

**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, 2005 for Fall, Spring and Summer Sessions)

The following is a tuition and fees schedule for 2005-2006 and is provided for reference. **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 **\$60.00**  
General Tuition: \$58.50 plus Fees: \$1.50
- 2. County Resident - Audit Rate** - per credit hour **\$85.00**  
Audit Fee Surcharge: \$25.00 plus General Tuition: \$58.50 plus Fees: \$1.50
- 3. Out-of-County Resident** **\$258.00**  
(7 & more credit hours system-wide) - per credit hour. Out-of-County Surcharge: \$198 (Applies only to counties with no community college) plus General Tuition: \$58.50 plus Fees: \$1.50
- 4. Out-of-State Resident\*** **\$258.00**  
(Including F-1 Non-immigrants - 7 & more credit hours system-wide) - per credit hour. Out-of-State Surcharge: \$198.00 plus General Tuition: \$58.50 plus Fees: \$1.50
- 5. Unclassified Student-Out-of-State, Out-of-County\*** **\$85.00**  
(Less than 7 credit hours system-wide) - per credit hour. Unclassified Student Surcharge: \$25.00 plus General Tuition: \$58.50 plus Fees: \$1.50
- 6. Out-of-State students participating in Western Undergraduate Exchange Program\*** **\$90.00**  
(Any number of credit hours) - per credit hour. WUE Out-of-State Surcharge: \$30.00 plus General Tuition: \$58.50 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 **\$147.00**

**8. Corporate Tuition Rate - Out-of-State\*** **\$136.00**  
(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: \$58.50 plus Fees: \$1.50

**9. Corporate Contract - Out-of-State Non-Resident**  
Total Tuition per credit hour **Per Contract**

**10. Skill Center Tuition Rates** Hourly Tuition: **\$4.10**

**11. Credit by Examination & Credit by Evaluation**  
- per credit hour - excludes HCIES courses  
Regular Rate: **\$58.50**  
Contract Testing Rate: **\$29.25**

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 A.R.S. §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.

**Special Fees**

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

<b>Check Returned from Bank</b> .....	<b>\$15.00</b>
<b>Child Care Fees:</b> (per clock hour)	
<b>GCC</b> .....	<b>\$1.75</b>
- Drop-in .....	<b>\$2.00</b>
- For each 15 minutes of late pick-up .....	<b>\$6.00</b>
- Registration per semester - Students .....	<b>\$15.00</b>
All other colleges .....	<b>Rates vary per college</b>
<b>Course Materials Fee</b> .....	<b>Actual cost</b>
<b>Distance Learning Fees</b> .....	<b>Actual cost</b>
<b>Emergency Medical Technology (EMT)</b> .....	<b>Not to exceed \$400.00</b>
<b>Excessive Laboratory Breakage</b> .....	<b>Actual cost</b>
<b>Field Studies</b> .....	<b>Actual cost</b>
<b>Fitness Center</b> .....	<b>\$20.00</b>
<b>GED</b>	
- First Test .....	<b>\$50.00</b>
- Test repeat (per section) .....	<b>\$10.00</b>
<b>General Laboratory &amp; Course Fees</b> .....	<b>Not to exceed \$25.00</b>
<b>Graduation Fees:</b>	
- Application/Recording/Issuance Fee (Degrees/Certificates - 25 or more credits) (Non refundable) .....	<b>\$5.00</b>
- Commencement Fee (One time fee refundable up to 2 weeks prior to graduation) .....	<b>\$25.00</b>
<b>HCIES Skills Demonstration</b>	
Assessment Fee .....	<b>Actual cost</b>
<b>Health Education Systems, Inc. Practical Nurse (HESI-PN)</b>	
for advanced placement .....	<b>Actual cost</b>
<b>Library Fines</b> - lost materials .....	<b>(Item List price) + \$5.00</b>
<b>Nursing Entrance Test (NET)</b> .....	<b>Actual cost</b>
<b>Parking Fines:</b>	
(All fines are doubled if not paid within 15 working days.)	
Fees are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visit: <a href="http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_10.htm">http://www.dist.maricopa.edu/gvpolicy/adminregs/students/2_10.htm</a>	
-Displaying an altered or substituted permit .....	<b>\$50.00</b>
-Expired parking permit .....	<b>\$15.00</b>
-Failure to register a vehicle and display a parking permit .....	<b>\$30.00</b>
-Falsifying information on vehicle registration application .....	<b>\$50.00</b>
-Improper display of parking permit (i.e., not affixed to window) .....	<b>\$15.00</b>
-Obstructing a properly parked/moving vehicle .....	<b>\$15.00</b>
-Parking in an unauthorized parking area .....	<b>\$15.00</b>
-Parking by a college employee or student in a visitor area .....	<b>\$15.00</b>
-Parking in a Fire Lane .....	<b>\$50.00</b>
-Parking on or blocking a pedestrian path .....	<b>\$15.00</b>
-Parking outside stall lines .....	<b>\$15.00</b>
-Parking beyond posted time limit .....	<b>\$15.00</b>
-Parking in an undesignated, restricted, or unauthorized off-pavement area .....	<b>\$25.00</b>
-Pulling through or backing into an angled parking space .....	<b>\$15.00</b>
-Removing a barricade or failure to obey vehicle control device .....	<b>\$25.00</b>
-Violating disabled parking stall or access .....	<b>\$50.00</b>
<b>PED Special Course Charge</b> .....	<b>Actual cost</b>

**Private Music Lessons:****Music Majors**

- First 1/2 hr per wk/per semester .....	<b>\$0.00</b>
- Each additional 1/2 hr per wk/per semester .....	<b>\$90.00</b>

**Non-Music Majors**

- First 1/2 hr per wk/per semester .....	<b>\$280.00</b>
- Each additional 1/2 hr per wk/per semester .....	<b>\$280.00</b>

**Registration Processing Fee:** .....

Assessed on a per student, per semester, per college basis	<b>\$5.00</b>
- Refundable only if the student drops all credit classes at a particular college during the 100% refund period	

**Skill Centers Materials Fee**

- Specific clothing & headwear issued to students	
- Prorated for course of program less than 21 days .....	<b>\$250.00</b>

**Transcript Fee** .....**College Specific Fees:**

Please check with your College Admissions & Records or Cashier's Office.

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.