

ACADEMIC ADVISING (AR 2.2.6)

Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.

Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

- gain an understanding of their academic abilities and interests.
- be reinforced in their successes.
- be provided information regarding the nature and purpose of higher education.
- be referred to counselors and other resources to explore their interests, skills, abilities, and values.
- define and refine educational goals and objectives and understand the consequences of alternative courses of action.
- consider alternative careers through counselors, workshops, seminars, and other resources.
- make course, certificate, and/or degree selections.
- understand and utilize placement test results.
- be encouraged to be active participants in their educational planning and college life.
- be informed of support services that are available and how to make an appointment, if appropriate.
- be aware of transfer articulation arrangements.
- be informed about research results and general perceptions of student experiences at the institution.
- receive accurate printed materials on academic majors, minors, and other degree and program requirements.
- be encouraged to use the technology which supports the academic advising process.

REGISTRATION (AR 2.2.8)

Students must register according to the dates indicated and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under Admissions. Enrollment is not complete until tuition and fees are paid. Students may not attend a class for which they are not registered.

EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)

Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student's vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner's expense.

TRANSCRIPTS FOR TRANSFER (AR 2.3.10)

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Admissions and Records. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule for charges for other official transcripts.

TUITION AND FEES (AR 2.2.9)

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice.

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 et. sec.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

A. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board. Enrollment is not complete until tuition and fees are paid.

B. Tuition and Fees Schedule

(effective July 1, 2004 for Fall, Spring and Summer Sessions)

These tuition and fees are subject to change. Consult the college's Office of Admissions and Records for fees in effect at the time you intend to register.

Student Status

1. **County Resident - Resident Rate** - per credit hour **\$55.00**
General Tuition: \$53.50 plus Fees: \$1.50
2. **County Resident - Audit Rate** - per credit hour **\$80.00**
Audit Fee Surcharge: \$25.00 plus General Tuition: \$53.50 plus Fees: \$1.50
3. **Out-of-County Resident** **\$214*****
(7 & more credit hours systemwide) - per credit hour. Out-of-County Surcharge: \$159*** (Applies only to counties with no community college) plus General Tuition: \$53.50 plus Fees: \$1.50
4. **Out-of-State Resident*** **\$220.00**
(Including F-1 Non-immigrants - 7 & more credit hours systemwide) - per credit hour. Out-of-State Surcharge: \$165.00 plus General Tuition: \$53.50 plus Fees: \$1.50
5. **Unclassified Student-Out-of-County, Out-of-State*** **\$80.00**
(Less than 7 credit hours system-wide) - per credit hour. Unclassified Student Surcharge: \$25.00 plus General Tuition: \$53.50 plus Fees: \$1.50
6. **Out-of-State students participating in Western Undergraduate Exchange Program*** **\$82.50**
(Any number of credit hours) - per credit hour. WUE Out-of-State Surcharge: \$27.50 plus General Tuition: \$53.50 plus Fees: \$1.50
7. **Courses offered out of Arizona, including distance learning, to non-resident out-of-state students****
Total tuition per credit hour **\$135.00**

8. **Corporate Tuition Rate - Out-of-State*** **\$131.00**
(Any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour. Out-of-State Surcharge: \$76.00 plus General Tuition: \$53.50 plus Fees: \$1.50
9. **Skill Center Tuition Rates** Hourly Tuition: **\$4.10**
10. **Credit by Examination & Credit by Evaluation**
- per credit hour - excludes HCIES courses
Regular Rate: **\$42.50**
Contract Testing Rate: **\$21.25**

Students from the following counties are considered out-of-county and should check with their local County Board of Supervisors about out-of-county tuition and fee payments:

- Apache
- Greenlee
- Santa Cruz

Students from any other county in Arizona are considered in-county due to a reciprocal arrangement with that county.

* According to A.R.S. §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

** According to ARS 15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an AZ community college district distance learning course or a classroom based credit course.

*** Rate for 2004-2005 not determined at time of printing. Rates set according to Arizona Revised Statute. Applies only to counties with no community college.

Special Fees

The following fees are in addition to applicable tuition and fees:

Check Returned from Bank	\$15.00
Child Care Fees: (per clock hour or per Noted)	
GCC	\$1.75
- Drop-in	\$2.00
- For each 15 minutes of late pick-up	\$6.00
- Registration per semester - Students	\$15.00
All other colleges	Rates vary per college
Course Materials Fee	Actual cost
Distance Learning Fees	Actual cost
Emergency Medical Technology (EMT)	Not to exceed \$400.00
Excessive Laboratory Breakage	Actual cost
Field Studies	Actual cost
Fitness Center	\$20.00
GED (Fees based on State D.O.E.)	
- First Test	\$50.00
- Test repeat (per section)	\$10.00
General Laboratory & Course Fees	Not to exceed \$25.00
Graduation Fees:	
- Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) (Non refundable)	\$5.00
- Commencement Fee (One time fee refundable up to 2 weeks prior to graduation)	\$25.00
HCIES Skills Demonstration	
Assessment Fee	Actual cost
Health Education Systems, Inc. Practical Nurse (HESI-PN) for advanced placement	Actual cost
Library Fines - lost materials	(Item List price) + \$5.00
Nursing Entrance Test (NET)	Actual cost
Parking Fines:	
(All fines are doubled if not paid within 15 working days.)	
-Displaying an altered or substituted permit	\$50.00
-Failure to register a vehicle and display a parking permit	\$30.00
-Falsifying information on vehicle registration application	\$50.00
-Improperly displaying a parking permit	\$15.00
-Obstructing a properly parked/moving vehicle	\$15.00
-Parking beyond posted time limit	\$15.00
-Parking by a college employee or student in a visitor area	\$15.00
-Parking in a Fire Lane	\$50.00
-Parking in an unauthorized parking area	\$25.00
-Parking in an undesignated, restricted, or unauthorized off-pavement area	\$15.00
-Parking on or blocking a pedestrian path	\$15.00
-Parking outside stall lines	\$15.00
-Removing a barricade or failure to obey vehicle control device	\$25.00
-Violating disabled parking stall or access	\$50.00
PED Special Course Charge	Actual cost

Private Music Lessons:**Music Majors**

- First 1/2 hr per wk/per semester	\$0.00
- Second 1/2 hr per wk/per semester	\$90.00

Non-Music Majors

- First 1/2 hr per wk/per semester	\$280.00
- Each additional 1/2 hr per wk/per semester	\$280.00

Registration Processing Fee:

- assessed on a per student, per semester, per college basis	
- Refundable only if student qualifies for 100% refund - see refund schedule	

Transcript Fee**College Specific Fees: (not inclusive)**

(Note: the following fees are GCC-specific. Other MCCCDC colleges may have other fees. Please refer to the catalog of the institution of attendance for fees specific to that college. Fees subject to change.)

Anthropology Field School Fee (non-refundable)

ASB 231	\$80.00
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Auto Body AUT 121AA, 122AA

The following apply in addition to regular lab fees:

AUT 270AA, additional fees for AUT 103AB	\$95.00
AUT 270AA, additional fees for AUT 107AC	\$65.00
AUT 270AA, additional fees for AUT 108AB	\$95.00
AUT 270AA, additional fees for AUT 109AC	\$95.00

Field Trips & Out-of-County/**Out-of-Country Tours**

(Special assessment directly related to actual cost of trip or tour.)

Fire Science FSC 102 - Fire Ops I**Mathematics MAT 082, 092, 122, 151****Nursing**

NUR 180, 280	\$30.00
NUR 181	\$55.00
NUR 281	\$40.00

Peace Officer Certification

AJS 102 - Peace Office Certification I	\$150.00
AJS 140	\$35.00
AJS 153	\$35.00
AJS 202 - Peace Officer Certification II	\$100.00
AJS 286 - AZ Post Notebook & Targets	\$50.00
AJS 287	\$35.00
AJS 289	\$35.00

PED Special Course Fee**Tractor Trailer Driving TDD 103AA**

Students may incur expenses beyond the established fees in certain courses.

Non-Credit Courses/Seminars/Workshops/Community Services

Fees for these courses are determined by the length and type of each course and will cover total costs.