, workshops, field trips, conferences and other activities may be offered at no cost, or require tuition. Payment details will be published with the event information.

Total Payment

Total payment due to TOCC each semester includes the following items:

- Student Activity Fee
- Tuition
- Processing Fees
- Miscellaneous Fees (as needed)
- Other Possible Costs (if needed)

Tuition and Fee Holds; Other Possible Costs and Payments

If you owe Tohono O'odham Community College money from a previous term you cannot register for the current term until you pay your debt or make arrangements for payment. For an immediate release of your hold from Tohono O'odham Community College, prior to registration, you must pay in cash, credit card, or by check. Payments by check require fifteen working days before your hold can be released. For more information, call (520) 383-8401 and ask for the Finance Office.

Students will avoid the costs in the "Other Possible Costs and Payments" table through timely payments and care of College Property.

Payments and Refunds

The Bookstore, which is a branch of the TOCC Finance Office, handles all payments for tuition and fees. The bookstore is located in Building 200 at TOCC's Main Campus (behind Indian Oasis Intermediate School). The Bookstore is open Monday through Friday, 8:00 a.m. to 5:00 p.m., with additional hours during the first two weeks of classes. Call (520) 383-8401 for the Finance Office or (520) 383-0026 for the Bookstore for more information.

Tuition and Fee Refunds Policy

Tohono O'odham Community College will establish procedures for refunds of tuition and fees to students. All students who officially withdraw from the College or individual classes (in fall, spring, or summer) by the withdrawal process set forth in the College catalog will receive a refund based on the schedule printed annually in the catalog.

Refunds and deposits that may be due a student may first be applied to debts that the student owes the College. For students receiving Federal Student Financial Aid, the policy for refunds will be consistent with U.S. Department of Education refund policies.

Students who must withdraw from the College due to unforeseen, emergency circumstances may be eligible for a special refund. Circumstances include serious illness or injury, death of a close family

member, or military temporary duty assignments. These funds may be requested through the Admissions Office. The campus president (or his/her designee) may approve a refund for extenuating circumstances not specifically included in the aforementioned provisions.

Payment Deadline

You must pay for classes prior to the first day of class. Check the Schedule of Classes each semester for payment deadlines. You may also call the Finance Office at (520) 383-8401 or the Bookstore at (520) 383-0026.

Payment Options

You may pay in person at the TOCC Bookstore or by mailing the payment to the TOCC Finance Office, P.O. Box 3129, Sells, Arizona 85634. Tohono O'odham Community College accepts U.S. funds via the following forms of payment:

- Cash
- Personal Checks
- Traveler's Checks
- Money Orders or cashier's checks
- Third-party payment by purchase order or checks
- All Major Credit Cards

Checks should be made payable to Tohono O'odham Community College, and the student's Student Identification Number should be noted on the check memo line. (See next section about Student Identification.) Students paying by check in person should be prepared to show picture I.D.

Third-party payers covering tuition for individuals or groups must ensure that the TOCC Finance Office has received payment by stated deadlines. Call the Finance Office at (520) 383-8401 to make arrangements.

Note: Official Drop or Withdrawal Required for Refund

Students owe tuition for all classes for which they have registered. Undesired classes must be dropped by the official drop deadline. Meanwhile, if students add classes after making payment, they must pay additional tuition and any fees related to those classes. A late fee will be assessed on all accounts not paid in full by the deadline.

Tuition Deferment

Payment of tuition and fees are due at the time of registration. However, TOCC offers an option to have up to half of your tuition deferred for period not to exceed 30 days. You must pay at least half of your outstanding tuition, plus a \$15.00 processing fee, at the time you make the request for tuition deferral. Please request this option at the Finance Office.

Refund Schedule

Students who drop classes by the drop deadline may have a percentage of their tuition for the dropped classes refunded. The registration processing fee of \$5.00 is non-refundable. Please note that refunds are made *only if the student has officially dropped or withdrawn from a class.*

The table below shows the amount of refund that students can expect in all cases except 1) Cancellation of a class by TOCC or 2) Military assignment or transfer orders. For those special cases, please see the next page. Note that tuition only will be refunded. The Student Activity Fee and Semester Processing Fee will not be refunded.

Timing of Withdrawal	Percentage of Tuition to be Refunded
By the drop date	100%
Between drop date & withdrawal deadline	67%
After withdrawal deadline	33%

Special Case—Cancellation of a Class by TOCC

If TOCC cancels a class, you will be refunded all applicable tuition and fees, or receive credit toward another class within the refund deadline period within the same semester. Thereafter, students will be refunded tuition. The Semester Processing Fee of \$5.00 is non-refundable.

Special Case—Military Assignment—Written Request Required

A full refund of tuition and the Student Activity Fee will be allowed, even after the drop date and withdrawal deadline, for military assignment or transfer. A request for the full refund must be made in writing to the TOCC Director of Admissions and must include a copy of the military assignment or transfer orders.

Refund Deadlines and Details

Check the Academic Calendar in this catalog or in the Schedule of Classes to learn the refund deadlines for each semester, which generally occur thirteen days after the start of the semester. Please note the following points about refunds:

- A student must officially drop or withdraw from a class to receive a refund. Refunds will not be given just for non-attendance or for ceasing to attend a class.
- Refunds are processed via check.
- Official refund checks will be mailed. Please make sure the College has your current address.
- Any outstanding debts owed to TOCC may be deducted from your refund.

If you receive federal financial assistance, your refund will be paid directly back to the sponsoring program, as required under federal guidelines.

Bookstore

The TOCC Bookstore on the Main Campus stocks textbooks for college courses, as well as school supplies, TOCC memorabilia, local souvenirs, and a small collection of everyday necessities. Students are encouraged to check with their instructors and on the course syllabus for the required textbooks and materials needed for classes. The Bookstore staff is available to assist students in selecting appropriate textbooks based on instructor and course reference number.

Before textbooks can be taken from the store, payment must be made in full. The Bookstore accepts payment for books in cash, check, credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees are an original purchase order; the copy of a purchase order that has already been sent to TOCC's Finance Office; or a signed letter from an employer.

For more information, visit the Bookstore at TOCC's Main Campus, or call (520) 383-0026.

Step 8: Student Identification and Records

Assigned Student Identification Number

Each student admitted to TOCC is issued an Assigned Student Identification Number. This number appears on the student's identification card and is tied to the student's record at TOCC.

Student Identification Cards

A student Identification Card provides access to the TOCC Library, the Bookstore, to Advising Centers, and the Computer Labs. I.D. cards are obtained by paying a \$2.00 fee to the cashier in the TOCC Bookstore and then presenting the receipt to the Student Services Office. I.D. cards must be validated each term.

The following sections explain policies related to student identification and records.

Use of Social Security Numbers

All students who are United States citizens, resident aliens, or non-citizens who have been issued a Social Security Number are required to provide the Social Security Number (SSN) on the Application for Admission, on all local, state, or federal student financial aid applications and forms, and on any forms required for TOCC employees.

The Social Security Number is used to match current and future records with any past records in order to insure that students receive full academic credit for all work. The SSN is also required for reporting tax credit information to the federal government and for financial aid information. Social Security Numbers are not used as Student Identification Numbers.

Third-Party Transactions

Students who wish to have a parent, spouse, friend, or other third party complete any transactions, such as registration, which affect their educational record, must provide the third party with the following:

1. The student's photo ID; and
2. A statement describing the transaction and granting the third party permission for the student. The student must sign and date the statement.

Transcript Request

A transcript is a document that lists a student's courses, grades and grade point average. An official transcript is a copy of this list that has been issued by the educational institution that you attended. To request official transcripts from TOCC, please fill out the Transcript Request Form. The form is available at the Admissions Office or Academic Advising Center.

Privacy of Student Records – FERPA

TOCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act was designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with this Act. Contact the TOCC Admissions and Records Office at (520) 383-8401 for more information.

TOCC designates categories of student information as public or directory information. This information includes the student's name, address, telephone number, date of birth, major field of study, classification status (regular, special, full-time, part-time), dates of attendance, degrees, honors, awards received, and most recent previous educational institution attended by the student. Although TOCC maintains a closed (unpublished) student directory, such information may be disclosed by TOCC for any purpose and at its discretion. Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students may instruct TOCC not to disclose public or directory information for any purpose.

Withholding Student Information

Students must submit a signed Disclosure of Student Information Form to the Admissions Office prior to the end of the drop/add period in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file. Tohono O'odham Community College will not release any public or directory information unless written authorization is given by any student who specifically requests release of public or directory information. Questions concerning the privacy of student records may be directed to the Admissions and Records Office at (520) 383-8401.

Full time and Part time Status

In order to plan long term goals and strategies for success, all first time students must see an advisor. TOCC offers various categories of admission. Students may enroll as full time students (taking at least 12 credit hours) or part time students (taking fewer than 12 credit hours.)

Admissions Requirements for Various Programs

TOCC encourages all students to refer to the TOCC Catalog for more information pertaining to admissions to TOCC. The college catalog is contract between the student and TOCC. TOCC has admissions requirements for different types of programs. Students are encouraged to contact the advisor in which program they are interested in enrolling. For General Equivalency Diploma (GED) classes, and for Apprenticeships call (520)383-0013 for more information.

How do I take just one class?

Just check with a Student Services Specialist (an advisor) at the main campus (520-383-0089). There are different registration procedures, depending on whether the course is a requirement for a certificate or degree program or a special interest class. Financial aid or scholarship money is available for students taking one class.

Advising

All TOCC Students are responsible to develop their own educational and career goals and to make sure that they are taking the appropriate courses to achieve these goals. To assist in this endeavor, the College offers advising and counseling services. The Academic Advisor is available by appointment and on a drop in basis. The Academic Advisor is located in the Main Building on the Main Campus.

TOCC students need to meet with the advisor whenever they have questions, or at least once each semester. The purpose of meeting with an advisor on a continuing basis is for students to have assistance with the following:

1. Keeping informed of changes to programs and courses at TOCC.
2. Checking one's progress towards degree completion.
3. Considering changes in one's interests or career plans.

Counseling

The counselor is also available to assist students with self-awareness, personal development, and the achievement of academic success. The counseling office assists student in the development and the achievement of academic success. The counseling office also assists students in the development of effective time management and student skills. The Tohono O'odham Himdag serves as the primary foundation to enhance student personal education development. Activities for students and community members that focus on Tohono O'odham Himdag or Native American culture include traditional storytelling, tradition singing, rattle making, basket weaving, flower making, woodcarving, pottery making, and talking circles.

II Academic Policies

Academic Requirements

Required coursework and academic programs are:

1. The Himdag Requirement
2. General Education
3. AGECE: The Arizona General Education Curriculum
4. Pre-Program Requirements
5. Transfer Programs (a section for each degree and certificate)
6. Non-Transfer Programs (a section for each degree and certification)

The General Equivalency Diploma (GED and Apprenticeships programs are covered in Occupational Programs.

Declaring a Program of Study

When students enroll in TOCC, They will be asked to declare a major, that is, to enroll in a specific program of study. Students who have not decided on their program of study will be enrolled in the General Studies major, that is, the Arizona General Education Certificate degree. Students may change their program of study at any time.

Advising

TOCC students need to meet with their Academic Advisor and faculty advisors whenever they have questions, or at least once each semester. The purpose of meeting with advisors on a continuing basis is for students to have assistance with the following:

1. Keeping informed of changes to programs and courses at TOCC.
2. Checking one's progress towards degree completion.
3. Considering changes in one's interests or career plans.

To schedule an appointment with an advisor, please call the Academic Advising Center at (520) 383-8401 or 383-0047. You may also walk in to Building 100 at Main Campus.

Grading Policies

Grades at the Tohono O'odham Community College

Grades are recorded at the end of each session according to the system listed below. If a Course is repeated, the higher of the two grades earned will be used for computation of the student's grade point average. Both courses will remain on the student's transcript.

- A Superior** – Four (4) grade points per credit hour.
- B Above Average** – Three (3) grade points per credit hour.
- C Average** – Two (2) grade points per credit hour.
- D Below Average** – One (1) grade point per credit hour
- F Failure** – Zero (0) grade point per credit hour.

FW Faculty Withdrawal – A Withdrawal grade submitted by the instructor. This grade may be given by the instructor on or before the official census reporting date to students who have ceased attending class before that date.

P Pass = A, C or better without grade differentiation ordinarily indicated by the College grading system. This grade may be given at the student's request and the instructor's option.

IP In Progress = "IP" designates courses the student is taking when the transcript is issued. A grade may be given for those not completing Open Entry/Open Exit courses that cross semester/terms. "IP" will eventually be replaced with the final grade.

I Incomplete = A record of Incomplete as a grade will be made at the student's request and the instructor's option. If the student does not complete the work and submit a final grade form within one year, the Incomplete will be automatically changed to an "F". A student receiving a grade of "I" will be provided with a standard form specifying the work necessary and a time frame for completion of the course. The instructor who gives the grade of "I" is responsible for grading the student's required work as identified on the "Incomplete Grade" form. When the student's work is complete, the instructor submits a "Change of Grade" form to the Admissions Office.

W Official Withdrawal – This grade may be requested by the student only during the first two-thirds of any session. This grade may be given by the instructor on or before the official census reporting date to students who have ceased attending class before that date. Additional information on withdrawing from classes is available.

Y Special Withdrawal – This grade may be given by the instructor at his/her discretion at the end of the term when circumstances dictate that no one of the other grades is appropriate. Instructor must submit a form indicating reason for special withdrawal. A "Y" is counted as an actual attempt in determining financial aid eligibility and/or veterans' benefits. Some colleges and universities may compute the "Y" grade as a failing grade when calculating the TOCC Grade Point Average.

X Credit by Examination – An X placed next to the grade indicates that grade was earned through the successful completion of a proficiency test.

AU Audit - To audit a course means to enroll in and to attend a class without working for or expecting to receive credit. The letter for audit, "AU" appears on the transcript of grades and on the class list by the student's name. Students auditing a class must register by the end of the official refund period and must receive the written permission of the instructor.

Grade Point Average (GPA)

The GPA is determined by multiplying the number of credit hours for each class by the number of points for the grade given, then dividing the sum of the points by the total number of credit hours to determine grades of A, B, C, D and F. The GPA is based only on work completed at Tohono O'odham Community College. A complete record of all credit courses attempted at the College is kept for each student.

Academic Alert

After the end of each fall, spring, or summer semester, TOCC will identify students whose grades cause them to be placed on Academic Alert and will notify them by email and snail mail. Students will be placed on Academic Alert if either of the following conditions applies:

- The student's cumulative grade point average does not meet the minimum standards for good academic standing.

- The student has appealed and been reinstated after having been placed on Academic Disqualification.

If you receive an email stating that you have been placed on Academic Alert, that letter will indicate what college resources can assist you in improving your academic performance, and what specific steps you must take during your next semester to return to good academic standing.

Academic Disqualification

A student on Academic Alert will be academically disqualified if, after the academic alert semester, the student has not returned to good academic standing. However, if the student earns a 2.0 GPA or higher for the current semester, he or she will be permitted to continue on an academic alert status.

Academic Reinstatement

Students may appeal academic disqualification in accordance with established College appeals procedures. See the TOCC Student Handbook. After reinstatement the student will be placed on academic probation.

Appeal of Grades

There is an appeal process for grade changes. Please refer to the Student Rights and Responsibilities document, which can be obtained from the offices of the Vice President of Student Services and the Vice President of Educating, from the campus advising center, and from the TOCC Library.

Grading Complaints

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. Normally no instructor may be directed to change a grade. However, where a mistake, fraud, or bad faith by the instructor is proven, the instructor may be directed to change the grade. The burden of proof for the existence of mistake, fraud, or bad faith on the part of the instructor is the responsibility of the student. Complaints about grading re resolved at the lever of the Vice President of Equation.

Graduation Policies

Graduation Requirements

To graduate from TOCC, a student must do the following:

1. Complete the General Education requirements appropriate for the degree or certificate program for which the student is enrolled.
2. Complete the specific course requirements appropriate for the degree or certificate program for which the student is enrolled.
3. Complete a minimum number of credit hours for a degree or certificate, as follows:
 - a. 60 credit hours of course work at the 100 level or higher for an Associate Degree. At least 15 semester credit hours of the total required to qualify for an Associate Degree must be earned at TOCC; or
 - b. Between 6 and 59 college credit hours for a direct employment program. At least 6 hours of the total credits required must be earned at TOCC.
4. Complete the reading requirement if specified by his/her program.
5. Complete all program requirements for a degree or certificate.
6. Complete a graduation application by the dates specified in the academic calendar for the current academic year. Failure to complete the application by the date will result in a delay in processing until the following semester.

7. All students who complete the Associate of Arts, Associate of Science, Associate of Business Administration, Associate of General Studies, or an Associate of Applied Science degree will be required to take the Academic Profile as part of the official graduation process.

Graduation with Honors

Students who are graduating with a degree and have completed 30 credit hours at TOCC may be granted honors designation if they meet certain grade point averages:

1. 3.500 to 3.799 grade point average = Graduation with Honors
2. 3.800 to 4.000 grade point average = Graduation with High Honors

These designations will be shown on diplomas and listed on the student's official transcripts.

Graduation under the Student's Catalog of Record

Students maintaining continuous enrollment at any public Arizona community college or university may choose to graduate according to the requirements of the catalog in effect at the time of their initial enrollment, or according to the requirements of any catalog in effect during subsequent terms of continuous enrollment whether attending a public community college and/or public university in the State of Arizona. A semester in which a student earns course credit will be counted toward continuous enrollment. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward continuous enrollment. Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment for a student. However, enrollment in the interviewing summer terms may be used to maintain continuous enrollment status. If continuous enrollment is not maintained, the student must meet the requirements for graduation of the catalog in effect at the time they re-enroll, or they must meet the requirements of any subsequent catalog of continuous enrollment. Students re-enrolled during the summer term must follow the catalog for the fall that follows, or any subsequent catalog of continuous enrollment.

Time Limit for Coursework

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight year old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

Please note: The time limit for coursework does not apply to General Education courses, but General Education courses for which a student has earned below a C cannot count toward transfer programs.

III. FINANCIAL AID

Applying for Financial Aid at TOCC

The Tohono O’odham Community College Financial Aid Office will make every effort to provide adequate financial assistance to the student who demonstrates legitimate financial need. The Financial Aid Director will make an effort to satisfy the student’s unmet need to the maximum, if possible, from available sources. The student is free to accept or decline any aid that is offered.

Financial aid is awarded for one academic year. A student who wishes to apply for financial aid should contact the Financial aid Office for information and application form.

Tohono O’odham Community College is committed to providing as much financial assistance as possible to students who need help to pay for their education. The TOCC Financial Aid Office offers various financial aid programs. The money for this assistance comes from federal resources, the Tohono O’odham Nation, and from private donors. Funds are awarded to students based on financial need, academic achievement, and programs of study (major). For more information, please call the Financial Aid Office at (520)383-0075.

Financial Aid – the steps to follow:

1. Visit the TOCC Financial Aid Office to meet with the Financial Aid Specialist to fill out a Free Application for Federal Student Aid (FAFSA) form and to obtain your Federal PIN number to be able to fill out the FAFSA and sign the form electronically. You may inquire about other sources such as scholarships, Federal Work Study and FASEOG and the process to apply for them.
2. The TOCC Financial Aid office will assist students in filling out the FAFSA. If you are a “dependent” student your parents or legal guardian will need to sign your FAFSA. The form is also available on line @ www.FAFSA.ed.gov TOCC’s school code is 03784400.

Major Federal Student Aid Programs

The U.S. Department of Education (ED) offers three major types of aid. The Pell Grant and the Federal Supplemental Grants are gift aid and do not have to be repaid unless an overpayment has resulted due to the student withdrawing from school before the end of the period of enrollment for which the grant was awarded. It is the school’s responsibility to inform the student whether and funds must be returned to the Department of Education. The other is the Federal Work Study which provides income (which does not have to be repaid) from parttime employment either on campus or in the community.

Federal Grants: The Pell Grant

Federal Pell Grants are awarded according to rules set by Congress. Every year the Department of Education publishes updated tables used in the Expected Family Contribution calculation. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student’s education for the year. The EFC is calculated according to the formula specified in the law. If a student is eligible on the basis of these rules, an eligible school will pay the student his or her grants. Based on the student’s EFC and the number of classes the student is enrolled in will determine how much money a student will receive.

Campus- Based programs: Federal Supplement Education Opportunity Grants and Federal Work-Study

Campus based programs are administered by the financial aid office at eligible schools. The Department of Education provides funding for the campus based programs at TOCC. All students who apply for either the Federal Supplemental Education Grant or the Federal Work Study must fill out a FAFSA.

Veterans Benefits

Brief descriptions follow of major benefits program administered by the VA. For more information about the Veterans Education programs, visit the Financial Aid Office, call (520-383-0075) or visit www.gibill.va.gov

Chapter 30

The Montgomery GI Bill Active Educational assistance program provides up to 346 months of education benefits for a variety of programs.

Chapter 33 Post 911

The Yellow Ribbon Program provides funding for the cost of tuition and fees for a public school. (The lower of the actual tuition and fees or the national maximum per academic year for a private school.) Your actual tuition and fees cost may exceed these amounts if you are attending a private school or are attending a public school as a nonresident student. Instructions of Higher learning (Degree granting institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for your education program without an addition charge to your GI Bill entitlement.

Degree gaining institutions of higher learning participating in the Post 911 GI Bill Yellow Ribbon Program agree to make additional funds available for your education program without an additional charge to your GI Bill entitlement. These institutions voluntarily enter into a Yellow Ribbon Agreement with the Veterans Administration Department and choose the amount of tuition and fees that will be contributed. The Veterans Administrative Department matches that amount and issues payment directly to the institution.

Available Benefits and Eligibility

Only Veterans entitled to the maximum benefit rate, as determined by the service requirements or their designated transferees, may receive this funding. Active duty service members and their spouses are not eligible for this program. Child transferees of active duty service members may be eligible if the service member is qualified at the 100 percent rate.

To receive your benefits under the Yellow Ribbon program:

- a. You must be eligible for the maximum benefit rate under the Post 911 GI Bill
- b. You must not be on active duty or a spouse using transferred entitlement
- c. Your school must agree to participate in the Yellow Ribbon Program Your school must have not offered Yellow Ribbon to more than the maximum number of individuals, as stated in their participation agreement
- d. Your school must certify your enrolment to the VA and provide Yellow Ribbon Program information
- e. You may be eligible if you fit the following circumstance:
- f. You served an aggregate period of 36 months in active duty after September 10, 2001
- g. You were honorably discharged from active duty for a service connected disability and you served 30 continuous days after September 210, 2001
- h. You are dependent eligible for Transfer of Entitlement under the Post 911 GI Bill based on the service eligibility criteria listed above.

Dependents” Educational Assistance Program (DEA)

Student may qualify for DEA benefits if they are spouses or children of:

- a. Veterans who died or are permanently and totally disabled as the result of a service connected disability arising from active service in the armed forces
- b. Veterans who died from any cause while rated permanently and totally disabled from the service connected disability
- c. Services persons missing in action or captured in the line of duty by a hostile force
- d. Service persons forcibly detained or interned in the line of duty by a foreign government or power
- e. Service persons hospitalized or receiving outpatient treatment for a service connected permanent and total disability and likely to be discharged for that disability.

Veterans Educational Assistance Program (VEAP)

Veterans Educational Assistance Program benefits are available to certain veterans who entered active duty between Juan 1, 1977 and June 30, 1985.

Reserve Educational Assistance Program (REAP)

The Reserve Educational Assistance Program, also known as the Chapter 1607, makes certain reservists who serviced for at least 90 days after September 11, 2001, eligible either for education benefits or for increased benefits.

To learn more about Federal Student aid programs, visit www.federalstudentaid.ed.gov

How is Financial Aid Determined?

General Eligibility Requirements

Eligibility for most federal student aid programs is based on financial need rather than on academic achievement. To have their financial need determined, students must complete and file a Free Application for Federal Student Aid (FAFSA). A student must demonstrate financial need to be eligible for most federal student aid. At its simplest level, a student’s financial need is the difference between the student’s cost of attendance at the school and the amount the family is expected to contribute to the student’s education.

Additionally, to be eligible for federal student aid, a student must meet each of these criteria:

1. Have a high school diploma (this can be from foreign school if it is equivalent to a U.S. high school diploma); halve a recognized equivalent of a high school diploma such as a general educational development or GED certificate.
2. Enrolled as a regular student in an eligible degree for a certificated program.
3. Be a U.S. citizen or eligible non-citizen.
4. Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
5. Make satisfactory academic progress.
6. Sign certifying statements on the FAFSA such as agreeing to use federal student aid funds only for educational expenses.
7. A student who does not have a high school diploma, GED or a high school transcript showing that he or she completed high school will not be eligible to receive any Federal

funding such as a Pell Grant, Federal Work Study or the Federal Supplemental Educational Opportunity Grant.

Needs Analysis

The process of analyzing a student's financial need, known as Need Analysis, focuses on determining how much the family reasonable can be expected to contribute toward the student's education. Determination of an applicant's need is achieved by collecting information about the family's income, assets, and living expenses. For the federal student aid programs, the law specifies a need analysis formula that produces that Expected Family Contribution (EFC). The EFC and the school's cost of attendance are used by the school to establish the student's need, as well as to award grants and campus-based aid. (The school might ask the student to complete other paperwork to determine the student's need for nonfederal aid.)

For further information or assistance, please contact the Financial Aid Office, (520)-383-0075.

How much Federal Pell Grant funding can a student receive?

Each year, the Federal Grant Program publishes the Regular Payment Schedule for determining Pell Grant awards, which varies from year to year. To determine the amount of a student's Federal Pell Grant, The TOCC Financial Aid Administrator considers the cost of attendance, the Expected Family Contribution (EFC) and other factors.

Application Process for Financial Aid

The most important step in applying for financial aid is to complete the Free Application for Federal Student Aid, or FAFSA. A student needs to complete the FAFSA each calendar year, which begins on January 1, for the coming school year that begins fall semester in August at TOCC.

Planning Early with FAFSA4caster

FAFSA4caster is a service of the U.S. Department of Education that helps students explore financial aid options and eligibility while still in school or before they enroll in college. More about this service is available at the website: www.fafsa4caster.ed.gov

Getting Federal Student Aid Personal Identification Number (PIN)

We recommend that students and parents save time by requesting the personal identification numbers (PINS), called the Federal Student Aid PINS, before the student applies for federal aid.

How does the Student or Parent use a PIN?

The PIN can be used to sign the FAFSA electronically, drastically decreasing the processing time. The PIN can be used in the following ways (among others):

1. As the applicant's electronic signature on the FAFSA or the parent's electronic signature on the FAFSA (if the parent obtains his or her PIN).
2. To gain access to the applicant's information on the FAFSA on the Web, to view FAFSA processing results, to make corrections, or to file a FAFSA based on data the student filed previously.
3. To gain access to online information about federal student aid the student has received.

Why does a Parent need a PIN Number?

At least one parent or legal guardian of a dependent student must sign the student's application. The PIN is the most efficient way to sign the FAFSA. Each person signing a FAFSA needs to have his or her own PIN; a dependent student's parent or legal guardian should get a PIN. A

parent without a PIN will have to sign a paper FAFSA on the FAFSA signature portion will be mailed to the Department of Education. This process takes at least three weeks for the school to receive the approval from the Department.

Gathering Documents for the Free Application for Federal Student Aid (FAFSA)

To complete the FAFSA, students (and their parents, if applicable) need their Social Security numbers, driver's license (optional), federal income tax returns, Form(s) W-2, current bank statements, and records of any stocks, bonds, or other investments and assets. You can find a list of items needed to complete the FAFSA at www.fafsa.ed.gov/before003.htm

Free Application for Federal Student Aid (FAFSA) on the Web Worksheet

A useful tool in preparing to complete the online application is the FAFSA on the Web Worksheet (available in English or Spanish). The worksheet, designed for applicants who prefer to fill something out in writing before applying online, lists the FAFSA questions and provides boxes for student's (and parents) answers. The order of questions on the worksheet follows that on FAFSA on the Web, which differs from the paper FAFSA. Therefore, to avoid confusion, we recommend that students not use paper FAFSAs to prepare for FAFSA on the Web. A draft copy of the worksheet is available in the Financial Aid Office.

When to Apply

Students and parents should fill out their tax forms and the FAFSA as early as possible. Those who are unable to complete tax forms early should estimate amounts as accurately as possible and fill out the FAFSA accordingly, correcting the information with actual amounts once the tax forms are complete. Note that most states have specific deadlines for students who want to be considered for state aid and some schools have limited institutional funds that are awarded on a "first come, first served" basis to eligible students.

The FAFSA may be completed on or after January 1 of each award year and will be accepted until June 30 of the following year. For instance, for the award year 2014-2015, the FAFSA may be submitted between January 1, 2014 and June 30, 2015.

How to Apply: FAFSA on the Web

FAFSA on the Web, available in both English and Spanish, allows students to complete their FAFSAs faster and more easily than any other application method. The Internet application offers detailed online help for each question as well as live, online, one on one communication with customer service representatives. The address for FAFSA on the Web is www.fafsa.ed.gov

Saving the FAFSA with a Password

Students do not have to complete the FAFSA on the Web in one setting. At the beginning of the process, the student is asked to supply a password. If the student is interrupted, needs to leave the application before completing it, or if the student automatically logs the student off due to 30 minutes of inactivity, the information will be saved and will remain available via the password for 45 days. The student should keep the password in a safe place. If the student forgets the password, he or she may call the Federal Student Aid Center.

The password is different from the PIN. The PIN allows the student to sign the FAFSA or to access processed FAFSA data, whereas the password is created solely to access the incomplete application at a later time.

Signing the Application with a PIN or Signature Page

At the end of the FAFSA, the student (and the dependent student's parent or legal guardian) sign electronically using his or her PIN.

Submitting the FAFSA and getting an Estimated EFC

When the student submits his or her information on the FAFSA on the Webs, a confirmation page appears. The confirmation page verifies that the application was submitted successfully, displays an estimated EFC, and indicates whether the student might be eligible for a Federal Pell Grant. The official EFC will appear on the Student Aid Report (SAR).

Applying through TOCC Financial Aid Office

It is recommended that the students file their FAFSA at the TOCC Financial Aid Office; by doing this it eliminates mistakes, when filling out the FAFSA and it expedites the return of the FAFSA to the Financial Aid Office. The student provides the necessary information such as IRS income tax return forms. The school enters the information electronically and then sends it to the Central Processing System. Please contact the Financial Aid Administrator at (520)383-0075 for assistance.

Paper Application Method

Students may complete a paper FAFSA (available in English and Spanish) and submit it for processing using an envelope to mail to the Central Processing System (CPS). When completing a paper FAFSA know that it will take more than here weeks for the FAFSA to be processed.

Student Aid Report (SAR)

The Student Aid Report (SAR) is the document that students receive from the U.S. Department of Education in response to their FAFSA. The SAR informs the student of the Expected Family Contribution (the EFC) and of the federal student aid available to him or her.

Unless the student's SAR is identified as having problems, the EFC is printed on the upper right corner of the front page. The SAR also includes instructions such as how to make corrections to the data the student supplied on the original FAFSA.

For More Information

Please visit the TOCC Financial Aid Office in the Main Building of the Main Campus during business hours. Students may reach the Financial Aid Office by telephone (520-383-0075) or by fax (520-383-8403).

Other Sources of Funding for College

Financial aid may also be awarded from nonfederal sources in the form of scholarship. The Financial Aid Office requires that the student submit a scholarship application in addition to the Free Application for Federal Student Aid (FAFSA) which assists in determining the student's Expected Family Contribution (EFC). The best source of information on aid available at a school is the school's financial aid office.

Campus Based Work Study

TOCC offers a campus based institutional work study program for students who do not qualify for Federal Student Aid but who still demonstrate need for financial aid assistance to attend college. To be eligible, students need to complete the FAFSA. Student aid employment allows the student to work 20 hours a week and attend TOCC. Students must be enrolled full time to qualify.

Private Scholarships

A student also might qualify for private grant or scholarships for academic achievement awarded by private sources recognizing religious affiliation, ethnic or racial background, community activities, athletic ability, hobbies or special interests. The federal student aid website, which can be found at www.FederalStudentAid.ed.gov, offers a free scholarship search based on these and other criteria. The Financial Aid Office also provides a listing of scholarships.

Tohono O'odham National Scholarship Office

TOCC encourages students to contact the Scholarship Office within the Department of Education of the Tohono O'odham Nation to pursue possible sources of financial aid from the Nation. Call at (520-383-6571) for more information. Students may also seek financial support from their District Council Education Committee. Students who receive the Tohono O'odham Nation Scholarships and are receiving a Pell Grant from the college; must report to the TOCC Financial Aid Director how much they received from the Nation's Scholarship office. This aid must be included in the student's award package making sure that the student does not go over the Cost of Attendance financial need limit.

American Indian Education Foundation

The American Indian Education Foundation (AIEF) was established to support educational opportunities for American Indian and Alaska Native students. Their vision is strong, self-sufficient American Indian Communities. Scholarships are awarded for each school year and recipients are chosen by a national selection committee. For more information on the American Indian Education Foundation can be found at the TOCC Financial Aid office or on the foundation's website at www.aiefprograms.org, or by calling the AIEF regarding the foundations program at (1-800) 881-8634.

American Indian College Fund

The American Indian College Fund (AICF) was established in 1989 under the America Indian Higher Education Consortium. The mission of the American Indian College Fund is to raise scholarship funds for American Indian Students at qualified tribal colleges and universities and to broaden awareness of those institutions and of the Fund itself. The AICF also raises money and resources for other needs at the schools, including capital projects, operations, endowments or program initiatives, and it conducts fundraising and related activities for Board directed initiatives. Students interested in applying for an American Indian College Fund Scholarship may go to their websites at www.Collegefund.org to search for their scholarship listings.

The TOCC Financial Aid Office provides scholarship information for over 100 agencies throughout the country that provide scholarships to both college and university students. Students who are interested in receiving the names of these agencies should go the Financial Aid Office for assistance.

Full time and part time TOCC employees may not apply for either Tribal or Direct Scholarships.

Payment Due Date for Pell Grant Recipients

Under certain circumstances, there are students who have filled out their Free Application for Federal Student Aid (FAFSA) and have registered to attend school but who cannot pay for their tuition, textbooks, and fees at the time of registration. In these cases, when a student has an Institutional Student Information Record (ISIR) that has been approved for a Pell Grant on file with the TOCC Financial Aid Office, the Financial Aid Director will provide the student with a "Letter of Acceptance." The "Letter of Acceptance" allow students to have the cost of their tuition, fees and textbooks covered until the student receives his or her Pell Grant at which time the TOCC Business Office will deduct the cost of the student's tuition, fees and textbooks from the students Pell Grant. The student must agree to this term and will sign and date the "Tuition Waiver" letter.

Academic Progress Requirement for Federal Financial Aid Title IV Recipients

Satisfactory Academic Progress Policy

The United States Department of Education requires an institution of postsecondary education to have standards of “Satisfactory Academic Progress.” In agreement with this regulation, Tohono O’odham Community College has adopted a policy regarding “Satisfactory Academic Progress” for each student’s program of study. This policy considers the student’s academic performance throughout the course of study, regardless of whether the student has received aid. A student’s previous cumulative grade point average at Tohono O’odham Community College is reviewed regardless whether he student received financial aid at the time. In addition to the requirement of the Department of Education, the college believes the Satisfactory Academic Progress Policy will allow the TOCC Financial Aid Office to provide the best way to give limited funds to eligible students.

Satisfactory Academic Progress and Duration of Eligibility

Federal law requires that financial aid recipients maintain satisfactory academic progress in a program of study that leads to a degree, certification, or transfer program. Satisfactory academic progress uses the following components to measure a student’s progress toward a degree or certificate:

Number of credits attempted	Required GPA
1-14	1.3
15-24	1.5
25-48	1.75
49+	2.0

1. Cumulative grade point average. The student must maintain a cumulative grade point average (GPA) in accordance with this scale.
2. A completion ratio of all courses attempted of 67%
3. Duration of eligibility, which is up to 150% if the program, or reaching the maximum time frame as listed under student status.
4. Requirements (the completion ration allows for pre-college work by the student if it is required of the program of study).

In addition to points 2-4, students applying for federal financial aid (Pell, FSEOG, and College Work Study) are also required to be making satisfactory progress toward completion of their degree requirement. The maximum length of time a student is permitted to receive federal student aid cannot exceed 150% of the maximum length of the program. There are two areas that are assessed for 150% maximum time frame. A student must complete the requirement for the degree within 150% of the time it normally takes to complete the degree.

An example: 63 credits required for degree x 150% = 94 credit hours a student may attempt while working on the degree. At the end of each semester, the Director of Financial Aid will review the student’s file to determine credits attempted and completed.

Each semester, the student must pass 67% of the credits in which he or she is enrolled.

Example:	18 credits x 67% = 12 credits	15 credits x 67%= 10 credits
	2 credits x 67% = 8 credits	9 credits x 67% = 6 credits

Courses with the following grades will not be considered as credits successfully completed, but will be counted as credits attempted in computing satisfactory academic progress:

F – Failure

W – Withdrawal

WIP – Work in Progress

I – Incomplete

P – Pass

FW – Faculty Withdrawal

Each student receiving financial aid will have his or her academic progress and duration of eligibility reviewed on an annual basis. Students on Financial Aid Probation will have their academic progress and duration of eligibility reviewed each semester.

Duration of Eligibility for Multiple Degrees

Students who receive Title IV (financial aid contributions from the Federal Government, such as Pell Grants, etc.) to pursue multiple degrees meet additional guidelines for duration of eligibility. Students desiring a second degree must officially be admitted to the new program of study and all courses from previous programs that are applicable will be counted as courses completed for the new program of study.

Students reaching their duration of eligibility may appeal to the Financial Aid Committee in writing. They may request to receive Title IV funding for one additional semester if they are graduating at the end of the semester. For a clearer understanding of Title IV funds, please contact the TOCC Financial Aid Office.

IV. Student Rights and Responsibilities

Students of Tohono O’odham Community College have certain rights as citizens of the College Community. Students have the right to an academic evaluation which is neither prejudiced nor capricious. At the same time, they are responsible for achieving standards of academic performance established for each course in which they are enrolled.

Information about student’s view, beliefs, and political associations are considered confidential and under no circumstances will become part of their records or transcripts. A student’s official transcript and records will be released to persons outside the College only upon written request of the student. Students must be informed of any requests received from off campus persons or agencies and will make the necessary decision regarding release of information based on the College Board of Trustees Board Policy, Official Records and Transcripts, adopted October 12, 2000. The Board Policy designated the Director of Admissions and Records or the Vice President of Student Services as custodian for maintaining and controlling student records.

Students have the right to expect instructors, advisors, and counselors to post and maintain office hours. For each course in which students are enrolled, they have the right to receive a detailed course syllabus highlighting all course requirements, instructor expectations, and grading standards within the first week of classes.

Students also have the right to due process in responding to any complaint or College action against them.

Time deadlines outlined herein may be extended at the sole discretion of the appropriate Vice President.

Student Complaints

A student with a complaint that a policy or procedure of the College has been incorrectly or unfairly applied or a student who wishes to make a formal charge because of a person's behavior has recourse through the compliant procedures in the Student Handbook. In most instances, complaints can be resolved through an informal process beginning with talking to the individual or supervisor, if necessary. In certain instances a more formal complaint procedure may be necessary

Academic Policy Complaints

Complaints arising from a perceived misapplication of academic policy or from classroom or instructional disputes should be addressed first with the instructor. If possible, adjustments should be made at this level and an agreement reached. If the student is unable to reach agreement with the instructor, the student may take the complaint to the Vice President of Education. The procedure followed for classroom and other instructional disputes will be the same as it is for complaints about grading procedures.

Complaint Procedure for Academic and Grade Disputes

The complaint procedure for Academic and Grade Disputes must be completed within forty days (40) of the conclusion of the semester or session in which the student was enrolled in the course in which the challenged practice occurred or for which the grade is being challenged. Failure to comply with the filing deadlines at any step and any decision on the complaint at the terminated step shall be final without further right of appeal.

When a student believes that college academic regulations, including college grading practices or procedures and/or faculty grading criteria have not been followed, the student should attempt to resolve the issue by discussing the differences of opinion with the student's instructor. All discussions between the student and instructor concerning the complaint are confidential and should be discussed privately. The points at issue should be well defined to keep the discussion as objective as possible. If the problem between the student and the instructor cannot be resolved at this level, the student may initiate formal complaint by following step one below within five (5) days after the informal meeting with the instructor.

Step 1 – Formal Complaint and Meeting Request

The student must submit to the Vice President of Education a written request for a meeting to resolve the complaint. The written request must include a detailed description of the formal complaint and appropriate documentation. The student must submit the request, complaint and documentation within five (5) working days after the student's informal meeting with the instructor. The Vice President of Education shall convene a Mediation Hearing Committee within five (5) working days thereafter.

Step 2 – Notice to Mediation Hearing Committee

The Vice President of Education shall notify in writing the members of the Mediation Hearing Committee of the scheduled meeting date. The Mediation Hearing Committee shall be composed as follows:

1. An education administrator appointed by the Vice President of Education shall function as the Mediation Hearing Committee Chair.
2. The student filing the complaint; and
3. The instructor involved.

Step 3 – Mediation Hearing Committee Meeting

The Mediation Hearing Committee will attempt to resolve the issue at this level through discussion. Meetings of the committee will be closed to all observers. If the issue cannot be resolved to the satisfaction of the instructor and at this step, the Mediation Hearing Committee Chair shall decide if the complaint is valid and what appropriate action will be taken. The Committee Chair's written decision and proposed action shall be sent to the Vice President of Education within (5) working days after the Mediation Committee meeting date. Copies of the decision and proposed action shall be sent to the student and instructor involved. If there is no appeal by either party, the action proposed by the Committee Chair shall be taken.

Step 4 – Appeal to Vice President of Education

If the student or instructor is dissatisfied with the Committee Chair's decision and proposed action, an appeal must be filed within five (5) working days of receipt thereof with the Vice President of Education. The appeal shall be written memorandum outlining the nature of the basis or dissatisfaction with the decision or action taken. A copy of the appeal shall be given to the Committee Chair and the student or instructor, as applicable.

The Committee Chair may file response to the appeal with copies to the student and instructor. Any such response must be filed by the Committee Chair within five (5) working days of receipt of an appeal by the Vice President of Education.

Once the Vice President of Education has received the appeal and a written response from the Committee Chair, the Vice President may meet with the student and instructor, separately or together, at the Vice President's discretion within five (5) working days after receipt of the appeal memorandum.

Step 5 – Final Decision by Vice President of Education

Within five (5) working days after meeting with the student and instructor, the Vice President of Education shall prepare a written decision which will be sent to the student, to the Committee Chair, and to the appropriate instructor. The Vice President of Education has discretionary power to uphold, reverse, or modify the recommendation of the Mediation Hearing Committee Chair.

The decision of Vice President of Education is final and completes the procedure for a complaint about instructional, academic, grading, or grading regulation, criteria, practice or procedures at Tohono O'odham Community College. The Office of the Vice President of Education shall be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

Sexual Harassment

Tohono O'odham Community College is committed to maintaining an environment for work and education which is free of discrimination. It is the policy of the College that no member of the College community shall engage in sexual harassment. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favor(s), or other verbal physical conduct of a sexual nature, or the creation of a hostile work or learning environment through sexual overtones.

Student complaints alleging sexual harassment should be reported to the Vice President of Student Services to initiate the complaint procedure

Other Complaints Against TOCC Employees

Student complaints against TOCC employees including faculty, College personnel and/or administrators alleging misconduct or unprofessional conduct which is not perceived by the complainant as

discriminatory, sexually harassing, a misapplication of academic regulations, or an academic and grade regulations complaint should be reported to the Vice President of Education or Vice President of Student Services.

Due Process Policy

Tohono O’odham Community College students are entitled to due process in relations to complaints concerning the College or its employees. Complaints may include, but are not limited to: (1) acts of threat, intimidation, or harassment (2) arbitrary action or imposition of sanctions without regard to due process (3) violation of student rights described in the Student Handbook pertaining to race, color, religion, gender, national origin, age, or disability.

Students should first attempt to work out grievances through a meeting with the offending party and/or his or her superiors. Should this fail to produce the desired results, students may then file a formal grievance as described in the Student Handbook. No student will suffer reprisal, discrimination, criticism, or loss as a result of filing a grievance.

Student Responsibilities

Enrollment in Tohono O’odham Community College carries with it the obligations that the student will be responsible citizen of the College. At the same time, the College has the responsibility of informing students of their rights and responsibilities, defining reasonable standards of behavior, and assuring substantive and procedural due process.

It is essential that all students, as well as other members, of the College Community, be responsible for the well-being and stability of Tohono O’odham Community College. To accomplish this, all members of the College Community must adhere to the following responsibilities:

1. Cooperate with college employees in the performance of their duties and authorized activities.
2. Refrain from obstructing other students from obtaining a college education.
3. Meet all financial obligations to the College.
4. Obey laws and regulations of the Tohono O’odham Nation and applicable federal and state laws and regulations, and Tohono O’odham Community College policies.
5. Give accurate and complete information for all official records required by the College.
6. Obey all regulations of the College, including the Student Code of Conduct and the Scholastic Ethic Code.
7. Carry identification at all times while on College property.

Student Conduct and Ethics Policy

In order to maintain an appropriate learning environment, Tohono O’odham Community College expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in college activities on the property or under jurisdiction of the College.

Disciplinary Dismissal and Readmission Policy

Tohono O’odham Community College may dismiss, suspend, or expel students who violate social and or academic standards or national, state, and local laws designed for every citizen. Administrative procedures shall be established, where by those who are accused of violations of College rules may be afforded due process, and if evidence, warrants, a speedy, fair, and just hearing. Students may apply for readmission in accordance with the terms of the disciplinary action. The student must reapply to the College, and must show proof that he or she has met all the conditions of the sanctions as set forth by the designated administrator that imposed the sanctions.

Tohono O'odham Community College shall honor suspensions and dismissals by other college for a least one semester.

Student Code of Conduct Violations

Inappropriate and/or illegal student conduct that as grounds for disciplinary action include, but are not limited to, the following:

1. Dishonesty, such as knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, identification, e-mail, or other electronic information.
3. Obstruction or disruption of teaching, administration of the College, disciplinary procedures, or other College activities, community service functions, or other authorized activities sponsored by the College on or off College premises.
4. Physical abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions or conduct that threaten or endangers the health or safety of any person.
5. Psychological abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions. This included threats, stalking, harassing, including sending harassing or threatening messages via e-mail, and the use of telephone to terrify, intimidate, threaten, harass, annoy, or offend.
6. Theft of or damage to property of the College or of a member of the College community or of a visitor to the College.
7. Unauthorized entry or occupancy of College facilities or blocking access to or exit from such areas.
8. Unauthorized use of College supplies or equipment.
9. Violation of copyright laws as they apply to print, audio/video, and computer software materials.
10. Violations of trademark laws and protection as they apply to the Tohono O'odham Community College logo, College Seal, and College licensed merchandise.
11. Violations of College policies or campus regulations.
12. Use, possession, or distribution of illegal drugs and other substances on campus or at any College-sponsored event.
13. Use, possession, or distribution of alcoholic beverages on College property or appearance at the College or any College-sponsored event for students while under the influence of alcohol.
14. Disorderly conduct, lewd, indecent, or obscene or expression, breach of the peace, violent behavior on College-owned or controlled property or at College-sponsored or supervised functions.
15. Failure to comply with directions of College officials acting the performance of their duties.
16. Possession or use of firearms, explosive, dangerous, chemical, substances, instruments, or other weapons which can be used to inflict bodily harm on any individual or damage to a building or grounds of College-owned or controlled property.
17. Engaging in lotteries or other forms of gambling on College-owned or controlled property.
18. Leaving unattended minor children on College-owned or controlled property or at College-sponsored or supervised functions without making provisions for them to be cared for and supervised.
19. Use to computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security.
20. Inappropriate use of electronic devices. Students should avoid using pagers, beepers, cellular phones, or any other instrument that might be disruptive in an academic setting.
21. Failure to obtain prior approval from the Vice President of Student Services or appropriate College administrator for: soliciting of any type which involves the College student body, college employees, or visitors; posting or distributing information of any kind within the premises of the College Campus; selling merchandise on College property by a student or a student organization and any other fund raising activity.

Student Classification and Standing Policy

Tohono O’odham Community College students will be classified using the following criteria:

Full-Time Student: Students enrolled for 12 or more credit hours for the fall or spring semester or 6 or more credit hours for a 10-week summer session or 4 more credit hours for a 5-week summer session will be classified as full-time students.

Note: For financial aid or veteran’s benefits purposed, summer session students must enroll for a total of 12 hours in one or any combination of established summer sessions to be considered full-time students.

Part-Time Student: Students enrolled for .25 to 11.75 credit hours during fall or spring semester or 5.75 or fewer credit hours for a 10-week summer session or 3.75 credits or fewer for a 5-week summer session will be classified as part-time students.

Freshman: Students who have earned fewer than 27.75 or fewer credits hours will be considered freshman.

Sophomore: Students who have earned 28 or more credit hours will be considered sophomores.

V. Student Life

Getting Involved

TOCC offers a rewarding life for its students. There are opportunities to get together to share common interests, celebrate diverse cultures, enjoy recreational and learning activities, and much more. In addition, there are avenues available to develop and demonstrate leadership qualities, to establish contacts with the College and within the Tohono O’odham Nation’s community, and to be a voice within and for TOCC. Students are encouraged to take the College.

Student Service Office

TOCC’s Student Services Division is located at Main Campus in Building A. For the many services you will need to become enrolled at TOCC. Working with staff from Student Services, you will work through the eight steps needed for enrollment:

1. Admissions Application
2. Assessment
3. Advising
4. Registration
5. Orientation
6. Financial Aid
7. Finance Office and Bookstore
8. Student Identification

Advising

Advisors are available year-round to help students choose courses and make decisions that best meet their educational needs. Both walk-ins services and appointments are available. Enrolled students should continue meeting with their academic advisors (Student Support Specialists and/or faculty members) at least once a semester to ensure that they are on track with their program of study.

Counseling

A counselor is available year-around to help students with decisions and situations that go beyond academic advising but that may involve educational issues. The TOCC counselor, located in Building 100 on Main Campus, is available for walk-in sessions or by appointment. For more information, call (520) 383-0033, counselor, or (520) 383-0047, Student Services Office.

Counseling services can help in a variety of ways. Counselors are ready to help students decide on college majors and careers that match their interests, abilities, and personalities. Counselors help students develop study skills, test taking techniques, and strategies for college success. They also offer support with stress management and personal issues and help students identify appropriate community agencies for assistance.

Each semester counselors teach a variety of Student Success (STU) courses, which focus on college and life skills. Check the Schedule of Classes under Student Success for time and locations.

Tutoring

Free tutoring is available in a variety of subjects for student who need help in their studies. For more information, contact the Student Success Center at (520) 383-0081..

Leadership: Student Clubs and Organizations

For those students with similar interests, TOCC encourages the establishment of student clubs and organizations. Students have a voice in College functions and activities through the Student Senate and other student groups and committees. Students and their Senate representatives are encouraged to sit on various task forces and committees that make recommendations to the Board of Trustees. Although students cannot cast a vote with the official members of the Board of Trustees, they can voice an opinion on agenda items. Students are encouraged to participate in student organizations to gain leadership, citizenship, and volunteer experience.

Student Government, Clubs & Organizations

The student governing bodies and organizations of Tohono O’odham Community College derive their authority from the Board of Trustees of the College. The Board of Trustees delegates responsibility for this authority to the President or his/her designee. This designee will be charged with the responsibility of working with student government body(ies) and organizations in the development of the College student activities and programs.

In addition, student may form additional campus clubs and organizations. All student organizations, however, must be registered with, and officially recognized by, the College. Each recognized student organization must adhere to the policies, procedures, and purposes of the College.

1. Membership in all student organizations is open to any student and full-time employee, regardless of race, age, creed, color, sex religion, national origin, sexual preferences, or disability.
2. Recognized student organizations must have a sponsor who is an employee of the College.
3. No college club funds will be used to support student functions where intoxicants or drugs are sold or planned for consumption.
4. Recognized student organizations are prohibited from having private bank accounts. Funds for each student organization will be deposited into that organization’s designated account, as established by the Finance Office.

Student Success Center

The Student Success Center is located on the Main Campus and includes computers, a printer, a study area, and is where the tutors hold sessions in math and writing. The Center houses six Student Interns who provide peer tutoring and support services for faculty and staff. The Center is dedicated to assisting students achieve success in their TOCC endeavors.

Ka: g T-Ñi'okĩ – The Student Senate

Ka: g T-Ñi'okĩ, the Student Senate at TOCC, has the mission to “represent, voice, and implement the ideas, concerns and interests of the student body of Tohono O’odham Community College.” Student Senators serves various task forces and committees that make recommendations to the TOCC Board of Trustees. Students are encouraged to participate in the Senate to gain leadership, citizenship, and volunteer experience. *Ka: g T-Ñi'okĩ* has several officers, including a president, vice president, treasurer, secretary, and two student representatives from Occupational programs. In addition, a faculty advisor provides support to the Student Senate. To learn more about the Senate, students may inquire at the TOCC’s Vice President of Student Services Office in Building 100 on the Main Campus or via tel. (520) 383-8401.

Resources for Students with Disabilities

TOCC will make every effort 1) to ensure that qualified individuals with a disability are provided a reasonable accommodation; and 2) to promote respect for the dignity and equal treatment of individuals with disabilities.

Student requests for accommodation due to disability are processed through the Office of the Vice President of Student Services. A counselor will provide intake assistance, eligibility determination with appropriate documentation, student services plans, faculty notification of accommodation, and monitoring of student accommodations.

TOCC Library

The Library provides information resources and services to TOCC students, faculty and staff, and to the Tohono O’odham Nation community. The friendly and knowledgeable Library staff is available to answer reference questions; to help patrons select electronic and print research resources; to offer reader guidance; and to provide workshops or individual tutoring in library orientation, library research skills, and in using print, electronic and multimedia materials and equipment. The Library catalog is available online at <http://youseemore.com/TOCC/>.

Library Resources and Services

The Library’s collections include books, journals, photographs, maps, vertical files, CD-ROMs, audiotapes, videos, DVDs, posters, gray literature, artwork, software loaded on the computers, indexes, electronic subscription databases, and Internet access. Computers are available for use by students and community members. Special Collections focus on all materials in all media that pertain to the O’odham, including the Tohono O’odham in both the United States and Mexico, the Akimel O’odham (also known as the Pima), and the Hia-ced O’odham. Special Collections materials, as well as videos and DVDs, must be viewed in the Library and are not available for check out.

TOCC students, faculty, staff, and community members may borrow materials from the Library with a current TOCC identification card, which may be obtained from Student Services in Building 100. The holder of the identification card is responsible for all materials checked out on the card, including replacement of any item that is damaged or lost. Replacement charges include the Library’s cost to replace the item and a \$10 non-refundable processing fee.

TOCC does not charge for overdue materials at this time, but any overdue item will be considered to be lost until it is returned in good, usable condition. Lost items may result in a student not being able to obtain grades, transcripts or a diploma; to register for classes; or to use his or her library privileges. Community members may have their library privileges suspended until the items are returned or replaced.

The TOCC Library staff welcomes you to the TOCC Library and look forward to helping meet your educational and informational needs.

Interlibrary Loan

Tribal colleges and universities that belong to the American Indian Higher Education Consortium (AIHEC) all provide interlibrary loan services to each other. For more information, please see the Librarian.

If one of the AIHEC member libraries does not have what a student needs, there are other ways to access the material. Please ask the Librarian for assistance.

Location and Hours

The TOCC Library is located at TOCC's Main Campus in Room 17. During semesters, Library and Computer Lab hours are Monday through Thursday 8:00 a.m. to 7:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. Saturday's hours vary each semester, so please contact the Library for more information. The Library is closed on Sunday. Occasionally an emergency necessitates the early closing of the Library, but the Library staff makes every possible effort to prevent this from happening. The Library and Computer Lab are closed on all TOCC holidays, and have limited hours during summer, as well as spring and fall breaks. Please refer to the college academic calendar for holidays, or call the Library for more information on hours.

Address

Librarian Elaine Cubbins can be reached at (520) 383-0067 or ecubbins@tocc.cc.az.us.

Mailing Address

TOCC Library
P.O. Box 3129
Sells, Arizona 85634

Courier Address

TOCC Library
Arizona Highway 86, Milepost 115.5 North
Sells, Arizona 85634

Other Coordinates

Tel. (520) 383-0032 (Library)
Tel. (520) 383-8401 (Main Campus operator)
Fax (520) 383-8403

www.tocc.cc.az.us/library (general information)

<http://www.youseemore.com/TOCC/> (online Library catalog)

Student Rights and Responsibilities

All students at Tohono O'odham Community College are considered responsible adults and are accountable for their own personal behavior regardless of age. TOCC expects students to represent the

College in a professional manner at all times. Moreover, pursuing an education requires individual integrity, respectful cooperation, and serious dedication to one's own growth and training.

Attendance Policy

The College is responsible for accurately reporting attendance, and Faculty members should encourage students to complete courses and programs. Faculty members are required to provide students with a copy of the following attendance policy on their syllabi or as a separate document:

“You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a ‘W’ or ‘Y’ will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent or have been absent, please notify the instructor as soon as possible (approved by Faculty Senate, April 2014).”

Faculty members are required to take attendance for each class session. They will contact students with excessive absences and encourage them to attend. When students miss two consecutive class meetings, faculty will notify the Retention Coordinator who will, in turn, contact the student.

Drug-Free School and Communities Act Information

Tohono O’odham Community College is committed to the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §114g).

Legal Sanctions

Tohono O’odham Nation, federal, and state laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug- and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Tohono O’odham Community College will fully subscribe to and cooperate with Tohono O’odham Nation, federal, and state authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction.

Support Resources

TOCC will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or re-entry programs that may be available in the community. Contact the Counselor at (520) 383-0033 or Student Services at (520) 383-8401 for help.

Service Learning

TOCC’s occupational and academic programs incorporate service learning, which means that students complete course objectives by providing service in their community. Students in many different classes learn through service.

AIHEC and AICF

The American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF) are two organizations that provide opportunity to TOCC students by providing both Merit Base and General Scholarships each semester. Students will have the opportunity to apply for both the (AIHEC) and (AICF) scholarships through the TOCC Financial Aid office.

TOCC selects students to accompany College administrators to the AIHEC winter meetings in Washington, D.C. Each spring, several TOCC students travel to the American Indian Higher Education Consortium (AIHEC) student conference, a gathering of student representatives from tribal colleges and universities throughout the country. Both the AIHEC winter meetings and the AIHEC Consortium provide an opportunity for selected TOCC students to travel with the TOCC President and see how the Tribal Colleges and Universities work in requesting federal funding for the college.

The American Indian College Fund awards scholarships to AICF Student of the Year. This is a prestigious award recognizing academic achievement and community service. The TOCC Student of the Year is recognized at the AIHEC student conference and again at TOCC's Commencement. The award is accompanied by a scholarship sponsored by the Castle Rock Foundation.

Commencement

Tohono O'odham Community College recognizes the educational achievement of its graduates at the annual commencement held in May of each year. The commencement is a festive event enriched by the heritage of the Tohono O'odham Himdag.

VI. Student Conduct

Student Conduct and Ethics Policy

In order to maintain an appropriate learning environment, Tohono O'odham Community College expects students and prospective students to adhere to the highest standards of personal conduct and ethics while involved in college activities on the property or under jurisdiction of the College.

Disciplinary Dismissal and Readmission Policy

Tohono O'odham Community College may dismiss, suspend, or expel students who violate social and/or academic standards or national, state, and local laws designed for every citizen. Administrative procedures shall be established, whereby those who are accused of violations of College rules may be afforded due process, and if evidence, warrants, a speedy, fair, and just hearing.

Students may apply for readmission in accordance with the terms of the disciplinary action. The student must reapply to the College, and must show proof that he/she has met all the conditions of the sanctions as set forth by the designated administrator that imposed the sanctions.

Tohono O'odham Community College shall honor suspensions and dismissals by other colleges for at least one semester.

Academic Freedom/Students Policy

Tohono O'odham Community College recognizes the right of students to express their opinions. The academic freedom of the student is the freedom to express and to defend his/her views and beliefs, and the freedom to differ, without authoritative repression and without scholastic penalty by the faculty of the College.