

STEP 1: Apply for Admission

RETURNING STUDENTS:

GO TO STEP 3

Tohono O'odham Community College has an "Open Door" policy that encourages all students to pursue their education goals. All students have the opportunity to prepare for any program they choose. 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 current high school student who has received permission from their school and parents or legal guardians.

Some programs have limited admission and may have supplementary requirements; students 16 and under also have additional requirements.

Applications are accepted throughout the year, and there is no application fee.

Applications can also be obtained in person at the front desk of TOCC – Main Campus.

The Application for Admission is available on the TOCC website:

http://tocc.edu/admission_application.htm

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Here's what you need:

- TOCC Application for Admission
- GED or high school official transcripts (admissions requirement)
- GED Certificate **OR** high school diploma (financial aid requirement)
- Official transcripts from previous college (if applicable)
- Tribal Certification Form **OR** tribal I.D. card (if applicable)

You can submit these documents for your admission:

- **In Person (Recommended):**
TOCC Main Campus,
Highway 86, Milepost 125.5 North
- **By Fax to:** (520) 383-8403
- **By mail to:**
TOCC
Admissions and Records
P.O. Box 3129
Sells, Arizona 85634

Pick up a **Registration Checklist**, and **Registration Transaction Form** from the front desk and follow the instructions on both documents.

STEP 2: Complete Assessment Tests



Assessment Testing

Hours: Mon-Fri

8 a.m. to 5 p.m.

Last test administered by 3 p.m.

- The test is for READING, WRITING and MATH placement.
- All three tests take approximately two hours to complete.
- Each test can be taken individually.
- Testing is FREE.
- There is no time limit.
- A photo ID is required.
- Students must have a TOCC application on file.

www.tocc.edu

Walk-ins welcome or call for an appointment:

(520) 383-8401

Main Building, Main Campus

Arizona Highway 86 - Milepost 125.5 North



STEP 3: Meet with an advisor

Once you have completed your placement assessments, make an appointment to meet with the Academic Advisor who will provide you with your copy of the College Catalog, review your program requirements and assist you in developing a course schedule. Please plan to spend approximately 30 minutes with your advisor for your first advising session.

In the advising meeting you and your Academic Advisor will develop a graduation plan. Your Advisor can help you:

- Review your assessment test scores
- Learn about the different programs
- Choose a program of study
- Understand program requirements
- Learn about transfer opportunities
- Connect you with support services

STEP 4: Register for classes

Determine your schedule based on your program requirements. There are recommendations given to you by your Academic Advisor and courses that fit your individual needs. Still have questions about which courses to take? Feel free to ask a Student Support Specialist, Academic Advisor or Faculty Member for help!

Pick up a **Registration Checklist**, and **Registration Transaction Form** from the front desk and follow the instructions on both documents.

For alternative forms of registration, please contact a Student Support Specialist at (520) 383-8401. **We currently do not offer online registration.**

Here's what you need:

- Registration Checklist
- Registration Transaction Form
- A zero balance on your student account

STEP 5: Sign up for an Orientation Session

Orientation is **MANDATORY** for all new students.

Please sign up for **ONE** of the following sessions for Spring Semester:

December Orientation Dates

- Tuesday, December 13, 9 am-2:30 pm
- Wednesday, December 14, 11:30 am-5 pm

January Orientation Dates

- Wednesday, January 11, 9 am-2:30 pm
- Thursday, January 12, 11:30 am-5 pm

- Orientation will begin at the Ha-maşcamdam Ha-Ki: (First building to the right, as you enter the Main Campus)
- Only **NEW** students are required to attend
- Students will receive their email address and user/Wi-Fi log-ins during orientation
- A meal will be served at the **end** of orientation

Here's what happens during orientation

- Take a tour of the Main Campus
- Hear about our commitment to O'odham Himdag
- Success tips and study skills presentation
- Student responsibilities and expectations
- Meet the faculty
- Receive computer log-in information
- Receive official tocc.edu email log-in information

STEP 6: Visit the Financial Aid Office

Students may seek help to pay for the cost of their tuition, textbooks, and fees by applying for a Pell Grant. The Tohono O’odham Community College Financial Aid office provides information on how to go about applying for a Pell Grant.

If you are a new student registering for the first time at the college and would like to apply for a Pell Grant the Financial Aid office will assist you in filling out a Free Application for Federal Student Aid (FAFSA).

Step one: You need to apply for a **FSA-ID** which is a username and password used to log in to certain U. S. Department of Education websites. Your FSA-ID confirms your identity when you access your financial aid information, and electronically sign Federal Student Aid documents. To apply visit *StudentAid.gov/fsaid*.

Step two: Fill out a Free Application for Federal Student Aid (FAFSA). If you are a dependent student and you live with your parents or a legal guardian, they will need to apply for a FSA-ID username and password to sign the FAFSA form. If your parents filed an IRS tax form, a 1040, 1040A, or a 1040EZ they will have to input that information on the FAFSA. If they did not file an IRS tax form then they will need to fill out the FAFSA as a non-filer.

If you are an **Independent student** (the definition of an Independent student is: a student who was born before January 1, 1992; is married; has dependents other than spouse; was an orphan, foster child or ward of the court; emancipated minor; or homeless), you will need to create a FSA-ID and fill out the FAFSA. If you did not file an IRS tax form then you will need to fill out the FAFSA as a non-filer.

The FAFSA is used by the Department of Education and the TOCC Financial Aid Director to determine what your Expected Family Contribution (EFC) will be based on your income. The lower the EFC the more Pell Grant you can receive. If your EFC is zero you are entitled to \$5,815.00 per year as a full time student.

The Financial Aid office prefers that you allow either our Financial Aid Specialist or the Financial Aid Director and other TOCC staff found throughout the college that have been trained by the TOCC Financial Aid office to assist you in filling out the FAFSA.

The FAFSA form is available on line at www.fafsa.ed.gov. Our School Code Number is 03784400. You will need to fill out the form so that the college will receive your FAFSA.

For more information you may contact the TOCC Financial Aid Office at 520-383-0011 or 520-383-0075.

STEP 7: Pay Tuition, Books & Fees

Where do I go to pay my tuition?

All financial transactions are handled through the TOCC Bookstore, located in the Main Building of Main Campus. The TOCC Finance Office, located at the TOCC Central Campus in Sells, is also available for financial inquiries, in the event the Bookstore is closed.

Tuition and Fees

TOCC policy states that students must pay the established tuition and fees set by the Board of Trustees.

Bookstore Hours

Monday-Thursday

8:00 am - 5:00 pm

Friday

8:00 am - 12:00 pm

Main TOCC

Bookstore: (520) 383-0026

Extended Bookstore Hours are available during the week prior to the start of the semester and the first week of classes during each semester.



Tuition and fees 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.

Other Fees

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

Payment Due Date

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

Textbook Payments

The TOCC Bookstore accepts payments for textbooks in cash, credit card, or by presentation of a third-party guarantee. Examples of third-party guarantees include:

- An original purchase order;
- A copy of a purchase order that has already been sent to TOCC's Finance Office;
- 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 may require tuition. Payment details will be published with the event information.

Tuition and Fees

TOCC has maintained the per credit rate of \$34.25 per credit set by the Board of Trustees beginning with fall 2016 semester, half of the former rates. Current tuition and fees are shown in the Tuition and Fees tables in this schedule. Each student must pay the \$10.00 non-refundable processing fee each semester. Tuition and fees are subject to change. There is no additional cost for out-of-state tuition.

Credit Hours	Tuition
1	\$34.25
2	\$68.50
3	\$102.75
4	\$137.00
5	\$171.25
6	\$205.50
7	\$239.75
8	\$274.00
9	\$308.25
10	\$342.50
11	\$376.75
12	\$411.00
13	\$445.25
14	\$479.50
15	\$513.75
16	\$548.00

Miscellaneous Credit Course Fees

Lecture Fee	Not to exceed \$40.00 per course (for recovery of extraordinary course-specific costs)
Laboratory Fees	Lab fees vary with course
Art Courses	Fees depend on the materials used
Course-related Field Trip	Based on actual cost of field trip
Withdrawal Charge (from 7 or more credits)	\$10.00

Student Housing Fees

Suite Room Fee (per semester)	\$1,200
Damage Deposit	\$150
Key Deposit	\$25

Deposits are refundable if the room is clean and undamaged and the key is returned.

Other Costs and Payments

Condition	Cost
Past-Due Tuition	Amount of Tuition Due
Past-Due Book Loan	Amount of Loan
Fee for Late Tuition or Late Repayment of Book Loan	\$25.00 - \$100.00 5% of balance: minimum of \$25.00, maximum of \$100.00
Non-sufficient Funds (NSF) Payment Fee	\$25 (per occurrence)
Excessive Loss or Breakage of TOCC property	Replacement cost
Lost Library Item	Replacement cost plus \$10 processing fee

Account Holds

If you owe an outstanding debt to TOCC from a previous term, your records and account will be placed on hold. You cannot register for the current term until you pay your debt or make arrangements with the Finance Office.

To obtain a release of your hold, you must pay in cash or by check prior to registration. Payments by check require 15 working days before your hold can be released.

Some reasons for holds and the amounts needed to clear them are shown in the Account Holds table below. This is not a complete list of possible holds. Rates are subject to change.

Reason for Hold	Amount to Clear Hold
Past Due Tuition	Amount of Tuition
Past Due Book Loan	Amount of Loan
Non-Sufficient Funds Payment Fee (each NSF)	0%
Lost Library Items	Amount of item replacement cost plus \$10 processing fee
Reason for Hold	Amount to Clear Hold

Payment Information

The Finance Office and Bookstore handle all payments for tuition, fees, and books.

Accepted Forms of Payment



TOCC accepts the following forms of payment: cash, personal checks, credit cards, Money Orders, traveler's checks, cashier's checks, or third party payer purchase orders or checks.

TOCC will not accept counter checks (checks printed without a name or address), second-party checks, out-of-country checks or postdated checks. Non-sufficient funds payments are subject to a \$25.00 fee.

If your payment is by third party payer, it is your responsibility to either bring the purchase order or check to the Finance Office by the payment deadline or make arrangements for the payment to reach the Finance Office prior to the payment deadline. For additional information on how to do this, contact the Finance Office.

Payment Options

You may pay in person at the Bookstore. If you are paying by check, you will be required to show a picture ID.

You may mail your payment to the Finance Office. **Do not mail cash.**

TOCC Finance Office
P.O. Box 3129
Sells, AZ 85634

Tuition Deferment

You are responsible for payment of tuition and fees at the time of registration. However, if you are not able to make payment, TOCC offers a tuition deferment option for those who qualify. To use the tuition deferment,

- you may only defer up to half of your tuition (the other half must be paid when you make a deferment request)
- you may only defer payment for up to 30 days
- you must pay the \$15.00 Deferred Tuition Plan Processing Fee at the time you make your request

If your tuition deferment is not paid by the payment deadline, your account will be placed on hold. The Tuition Deferment Request form is available at the Bookstore.

In other cases, you may request to establish a payment plan with TOCC. You must sign a payment agreement, must make monthly payments, and must pay off your balance by the end of the term.

Tuition and Fee Refunds

You may be eligible to receive either a full or partial refund of tuition and fees under certain circumstances. Refunds for tuition and fees are generally processed as a check, which is usually mailed within 5 working days after your refund request is processed. Any outstanding debts you owe to the College may be deducted from your refund. The Registration Processing Fee of \$10.00 is non-refundable.

Refund Due to Class Cancellation

If the College cancels a class, you will be refunded all applicable tuition and fees. If you receive federal financial assistance, your refund will be paid back directly to the sponsoring program, as required under federal guidelines. See Return of Federal Financial Aid Funds for more details. You can return course materials to the bookstore for a full refund if the books or software are in its original condition.

Semester Refund Deadlines

To be eligible for a full refund of tuition, you must drop your class(es) by the drop/full refund deadline that applies to the class(es):

- ***16 week session:*** 13 calendar days after the semester's start date
- ***7 or more weeks session:*** 7 calendar days from the first class meeting
- ***4 or more weeks session:*** 4 calendar days from the first class meeting
- ***2 to less than 4 weeks session:*** end of day of the first class meeting
- ***Less than 2 weeks session:*** prior to the day of the first class meeting

If you withdraw from your class(es) after the drop/full refund deadline, you may be eligible for a partial refund of tuition, as shown in the Refund Rates table.

Refund Rates

Timing of Withdrawal	Percentage of Tuition To Be Refunded
By the drop/full refund date	100%
Between drop/full refund date & withdrawal deadline	67%
After withdrawal deadline	0%

Special Provisions Refunds

If unforeseen circumstances force you to withdraw from the College after the drop/full refund deadline, you may request a partial refund, less than any applicable fees of your paid tuition provided your circumstances meet one of these special provision criteria:

Serious Illness or Injury

Provide a written statement from your physician verifying that your illness or injury prevents you from attending classes.

Death of a Family Member

Provide a copy of the death certificate. The College defines family members as spouses, children, parents, siblings, grandparents, grandchildren, or in-laws of the student requesting the refund.

Military Transfer

Provide a copy of your transfer orders. The orders must verify that the transfer was unforeseen prior to the official semester drop dates.

Cultural Requirements

TOCC recognizes the importance of the Native American cultural and religious practices of its students. The college may grant a special provision for students who participate in activities required by cultural, religious circumstances or practices.

Other Situations

In the event of extenuating circumstances not covered above, the College President or designee will review and rule on any special requests.

You must make your Special Provisions Refund Request during the same semester that the withdrawal occurs. Only tuition may be refunded. Fees will not be refunded. Requests for refunds made after the semester has concluded will not be granted. If your refund request is approved, the amount will be calculated based on the date of your last withdrawn class, as shown in the Refund Rates table. For additional information and to submit a Special Provisions Refund Request, contact the Admissions Office.

