

**TOHONO O'ODHAM KEKEL HA-MAŞCAMAKUĐ**

**Tohono O'odham Community College  
Student Handbook  
2020-2022**



**Tohono O'odham Community College  
P.O. Box 3129 Sells, Arizona 85634  
520-383-8401  
[www.tocc.edu](http://www.tocc.edu)**

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## History

Tohono O’odham Nation leaders and community members identified the need for a local college that could serve the needs of the Nation members nearly half a century ago. In 1998, Chairman Edward Manuel established a taskforce to make the dream a reality. TOCC partnered with Pima Community College and offered classes starting in 2000, and achieved its own accreditation from the Higher Learning Commission (HLC) in 2005. TOCC is among the youngest of the 36 tribal colleges. In 2016 TOCC partnered with San Carlos Apache College (SCAC) in San Carlos, laying the groundwork for designating SCAC as a site under TOCC’s auspices until SCAC becomes accredited by the HLC as a stand-alone tribal college.

### College Seal



The founding members of the Board of Trustees designed the College Seal, which is in keeping with the TOCC Vision, Mission and Goals. Tony Johnson, a local artist, was commissioned to develop the College Seal.

The top left picture depicts Baboquivari, the sacred mountain of the O’odham, which according to O’odham belief is the birthplace and the beginning of the O’odham.

The top right picture depicts the O’odham in the natural environment that supplied the basic necessities for healthy living (e.g., the cactus for sustenance and shelter). The olla, held by the woman in traditional dress, was a vital utensil for survival in the desert. The handmade olla was generally used for winter storage. The handmade gourd-musical instrument held by the man signifies the spiritual and artistic aspect of the O’odham. This instrument is used to accompany the ceremonial rituals, songs and orations of the O’odham.

The circle depicts the cycle of life. The people, with joined hands, demonstrate the interrelation and interdependence human beings have with each other. The circle also symbolizes the traditional round dance of the O’odham. The eagle feathers represent the political districts of the Tohono O’odham Nation.

The bottom left picture depicts the future educational process of the O’odham through the use of technology.

The bottom right picture depicts O’odham students who are prepared to continue the learning

process through the Nation's institute of higher education.

The four parts of the circle symbolize the four sacred directions of East, West, North and South. The four sacred directions give spiritual assistance and gifts of natural elements.

## **Our 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.

## **Our Mission**

As an accredited land grant institution, TOCC's mission is to enhance our 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 development skills.

## **Our Goals**

- To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society
- To include Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O'odham Himdag
- 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
- To ensure the integration of appropriate Tohono O'odham Himdag in the physical environment, curriculum, and processes of the college
- To ensure that curricular offerings are relevant to the needs of communities and individuals in fundamental skills; i.e., general reading, writing and math skills
- To establish a technology core that will enable the students and the broader community to meet the challenges of the future

## College Motto and Core Values

College Motto:  
“Nia, oya g t-taccui am hab e-ju:”  
Our dream fulfilled

T-Şo:şon (Our Core)

We at Tohono O’odham Kekel Ha-Maşcamakuđ believe that:

- T-Wohocudadag – Our Beliefs  
Our beliefs provide balance, strengthens, and helps us respect ourselves, other people and cultures
- T-Apedag – Our Well-Being  
Our well-being includes what is healthy and good for us (physically, spiritually, emotionally and mentally), and all that is around us
- T-Pi:k Elida – Our Deepest Respect  
Is a deep sense of respect for the land, the people, things upon the land, yourself, and your life
- I-We:mta – Working Together  
Working together is crucial for the success of the college; it includes the concept of sharing, taking care of others, and giving back to the community

## Accreditation

In February 2005, Tohono O’odham Community College (TOCC) was accredited by the Higher Learning Commission (HLC). Accreditation ensures that TOCC courses will transfer to other institutions of higher education and acknowledges that TOCC offers quality education programs and provides a system for accountability and continuous improvement. TOCC received continued accreditation for five years from the HLC in May 2011. TOCC completed the process for continued accreditation by submitting its report to its accrediting body HLC on February 26, 2016. A site visit was conducted on March 28 and 29, 2016 by a three-member Team appointed by the HLC. The Team recommended, and the HLC approved, continued accreditation. The next comprehensive visit is scheduled for February 2021.

TOCC is also a member of the Arizona Transfer (AZTransfer), the Arizona General Education Curriculum network, which coordinates Arizona public university and community college course content to ensure credit transfer among them For more information on Arizona public higher education, transfer and accreditation, see [www.aztransfer.com/home](http://www.aztransfer.com/home)

## San Carlos Apache College

In 2017 San Carlos Apache College (SCAC) was approved by the Higher Learning Commission to be recognized as a Tohono O’odham Community College (TOCC) site. SCAC was then given permission to offer courses at the college in San Carlos, Arizona. Courses were offered to 58 students in Fall semester 2017 and student numbers have been increasing since then. The intent is for TOCC to support the site until SCAC is accredited independently, with a target date sometime between 2024 and 2026.

### **Himdag Policy**

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. Himdag incorporates everything in life that makes us unique as individuals and as a people. It is a lifelong journey. As a community college closely associated with the Tohono O’odham Nation, TOCC encourages growth of students’ cultural knowledge and takes steps to transmit learning in a way that respects the Tohono O’odham Himdag.

In addition to program requirements, TOCC has a Tohono O’odham Himdag requirement for graduation from any program of study. All Degree seeking students need to take two classes in Tohono O’odham culture: HIS 122 and THO 101 or THO 106. A Tohono O’odham language instructor may be the best person to assess whether the introductory O’odham language class (THO 101) or the conversational O’odham class (THO 106) is appropriate for you.

Depending upon the program of study, it may make sense to complete the TOCC Culture requirement with THO 101 or THO 106. In general, AAS degree-seeking students can fulfill requirements more quickly by taking THO 106, while a degree for transfer may fulfill different Gen. Ed. requirements with THO 101 than with THO 106.

A student at TOCC will take HIS 122 to fulfill the TOCC Culture requirement, but the class can also meet one of the Arizona General Education categorical requirements. For example, HIS 122 is listed in the Humanities list, the Social and Behavioral Sciences list, as well as the International and Multicultural Studies part of the “Other Requirements” list for the widely accepted Arizona General Education Curriculum. HIS 122 also meets all three Special General Education requirements, and can be taken once to fulfill all three special areas, which are Intensive Writing and Critical Thinking, Global education, and Cultural Awareness.

## Campus Locations and Sites

1. S-cuk Du'ag Maščamakuđ - Black Mountain Campus  
Previously known as "Main Campus"  
Arizona Highway 86, Milepost 125.5 N.  
Please look out for the TOCC campus signs
2. Komckuđ 'E-Wa:'osidk Maščamakuđ - Wedged Turtle Campus  
Previously known as "Central Campus"  
Arizona Highway 86, Milepost 115.5 North, behind Indian Oasis Elementary School –  
Intermediate Campus
3. Wiřag Koř Maščamakuđ - Hawk's Nest Campus  
Previously known as "West Campus"  
Mile Marker 111 on Highway 86, just west of Sells, Arizona at the former Tohono  
O'dham Career Center
4. S-ki:kig Maščama Ki: - Many Houses Site  
TOCC Phoenix Center  
4520 North Central Avenue, Suite 555, Phoenix, AZ 85012  
Main Office Phone: (480) 590-3447
5. San Carlos Apache College  
1 San Carlos Avenue, Bldg. 3  
San Carlos, AZ 85550  
(928) 475-2016

# Student Policies

## Academic Requirements

Required coursework and academic programs are:

1. The Himdag Requirement
2. General Education or AGECE: Arizona General Education Curriculum
3. Core Requirements
4. Electives

## Declaring a Program of Study

Upon Admissions, when a student indicates they intend to earn a degree or certificate, Students will be asked to declare a major. Once a student has submitted a Degree Declaration Form to the Admissions Office, they will be provided with a document describing their Program of Study (POS). Students who have not decided on their program of study will be enrolled in the Liberal Arts program. You can refer to the college catalog for a full list of current programs offered by TOCC. An advisor is available to help students choose the right program of study. The program of study can affect financial aid or veteran’s benefits. Students may change their program of study at any time.

## Catalog of Record

The official TOCC Catalog that is in effect when you originally enroll is your “catalog of record.” This catalog determines the specific requirements you must meet to successfully complete your program of study. If you maintain continuous enrollment (meaning that you continue to take classes and continue to make satisfactory academic progress without a break of one year or more), you may use the requirements in the catalog of record for your program. If you do maintain continuous enrollment you may also choose to meet the requirements of any other catalog in effect after you originally enroll. If you have a break in enrollment of one year or more, your catalog of record will be the one in effect when you re-enroll. If you re-enroll during a summer term, your catalog of record is the one in effect for the following Fall semester.

## Grading System

Grades	Explanation	Grade Points
<b>A</b>	Superior	4
<b>B</b>	Above Average	3
<b>C</b>	Average	2
<b>D</b>	Below Average (Not Transferrable)	1
<b>F</b>	Fail	0
<b>AU</b> <b>(Audit)*</b>	AU indicates the student is enrolled in a class in order to attend, but not to earn credit	N/A
<b>WIP (Work in Progress)</b>	WIP shows on the transcript indicating a student is in a current class, but that grades have	N/A

	not yet been assigned	
<b>I (Incomplete)**</b>	I on the transcript indicates the Instructor has agreed not to award a grade until work assignments agreed upon by both Instructor and student are turned in	N/A
<b>FW (Faculty Withdrawal)</b>	FW indicates the Instructor withdrew the student from the class	NA but some colleges may compute as failing
<b>W</b>	W indicates the student initiated withdrawal prior to official withdrawal date for the course	NA but some colleges may compute as failing
<b>Y</b>	Y indicates a special withdrawal done by the Instructor at the end of the semester, and when no other grade is appropriate	N/A
<b>T</b>	T indicates that a course the student took at another college has been transferred in to TOCC. Classes accepted for transfer are not computed as part of the students cumulative Grade Point Average (GPA)	N/A
<b>X</b>	X indicates credit earned by the student through a proficiency examination	N/A

\*Students wishing to audit a class must receive the written permission of the Instructor and must complete AU paperwork by the end of the official deadline for registration

\*\*Once assignments are turned in, the Instructor submits a change of grade form to the Registrar. Any "I" grade not changed within the time frame dictated by the Incomplete Policy automatically becomes an F.

### Good Academic Standing

In order for a student to be in good academic standing, they must maintain an overall GPA of 2.0 or higher. Maintaining good academic standing status may allow students to be eligible for scholarships, travel opportunities and participation in other extracurricular activities. Students receiving Federal Financial Aid must also meet the Satisfactory Academic Progress (SAP). Please refer section IV for more information on SAP.

### Semester Progress Reports

Using the EARS (Early Alert Retention System) Reporting at 4, 8 and 12 weeks allows the Retention Coordinator the ability to track student class progress. Class grades will be pulled by the Dean of Education and provided to the Retention Coordinator at the completion of the 4, 8 and 12<sup>th</sup> week of classes for the Fall and Spring semesters. Important college information and student grades are emailed to students within 1-2 days of the reporting period deadline. Students who are underperforming with less than 70% in any course are referred to tutoring services and notified of their referral. Students may also be referred to additional services. These additional services may include: the Counselor, Dean of Education, Academic Advisor, and/or Athletic

Director. Students may contact the Retention Coordinator for assistance, clarification or concerns.

### Academic Alert

A student may be placed in an Academic Alert status if they are not in Good Academic Standing and their overall GPA falls below a 2.0. 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 mail and e-mail. If you receive information 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. If the student earns a 2.0 GPA or higher for the current semester, the student will be permitted to continue on academic alert status. A student who is academically disqualified has the option to follow an established college appeal procedure for reinstatement. If the appeal process is successful and the student is reinstated, he/she will revert to an Academic Alert status for one semester.

### **Incomplete Policy**

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance.

Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed."

### **Plagiarism**

Plagiarism is defined as using the work or ideas of others and presenting that work or ideas as your own. It is a type of theft. If you follow the guidance in the following quite you will avoid plagiarism and its consequences: "All work done for this class must be your own, or the original

work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an “F” for the assignments, and at the instructor’s discretion, possibly an “F” for the course. If you are uncertain about proper citation, ask your instructor or the librarian.”

### **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 course syllabi or as a separate document:

Students are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in a withdrawal and a “W” or “Y” will be recorded. Students 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.

### **Graduation Requirements**

If nearing graduation (within a semester away from earning a certificate or degree) students must submit a graduation application by the due date listed in the Academic Calendar. The application may be obtained from Student Services or online. If the form is not submitted by the due date, graduation may be delayed.

The TOCC residency requirement must be met: If working on a Certificate or Associate of Applied Science degree, at least 6 credit hours must be earned at TOCC in order to graduate from TOCC. If working on an Associate degree at least 15 credit hours must be earned at TOCC. This residency requirement must be met through courses numbered 100 or higher. All of the courses listed on the degree or certificate checklist that students are working toward must be completed. Courses must be completed within a specified time limit. Courses taken more than eight years prior to graduation cannot be counted toward graduation. For areas of study that change rapidly, such as Information Technology, TOCC reserves the right to review, accept or reject, or require upgraded coursework.

The GPA and Grade requirements must be met. A grade of “C” or higher in all of the General Education classes is required for the degree or certificate and in all transferrable coursework. An overall GPA of 2.0 or higher is required.

## Graduation with Honors

If a student has completed 30 credit hours at TOCC, a cumulative GPA of 3.5 or higher will earn graduation with honors. Students earning a GPA of 3.5 to 3.799 graduate “with honors.” Students earning a GPA of 3.8 to 4.0 graduate with “high honors.” The honors designation will appear on diplomas and official transcripts.

## 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. All graduates are encouraged to participate.

## **Non-Discrimination Policy**

The Tohono O’odham Community College (TOCC) is committed to the policy that all persons shall have equal access to its programs, facilities, and employment opportunities. We provide educational opportunities for all area residents, and we encourage all members of the community to utilize programs offered at the College in order to promote Tohono O’odham Himdag (culture), and to strengthen families and communities

## **Americans with Disabilities Act**

Student requests for accommodations(s) due to a disability are processed through the Student Services Division. An assigned staff member will act as the Disability Services Coordinator (DSC) and will provide intake assistance to make an eligibility determination using student-provided documentation. If approved for services, the DSC will make faculty notification of accommodations(s) and assist in monitoring of student progress related to these accommodations; a decision will be made each semester whether to continue an accommodation service plan.

## **Privacy of Student Records**

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 Student Services office at (520) 383-8401 for more information.

## **Drug-Free School and Community 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 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.

### Healthy 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 Recourses

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 for help.

## Admissions and Registration

Tohono O’odham Community College (TOCC) is an open-enrollment institution. That means any person, native or non-native, who meets the criteria listed below is eligible for enrollment at the College. While TOCC students are primarily residents of the Tohono O’odham Nation, many come from other tribal nations in Arizona and other states.

Required Documents for Admissions to Tohono O’odham Community College:

- High School Diploma or GED Transcripts with graduation date indicated OR High School Transcripts with graduation date indicated.
- Government ID (**Non-Native**: State issued ID or driver’s license; **Native American**: Tribal ID **OR** Certificate of Indian Blood (CIB) Plus state issued ID or driver’s license.
- Exceptions to requirement or HS Diploma or transcript:
  - A person aged 16 and above who did not graduate from HS or earn a GED
  - A person with proof of an earned college-level certificate, Associate, or other degree **and** who cannot produce a HS diploma shall be admitted
  - A person is a current HS student who has received permission from the high school and parent or legal guardian (dually enrolled); or
  - A person who is 16 or above who want to take college classes for credit. (The individual will not be eligible for Pell grant funding without completion of high school or GED)

### Full-Time and Part-Time Status

Students who enroll for 12 or more credits are full-time student while those taking fewer than 12 are part-time students.

A student taking classes for personal interest are considered non-degree seeking students. Students and community members are welcome to take courses for personal interest.

### TOCC Admission Categories

- Regular degree seeking (any student working towards a degree, certificate, or completion of other program);
- Dual enrollment (high school students who are taking TOCC classes for credit earned at both TOCC and their high school);
- Special admissions;
- Underage student admissions (for students 16 years of age or younger); and,
- Personal interest

### Regular Admissions

A regular student is one who is a high school graduate or GED recipient and who is working toward the completion of a certificate or degree.

### Cases for Special Admissions

- A student who is not a high school graduate or a GED recipient and who is enrolling in credit courses;
- A student who is enrolled in courses that do not lead to the completion of a certificate and/or degree; or,
- A student who is less than 16 years of age.

### Underage Student Admissions

An underage student is any student who is 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 high school diploma, (3) lack of high school certificate or equivalency or (4) school grades. Additionally, underage students will not be denied admission due to lack of permission from 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. The following is required for consideration for Underage Student Admissions:

- A completed Admissions application
- Parent/Guardian Consent
- Letter of recommendation from a teacher or school counselor submitted to the Dean of Student Services
- The Dean of Student Services or designee will meet with underage students and a parent or legal guardian to explain college wide policies, code of conduct, and procedures of special admission for underage students

The Dean of Student Services will notify the underage student and parent/guardian of the final decision of special admissions.

### Student Orientation

Orientation is designed to help students succeed in college and to provide them 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 on the TOCC website ([www.tocc.edu](http://www.tocc.edu)) and may be obtained from Student Services. Orientations are offered before the start of each semester.

### TOCC Bookstore

The TOCC Bookstore stocks textbooks for college courses, as well as school supplies, TOCC memorabilia, local souvenirs, and a small collection of everyday necessities. Students should check with their instructors and on the course syllabus for the required textbooks and materials needed for classes. Before textbooks can be taken from the store, payment must be made in full unless the student is on the list of Pell and other scholarship recipients for the relevant semester.

The Bookstore accepts payment for books in cash or 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. Refunds will be given only for textbooks returned in their original condition. For more information, visit the Bookstore on campus or call (520)-383-0026.

### Student Identification Number and Student ID Cards

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. A Student Identification Card will be issued when registering for the first time. It provides access to the TOCC Library, the Bookstore, and the Computer Labs. I.D. cards are obtained in the Library in the I-We:mta Ki: Building on the S-cuk Du'ag Maşcamakuđ Campus. Evening, online, or weekend students who do not regularly come to campus should contact the College at 520-383-8401 in order to obtain an I.D. card.

### 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 SSN is used to match current and future records with any past records in order to ensure 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 records, must provide the third party with the following: 1) the student's photo I.D.; 2) a statement describing the transaction and granting the third party permission for the student; and 3) the student's signature and the date on 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 sealed 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 in the Registrar's Office, or from the Academic Advisor, and is available for download from the TOCC website ([www.tocc.edu](http://www.tocc.edu)).

### Privacy of Student Records and Family Educational Rights and Privacy Act (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 Registrar's Office at (520) 383-8401 for more information.

TOCC and FERPA designates certain categories of student information as 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 unless the student has signed a Disclosure of Student Information form requesting nondisclosure. 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.

#### Student's Right to Have Information Withheld

Students must submit a signed Disclosure of Student Information Form to the Admissions Office in order to withhold student information. The signed Disclosure of Student Information Form remains in the student's file indefinitely until the student relinquishes the disclosure. Tohono O'odham Community College will not release any private 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.

#### Maximum Credit Hours

Students can enroll for a maximum of 18 credit hours in Fall and Spring semesters and for a maximum of nine credit hours during Summer sessions. These limits include resident work, registration with another college, and extension, correspondence, or high school courses taken at the same time that one is taking TOCC classes. Students who wish to register for more than 18 credit hours must obtain approval from the TOCC Academic Dean.

#### Course Prerequisites

Before enrolling for certain courses, the student may be required to have previous education, knowledge, or skills, known as prerequisites. In order to enroll in certain classes at TOCC, students must meet course and program prerequisites; otherwise, they must receive approval for an exemption by 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

Transfer students are defined as having previously attended another accredited university or community college and have earned college credit. In order for any classes at another college or university to be approved for credit at TOCC, existing official transcripts must be evaluated to determine if they will meet TOCC transfer requirements. The student must have an official transcript sent to TOCC for evaluation from each college attended where credit is sought; formal transfer credit evaluations will not take place until official transcripts are received. Courses that have an earned grade of “C” or higher grade in coursework that is college-level (not developmental) may transfer. All coursework for transfer consideration must have been completed within the last eight years, depending on the field\*. A maximum of 75% of credits from accredited institutions can be accepted toward the certificate or degree; i.e., 25% of the credits must be taken at TOCC.

TOCC may accept course credits from colleges and schools accredited by any of the following:

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

For TOCC to determine whether a student’s courses can be approved for credit the student must request that official transcripts from the institution(s) previously attend be sent directly to the TOCC Registrar, PO Box 3129, Sells Arizona 85634. Once TOCC receives the official transcripts(s) from previously attended institution(s), the transcript(s) will be evaluated within 30 calendar days of receipt, and the student will be notified of the results via email. Transfer coursework is identified by Credit Type as TR (Transfer) followed by the grade transferred earned that may be an A, B, or C. GPA calculation does not include transferred courses. In cases where requests are made for transfer earned quarter credits, those credits will be converted to semester credits using generally accepted academic principles.

If a transfer student is not satisfied with the result of the TOCC evaluation of the transfer request, the student may appeal to the Academic Dean. This appeal must be in writing. The Academic Dean will review the appeal and make a final determination. The student will be notified of the result of the appeal, and a copy of the final decision will be placed in the student's file.

## Credit by Examination and Prior Learning

Students can earn college credit based on examination or evaluation of prior learning by submitting official records of their performance to the Registrar.

Opportunities for credit by examination or evaluation include:

- Advanced Placement examinations from high school (AP);
- College Level Examination Program (CLEP) results;
- Special examination for credit (e.g., Tohono O’odham Language fluency may be established by examination.).

Students cannot receive credit by examination or evaluation of prior learning for a course that has a lower number than the one in which they are currently enrolled, or for a course for which they have already received credit. Credit by examination may or may not transfer to other colleges or universities.

For more information and to see the official record of exam and evaluation equivalencies, visit the AZTransfer.com website.

### Advanced Placement (AP) Credits

Taking Advanced Placement courses in high school can accelerate a college career. At TOCC, a student can earn up to 30 credits toward a degree by passing examinations at the end of AP classes. Credits earned based on exam performance may be counted toward a 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 academic advisor or visit the College Board web site at [www.collegeboard.org](http://www.collegeboard.org).

### College-Level Examination Program

TOCC accepts for college credit the 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, (520) 6217589.

### Application Period

Applications for admission to TOCC are accepted throughout the year. There is no application fee. Application forms are available at the I-We:mta Ki: Building on S-cuk Du’ag Maşcamakuđ Campus from Student Services and online at [http://tocc.edu/admission\\_application.htm](http://tocc.edu/admission_application.htm). Students can register online through the website at [www.tocc.edu](http://www.tocc.edu)

### **Required Documents**

TOCC Admissions – Documents Required for students must be submitted before registering classes

1. One of the following Photo I.D.

Native American Students

- Tribal I.D. Card or
  - Certificate of Indian Blood (CIB)with State Issued I.D.
- Non-Native American Students
- State Issued I.D.
2. Proof of High School or GED Graduate; submit one of the following:
    - High School Diploma
    - GED Diploma
    - High School OR GED Transcripts **with Graduation Date indicated**
  3. If degree seeking, submit an Official Transcript from previous colleges attended.

### Placement Testing Requirements

Placement exams determine reading, writing and math academic skill levels and assure that students are enrolled in courses at appropriate levels to succeed at TOCC. With a few exceptions, all new degree and certificate seeking students enrolling for the first time, and students transferring to TOCC, must take a placement exam. If students have previous assessment scores or college-level course work, the information should be submitted with the Application for Admission. The placement exam is computer based and can be completed at TOCC S-cuk Du'ag Mascamakud Campus, I-We:mta Ki: Building.

### Meet with an Advisor

Once placement assessments are completed, students should meet with the Academic Advisor to review program requirements and make recommendations specific to the selected program major. Students who are taking courses for personal enrichment/interest or professional development do not need to meet with an advisor. Students should plan to spend approximately 30 minutes with the advisor for the first advising session. In the advising meeting a graduation plan will be developed. The Advisor can help:

- Review assessment exam test scores;
- Discuss the different programs TOCC offers;
- Choose a program of study;
- Understand program requirements;
- Learn about transfer opportunities; and,
- Connect with support services.

Advising is available on a drop-in basis with the Academic Advisor and other Student Services personnel. Students can also schedule an advising appointment by calling 520-383-8401. Students may also talk with faculty and other staff members about their programs of study. If the Academic Advisor is unavailable for advising, another Student Services or Education staff member will be available. Students may request an over the phone advising session if they are unable to meet during college hours of operation.

## **Register for Classes**

Online registration is available for new and continuing TOCC students on the TOCC web site:  
How to Register Online:

1. Go to [www.tocc.edu](http://www.tocc.edu)
2. Click on “My TOCC”
3. Enter your MyTOCC Username and Password (If you do not know your username or password, contact IT)
4. Click on “Current Student”
5. Click “Add/Drop Courses” at the bottom of the page
6. In the “Term” drop down box, select the semester you want to register for
7. Click “Search” (All open classes for the selected term will appear)
8. Click on the “Add” box next to the class you want to register for
9. Click on the “Add Courses” box at the bottom of the page
10. Your class schedule will appear

If you have questions, or need assistance, please contact a Student Support Specialist at (520)383-8401 or email [admissions@tocc.edu](mailto:admissions@tocc.edu).

## Tuition, Books, and Fees

Financial transactions are made at the TOCC Bookstore, located in the I-We:mta Ki: (Main Building) at Scuk Du’ag Campus. The TOCC Finance Office, located at the TOCC Komckud E-Was:’osidk Campus in Sells, is available for payments if the Bookstore is closed. Tuition at TOCC is \$34.25 per credit hour.

## Textbook Payments

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

- Pell award list of students provided by Financial Aid;
- An original purchase order;
- A copy of a purchase order that has already been sent to TOCC’s Finance Office; or,
- A signed letter from an employer.

## Payment Due Date

Tuition, books, and fees must be paid before the first day of classes each semester, unless one of the third-party guarantees are presented. If you are unable to make your payment in full by the first day of classes, you may request to be put on a payment plan at the bookstore. Payment plans are only for the cost of tuition, fees and books.

### Accepted Forms of Payment

TOCC accepts cash, personal checks, credit cards, money orders, traveler's checks, cashier's checks, and 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 penalty.

If payment is by third party payer, it is the student's responsibility to either bring the purchase order or check to the Bookstore by the payment deadline, or to make arrangements for the payment to reach the Bookstore prior to the payment deadline. For additional information on how to do this, contact the Bookstore. Payments may be mailed to the Finance Office at TOCC Finance Office, PO Box 3129, Sells, AZ 85634. **Note: Do not mail cash.**

### Tables of Tuition and Fees

Note: All tuition, fees, books, housing, and other costs are subject to change in future years.

### **Tuition and Student Activity Fees**

Credit Hours	Tuition
1	<b>\$34.25</b>
2	<b>\$68.50</b>
3	<b>\$102.75</b>
4	<b>\$137.00</b>
5	<b>\$171.25</b>
6	<b>\$205.50</b>
7	<b>\$239.75</b>
8	<b>\$274.00</b>
9	<b>\$308.25</b>
10	<b>\$342.50</b>
11	<b>\$376.75</b>
12	<b>\$411.00</b>
13	<b>\$445.25</b>
14	<b>\$479.50</b>
15	<b>\$513.75</b>
16	<b>\$548.00</b>
17	<b>\$582.25</b>

### Processing Fees

Semester Processing Fee (nonrefundable due each semester or summer session)	\$10.00
Assessment Fee for Non-enrollees	\$5.00
Official Transcripts (per copy)	\$5.00
Graduation Application Fee (\$15 per degree or certificate)	\$15.00
First I.D. Card	\$2.00
Reissue of I.D. Card	\$5.00
Course Repeat Fee (for third attempt and beyond)	\$39.00

Note: TOCC has a Pearson Testing Center at Main Campus. GED test fees are paid for GED students by TOCC.

### 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
Technology Fee	\$2.50 per credit hour
Student Activity Fee	\$15.00 per semester

### Other Costs and Payments

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 (per occurrence)
Non-sufficient Funds (NSF) Payment Fee	\$25 (per occurrence)
Excessive Lost or Breakage	Replacement cost
Lost Library Item	Replacement cost Plus \$10 processing fee
College Equipment Not Returned	Replacement cost Plus \$10 processing fee

### Account Holds

If an outstanding debt is owed to TOCC from a previous term, student records and account will be placed on hold. A student may register for the current term provided that the debt is paid, or

arrangements are made with the Finance Office. To release a hold, payments must be made in cash, by check, or by credit card prior to registration. Payments by check require 15 working days before a hold can be released. Some reasons for holds and the amounts needed to clear them are shown in the Account Holds table on the following page. This is not a complete list of possible holds. Rates are subject to change.

Reasons for Financial Holds

<b>Reason for Hold</b>	<b>Amount to Clear Hold</b>
Past Due Tuition	Amount of tuition
Past Due Book Loan	Amount of loan
Non-Sufficient Funds Payment (each NSF)	Amount of fee
Lost Library Book or iPad	Amount of replacement cost plus \$10 processing
Late Fees	Amount of late fees

Tuition Deferment

Payment of tuition and fees is due at the time of registration. However, TOCC offers a tuition deferment option for those who qualify. The option requires that a student:

- May only defer up to half of the tuition (the other half must be paid when the deferment request is made); and,
- May only defer payment for up to 30 days.

If the tuition deferment is not paid by the payment deadline, the student account will be placed on hold. The Tuition Deferment Request form is available at the Bookstore. In extreme cases a payment plan may be requested. A payment agreement will be signed, and monthly payments made, and the balance paid by the end of the term.

Refund Due to Class Cancellation

If the College cancels a class, all applicable tuition and fees will be refunded if another course is not chosen. If the student is receiving federal financial assistance, the refund will be paid back directly to the sponsoring program, as required under federal guidelines. Course materials may be returned to the Bookstore for a full refund if the books and or other materials or software are in original condition.

Semester Refund Deadlines

To be eligible for a full refund of tuition the course must be dropped by the drop/full refund deadline that applies to the course. The “Drop Full/Refund Deadline” is listed on the Academic Calendar, which can be found on TOCC’s homepage, [www.tocc.edu](http://www.tocc.edu).

If the course is dropped after the drop/full refund deadline, a student may be eligible for a partial refund of tuition, as shown in the Refund Rates table.

## Refund Rates

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

## Special Provisions Refunds

If unforeseen circumstances force a student to totally withdraw from the College after the drop/full refund deadline, a partial refund of paid tuition may be requested, less any applicable fees, provided the circumstances meet one of these five special criteria:

- **Serious Illness or Injury:** Provide a written statement from a physician verifying that the illness or injury prevents the student 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 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 or 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. A Special Provisions Refund Request must be made 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 ended will not be granted. If the refund request is approved, the amount will be calculated based on the date of the 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.

## Tuition and Fee Refunds

Students 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 five working days after the refund request is processed. Any outstanding debts owed to the College may be deducted from the refund. The Registration Processing Fee of \$10.00 is non-refundable.

## **Financial Aid**

Financial aid may come in the form of grants, scholarships, work-study programs or a combination thereof. While the student is ultimately responsible for meeting educational costs, most TOCC students receive some source of student financial aid. It is expected that students who plan on attending TOCC will be responsible for tuition and fees and other college expenses incurred.

### **Applying for Financial Aid at TOCC**

Tohono O’odham Community College Financial Aid Office will make every effort to provide financial assistance to TOCC students. The Financial Aid Office works with students to meet unmet financial needs to the maximum amounts from federal, state, and private sources. Financial aid is awarded for one academic year, and students must reapply annually.

The Financial Aid Office provides information for financial aid programs, including TOCC scholarships. Other sources include the federal government, the Tohono O’odham Nation, and private donors accessed through the American Indian College Fund (AICF). Funds are awarded to students based on financial need, academic achievement and program of study. For more information, please stop in or call the Financial Aid Office at (520) 383-0075.

### Financial Aid: The Steps to Follow

- Visit the TOCC Financial Aid Office to meet with the Financial Aid Technician to fill out
- a Free Application for Federal Student Aid (FAFSA) form and to obtain an FSA ID user name and password needed to fill out the FAFSA and sign the form electronically. Information about other funding sources such as scholarships, Federal Work Study and the Federal Supplemental Educational Opportunity Grant (FSEOG), and the process to apply for them is available through the Financial Aid Office.
- The TOCC Financial Aid Office will assist students in filling out the FAFSA. If the student is a “dependent” student, parents or a legal guardian will need to sign the FAFSA. The form is also available online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).
- The FAFSA must be completed each calendar year, which begins on October 1st for the coming school year that begins with the Fall semester in August at TOCC. It is recommended to apply early.
- TOCC’s school code is 037844.

### 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 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:

- Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); or have a recognized equivalent of a high school diploma, such as a general educational development or GED certificate; or be enrolled as a regular student in an eligible degree for a certificate program.
- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security number (with the exceptions of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Make satisfactory academic progress.
- Sign certifying statements on the FAFSA, such as agreeing to use federal student aid funds only for educational expenses.

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.

### Need Analysis

The process of analyzing a student's financial need, known as Need Analysis, focuses on determining how much the family reasonably 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 the 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.

### Planning Early with FAFSA4caster

FAFSA4caster is a service of the U.S. Department of Education that helps students to explore financial aid options and eligibility while still in high school, or before they enroll in college. More about this service is available at [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov).

### Getting a Federal Student Aid ID (FSA ID)

It is recommended that students and parents save time by requesting the FSA ID before the student applies for financial aid.

### How Does a Student or Parent Use an FSA ID?

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

- As the applicant's electronic signature, or the parent's electronic signature on the FAFSA (if the parent obtains his or her own FSA ID);
- To gain access to online information about federal student aid the student has received;
- To gain access to the applicant's information on FAFSA on the Web, to view FAFSA

processing results, to make corrections, or to file a FAFSA based on data the student filed in previously.

### Why Does a Parent Need an FSA ID?

At least one parent or legal guardian of a dependent student must sign that student's FAFSA, and using the FSA ID to sign electronically is the most efficient way to sign. Each person signing a FAFSA electronically must have their own FSA ID, including the student and the parent or legal guardian of a dependent student. If a parent or legal guardian of a dependent student does not have an FSA ID the paper signature section of the FAFSA must be signed manually and mailed to the Department of Education. Doing this extends the financial aid process because it takes at least three weeks for the school to receive approval from the Department for the student's financial aid. Using the FSA ID and signing electronically expedites the financial aid process for the student.

### 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 licenses (optional), federal income tax returns, W-2 Form(s), current bank statements, and records of any stocks, bonds, or other investments and assets.

### When to Apply

Students and parents should fill out their income tax forms and the FAFSA as early as possible. Those who are unable to complete income tax forms early should estimate amounts as accurately as possible and fill out the FAFSA accordingly, correcting the information with actual amounts once the income 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 student who completes the FAFSA early has a better opportunity to meet financial aid deadlines and to be considered for awards from institutional funds.

### 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. This Internet application offers detailed online help for each question, as well as live, online, one-to-one communication with customer service representatives. The address for FAFSA on the Web is [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Saving the FAFSA with a Passkey

Students do not have to complete the FAFSA on the Web in one sitting. At the beginning of the process, the student is asked to supply a passkey. If the student is interrupted, needs to leave the application before completing it, or if the site automatically logs the student off due to 30 minutes of inactivity, the information will be saved and will remain available via the passkey or 45 days. The student should keep the passkey in a safe place. The passkey is different from the

FSA ID (username & password). The FSA ID allows the student to electronically sign the FAFSA or to access processed FAFSA data, whereas the passkey created solely to access the incomplete application at a later time.

### Signing the Application with an ID or Signature Page

At the end of the FAFSA, the student (or the dependent student's parent or legal guardian) signs electronically using his or her ID number. If the student or parent, or legal guardian, do not have an FSA ID the signature must be done manually, and the signature section will be sent to the Department of Education, which extends the financial aid process for at least three weeks. Electronic signature using an FSA ID is recommended.

### Submitting the FAFSA and Getting an Estimated Expected Family Contribution (EFC)

When the student submits his or her information at FAFSA on the Web, a confirmation page appears. The confirmation page verifies that the application was submitted successfully, displays an estimated Expected Family Contribution (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

It is recommended that students file their FAFSA at the TOCC Financial Aid Office, as it expedites the financial aid process. The student provides the necessary information such as IRS income tax information, enters the information electronically, and then sends it to the Central Processing System. Please contact the Financial Aid Office (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. If completing a paper FAFSA, it will take more than three 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 (EFC) and of their available federal student aid. Unless the student's SAR is identified as having problems, the EFC is printed on the upper right corner of the front page of the report. The SAR also includes instructions, such as how to make corrections to the data the student supplied on the original FAFSA.

## **Major Federal Student Aid Programs**

The U.S. Department of Education offers three major types of financial aid. The Pell Grant and the Federal Supplemental Education Grants are "gift aid" and do not have to be repaid unless an overpayment has resulted due to the student withdrawing before the end of the enrollment period

for which the grant was awarded. It is the school's responsibility to inform the student whether any funds must be returned to the Department of Education. The other major type of financial aid is the Federal Work-Study that provides income (which does not have to be repaid) from part-time employment, either on campus or in the community. A fourth type of federal aid is Veteran's Benefits.

### Federal Grants: The Pell Grant

Federal Pell Grants are awarded according to rules set by Congress. Every year the U.S. 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 a formula specified by law. If a student is eligible on the basis of these rules, an eligible school will receive the federal funds to pay the student his or her grant. The amount of funding a student receives through the Pell Grant is based on the student's EFC and the number of classes in which the student is enrolled.

### **How is Financial Aid Determined?**

Each year, the Federal Pell 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.

### 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 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 Officer will provide the student with a "Book Waiver," for the student to take to the Bookstore to obtain books. With approval by the student all fees, tuition and expenses will be deducted from the student's Pell award once received by the College.

### Campus-Based Programs: Federal Supplemental Educational Opportunity Grants and Federal Work-Study

Campus-based programs are administered by the Financial Aid Office at eligible schools that choose to participate. The U.S. 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 programs administered by the U.S. Veterans

Administration (VA). For more information about VA education programs, visit the Financial Aid Office, call (888) 24-2551, or visit [www.gibill.va.gov](http://www.gibill.va.gov).

### Chapter 30

The Montgomery GI Bill-Active Educational Assistance program provides up to 36 months of education benefits for a variety of programs.

### Chapter 33- Post 911 Yellow Ribbon Program

The Post-9/11 Yellow Ribbon Program GI Bill will pay you:

- All resident tuition and fees for a public college; or,
- The lower of the actual tuition and fees, or the national maximum per academic year, for a private college.

### Dependents' Educational Assistance Program (DEA)

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

- Veterans who die or are permanently and totally disabled as the result of a service connected disability arising from active service in the armed forces;
- Veterans who died from any cause while rated permanently and totally disabled from the service connected disability;
- Service persons missing in action or captured in the line of duty by a hostile force;
- Service persons forcibly detained or interned in the line of duty by a foreign government or power; or,
- 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 (VEAP) benefits are available to certain veterans who entered active duty between January 1, 1977, and June 30, 1985.

### Reserve Educational Assistance Program (REAP)

The Reserve Educational Assistance Program (REAP), also known as Chapter 1607, makes certain reservists who served for at least 90 days after September 11, 2001, eligible either for education benefits or for increased benefits. For more information, visit <https://www.benefits.va.gov/gibill/reap.asp>.

### Other Sources of Funding for College

Financial aid may be awarded from nonfederal sources in the form of scholarships. The Financial Aid Office requires that the student submit a scholarship application in addition to the Free Application for Federal Student (FAFSA), which assists in determining the student's Expected

Family Contribution (EFC). The best source of information on aid available at a college is the college's Financial Aid Office.

### Tohono O'odham Education Assistance Program & Higher Education Services

TOCC encourages students to contact the Tohono O'odham Education Assistance Program & Higher Education Services Office, located in the Tohono O'odham Nation Department of Education to pursue possible sources of financial aid from the Nation. Call (520) 383-6571 for more information. Students may also seek financial support from their District Council Education Committees.

### American Indian College Fund

The American Indian College Fund (AICF) was established in 1989 under the American Indian Higher Education Consortium (AIHEC). The mission of AICF is to raise scholarship funds for American Indian Students to use 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 colleges, including capital projects, operations, endowments or program initiatives. The AICF conducts fundraising and related activities for Board-directed initiatives. Students interested in applying for an AICF Scholarship may go [www.collegefund.org](http://www.collegefund.org) to search for scholarship listings, as well as ask the TOCC Financial Aid Office for assistance.

### American Indian Education Foundation

The American Indian Education Foundation (AIEF) was established to support educational opportunities for American Indian and Alaska Native students. Its vision is to enhance strong, self-sufficient American Indian communities. Scholarships are awarded for each academic year and recipients are chosen by a national selection committee. More information on the AIEF can be found at the TOCC Financial Aid Office or on the foundation's website at [www.aiefprograms.org](http://www.aiefprograms.org), or by calling AIEF regarding the Fund's scholarship program at (800) 881-8694.

### Gewkdag Scholarship

TOCC provides students who graduated from High School or who earned a GED within one year prior to enrolling in TOCC with free tuition and fees plus \$250 toward their books. Requirements include registering for 12 or more credits and graduating from a school or GED facility on or near the Tohono O'odham Nation. If the Gewkdag Scholarship recipient earns a cumulative GPA of 2.0 with a full-time load (12 or more credits) during their first semester, then their second semester is also free and another \$250 in book fees will be provided.

### Additional Scholarship Information

The TOCC Financial Aid Office provides scholarship information for over 200 agencies throughout the U.S. that provide scholarships to both college and university students. Students who are interested in receiving the names of these agencies should contact the Financial Aid

Office for assistance.

### **Satisfactory Academic Progress (SAP)**

#### Requirements for Federal Financial Aid Title IV Recipients

In order to remain eligible for Title IV Aid, you must meet various criteria. A student must meet these minimum requirements:

- Cumulative 2.0 GPA Undergraduate
- Complete 67% of the hours you attempt
- Not exceed 150% of the maximum time frame of the published length of your program as measured in credit hours

All of these requirements are checked at the end of each applicable progress check (term). While this policy is applicable to recipients of Title IV aid, this policy is as strict as the school's academic progress policy for non-Title IV recipients. Also, all periods of enrollment are reviewed, including those for which the student did not receive Title IV aid. The Satisfactory Academic Progress review includes all courses taken towards the student's program of study, regardless of any academic amnesty or academic renewal policy.

Financial Aid Warning - A student who fails to meet Satisfactory Academic Progress, will be placed on FA Warning, but can continue to receive Title IV funding. If at the end of the warning period, Satisfactory Academic Progress is not met, you will be suspended, and will need to submit an appeal as to why, and how you plan to meet Satisfactory Academic Progress at the end of the next term.

Satisfactory Academic Progress Appeal - If you are unable to meet the above mentioned requirements (GPA, Pace, Maximum time frame) you may submit an appeal to the Financial Aid Office. Your appeal must explain why you failed to make Satisfactory Academic Progress and what has changed in your situation that will allow you to make satisfactory academic progress at the next evaluation (the next term). While there is no limit on the amount of appeals you may submit for anytime you fail to meet Satisfactory Academic Progress, you cannot have the same reason twice. You must have a unique situation that has prevented you from meeting Satisfactory Academic Progress requirements (Car accident, death in immediate family, pregnancy, serious illness, etc).

Financial Aid Probation - If after successfully appealing, you will be placed on probation if it is determined you will be able to meet Satisfactory Academic Progress requirements in the next term. You must meet Satisfactory Academic Progress requirements at the end of the probationary term. If you fail to meet Satisfactory Academic Progress requirements, you will be suspended from receiving Title IV aid, whereby you must appeal again (using a new reason for appeal).

Academic Plan - If you are unable to meet the above mentioned requirements (GPA, Pace, Maximum time frame) at the end of the subsequent term following the Satisfactory Academic

Progress evaluation (when you are on probation), you will be required to be placed on an academic plan. This plan may detail you successfully meeting Satisfactory Academic Progress criteria for a certain time period or all the way through until graduation. If you fail to meet the requirements outlined in the academic plan, your financial aid may be suspended. Students must also appeal to change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress.

Regaining Title IV Eligibility - If a student has been denied an appeal, or academic plan, the student can regain eligibility only by taking action that brings him into compliance with the school's Satisfactory Academic Progress standards. Such examples may include taking a specified number of hours in a certain term, and paying out of pocket, or alternative funding. Once the student has then re-met the Satisfactory Academic Progress criteria, they may regain Title IV eligibility.

Readmission & Treatment of Academic amnesty/renewal - If you previously attended TOCC, but were academically dismissed and you are re-admitted, all previous coursework will be included in both the attempted and GPA portions of the calculation. If this previous coursework causes you to lose Financial Aid eligibility, you may appeal this.

Repeated coursework - Students must repeat all courses for which a "D" or "F" is earned. Only the grade earned after a course is repeated will be used to compute the GPA. Even though a student may repeat a failed course and earn a higher grade, the original failure is not negated and is a failure when considering academic dismissals. In regards to repeated coursework as it relates to attempted hours, the previously attempted class will be removed from the attempted hours calculation (pace), if it is replaced by a higher grade.

Second Degrees - Students whose program requires a bachelor's degree (Accelerated, MSN), or Associate's degree (RN-BSN), at a minimum we will accept transfer hours needed for admission.

Degree changes - If a student changes programs the hours needed for the new program are only taken into consideration.

Withdrawals - If a student withdraws from a course after the add/drop period for that particular course, the hours are still counted as attempted.

Grade Changes - If your grade has been overturned due to an approved appeal after we have run this progress evaluation, it is the student's responsibility to notify us so that we can take this new information into consideration

## **Students Rights & 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 respectful manner at all times. Moreover, pursuing an education requires individual integrity, respectful cooperation, and serious dedication to one’s growth and training.

### **Student Conduct and Ethics**

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.

#### Student Code of Conduct Violations

Inappropriate and/or illegal student conduct that are grounds for disciplinary actions 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, email, 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 Collages sponsored or supervised functions. This included threats, stalking, harassing, including sending harassing or threatening messages via email, , 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 on campus property. Cell phones should be silenced in the classroom to avoid disruption of student learning.
21. Failure to obtain approval from the Dean of Student Services or appropriate College administrator for: soliciting of any type which involves the College student body.

### **Disciplinary, Dismissal and Readmission**

Tohono O’odham Community College may dismiss, suspend, or expel students who violate social or academic standards to include the Student Code of Conduct and national, state, and local laws designed for every citizen. TOCC employees who have reason to suspect a violation are mandatory reporters and must follow reporting procedures described below: College students, staff, and faculty may file an Incident Report Form for violation(s) of the student Code of Conduct (SCC).

#### Disciplinary Action Procedures

1. Document student conduct violations on the Incident Report Form and submit the form within 2 business days according to the following guidelines:
  - Academic Infractions will be reported to the Dean of Education
  - Non-academic Infractions including those delineated in the Student Code of Conduct in this Handbook should be reported to the Dean of Student Services
  - Non-academic infractions for residence life students should be reported to the Director of Student Life
  - Sexual harassment or discrimination incidents will be reported to the Title IX Coordinator. See TOCC’s Nondiscrimination and Anti-Harassment Policy at <https://tocc.edu/wp-content /upload/2020/10/Nondiscrimination-and-Anti-harassment-Policy-2020.pdf>
2. Submission and Examination of Evidence of Student Violations

- All documentations/evidence must be presented to the appropriate College official by the individual filing the Incident Report Form
- If the appropriate College official determines there is a lack of evidence to support a pending violation of the Student code of Conduct no further action will be pursued
- If the appropriate College official determines that the violation did probably occur and is minor, the official will provide the student and the Dean of Student Services a record of the review and a recommended course of action
- If the appropriate College official determines that a violation did or probably did occur, and if the violation is deemed to be serious breach of the SCC, the following due process hearing procedures will be followed

### 3. Due Process Hearing

The appropriate college official, as identified in Section 1 above, will convene a Hearing Committee comprised of three members.

- a. The student who is charged with a violation must be notified within five (5) business days after an Incident Report has been filed. The notice will state the violation(s) and include a brief explanation of the findings (date, time, and location) of the pending violation(s).
- b. The Hearing Committee will recommend the appropriate action by the end of the business day of the hearing. The student may appeal (one or more of the following):
  - Provide a letter to the student noting that no findings were made
  - Verbal or written warning
  - Disciplinary probation for special time
  - Suspension for a specified time
  - Eviction from Residence Life for a specified time
  - Expulsion from the College
- c. Appeal Process
  - Students have the right to appeal if they disagree with an unfavorable decision. A request for an appeal must be submitted to the President of Tohono O’odham Community College within five (5) business days.
  - Exception: A decision of expulsion is final and cannot be appealed.
- d. Within two (2) business days after receiving an appeal letter from a student, the President and College Deans will review the case and any evidence provided and will:
  - Schedule a meeting with the student for additional clarification or questions.
  - Confirm the sanction issued to the student, or rescind the final decision.
  - Issue a written decision within five (5) business days
  - Render a decision that will be final and no longer appealable.

## **Grading Complaints & Appeal Process**

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.

Students may appeal a grade within the first five weeks of the regular semester after the semester in which the grade was awarded. The first level of appeal is to the faculty member. If the faculty member and student do not resolve the issue, the student may request a formal grade appeal through the Dean of Academics. When a formal request is made, the Academic Coordinator will work with the student to submit all appropriate documentation for the grade appeal. When the documentation has been submitted to the Office of the Dean of Academics, the Dean appoints a three-member faculty Grade Appeal Committee, with the Dean of Academics as the Committee Chair, to review the student's grade appeal.

The Grade Appeal process is closed; neither the student nor the faculty member may appear before the committee or present witnesses. After review of the appeal documentation, the Grade Appeal Committee issues its decision in writing. The Dean of Academics notifies the student of the Grade Appeal Committee's decision.

If the Grade Appeal Committee upholds the issued grade, then there is no action. If the Grade Appeal Committee overturns the issued grade, the Dean of Academics completes and signs the Change of Grade, attaching the Grade Appeal Committee's Decision, and submits the Change of Grade to the Registrar's Office. Grade Appeal Committee decisions are final.

## **Students' Academic Freedom**

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.

## **Student Services & Resources**

### **Counseling**

A counselor is available year-around to help students with decisions and situations that include and go beyond academic advising. TOCC's counselor uses a Wraparound model to address students' needs to engage others in "wrapping a blanket of support" around students. For example, a student's wraparound team can include faculty or family members. The wraparound model empowers students to advocate for their own needs. The student is in charge of their Wraparound and assigns tasks to their Wraparound team. The Counselor actively links students to behavioral health services offered by Tohono O'odham Nation Health Center (TONHC). Student can be referred to the Behavioral Health Services, TONHC Emergency Room or Cenpatico.

### **Academic Advising**

Students should meet with their Academic Advisor and Faculty Advisors at least once every semester or whenever they have questions regarding their Program of Study (POS). The benefits of meeting with an advisor on a continuing basis is for students to have assistance with the following:

- Keeping informed of changes to programs and courses at TOCC
- Checking their progress towards degree completion
- Assistance with choosing an educational pathway, exploring their interests and making choices that will assist them with their career planning.

### **Transfer Advising**

The Transition Coordinator serves as the lead coordinator and primary contact for transition at TOCC, which includes transfer, career placement and internship placement. Services and opportunities the Transition Coordinator offers students include:

- Transfer Advising
- Student Transfer Visits
- Career preparation and transition workshops: i.e. resume building, interviewing, university application, etc.

### **Retention**

Increasing student retention rates is a college-wide effort. The Retention Coordinator is housed in the Student Services Division and is responsible for tracking students class progress by using the EARS (Early Alert Retention System) Reporting at 4, 8 and 12 weeks. Students who are underperforming with less than 70% in any course are referred to tutoring services and notified of their referral. Students may also be referred to additional services. These additional services may include: the Counselor, Dean of Education, Academic Advisor, and/or Athletic Director. Students may contact the Retention Coordinator for assistance, clarification or concerns.

## **Students with Disability Resources**

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended (“Section 504”) and Titles II and III of the American with Disabilities Act, as amended, (“the ADA”), Tohono O’odham Community College prohibits unlawful discrimination on the basis of disability in its programs, services and activities.

Tohono O’odham Community College is committed to ensuring qualified students with disabilities have the same opportunity to acquire the same information, engage in the same interactions, and enjoy the same services and benefits as a person without disabilities and to do so in a prompt manner with substantially equivalent ease of use in the most integrated setting with other barriers that may impede the success of students with disabilities. The College will provide students with disabilities with effective academic adjustments, including educational auxiliary aids and services, and other accommodations.

## **Library**

The TOCC O’ohana Ki: (Library) provides students with access to its onsite collections, its online catalog and databases, and the internet. A TOCC identification card is required to borrow Library materials. All youth under the age of 18 must have a signed Permission Form on file prior to using the computers. O’ohana Ki: offers the following services:

- Library assistance for reference and research
- Tutoring: Writing; Math; Science; Tohono O’odham

# **Student Engagement**

## **Student Government, Clubs and Organizations**

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. 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. Student are encouraged to participate in student organizations to gain leadership and volunteer experience.

In addition, students may form additional clubs/organizations on campus. All student organizations must be registered with, and official recognized by the college through the Dean of Student Services. 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 an advisor, who is an employee or faculty of the college. Organization advisors serve to provide professional guidance and enhance student leadership building skills.
3. No college club funds will be used to support student functions where intoxicants or drugs are sold or planned for consumption.

### Ka:g T-Ni'oki (Student Senate)

The purpose of the Ka:g T-Nik'oki is to support students interests, activates and clubs; advocate for student rights and provide a system to facilitate positive change for all students.

## **Student Field Trips**

Being able to attend a college field trip is a privilege. TOCC students are expected to behave in a respectable manner and will be required to submit a “Students Responsibilities and Expectations” form to the Field trip chaperone. Student may be required to be in Good Academic Standing to participate (GPA of 2.0 or higher). Student are expected to adhere to the following while on school sponsored field trips:

- Demonstrate good behavior towards fellow students and staff members.
- Be positive role model and representatives of Tohono O’odham Community College at all times
- Will NOT use, sell, possess or distribute any illicit drugs or alcohol form the duration of

the field trip

- Expected to show up on time to all scheduled functions and events
- Have a positive attitude, so that all students have a positive learning experience

### 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, when available.

TOCC selects students to accompany College administrators to AIHEC winter meetings in Washington, DC each spring, several TOCC students travel to the 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 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 recognized academic achievement and community service. The TOCC student of the Year is recognized at the AIHEC student conference and the award is accompanied by a scholarship.

## Student Life

### Residence Life

Tohono O’odham Community College is pleased to offer a residential experience for student on Main Campus. Each of the residential suites for students has a shared living space (including a kitchen, bathroom, laundry room, and sitting area) and four bedrooms.

#### Student Housing Fees

Suite Room Fee (per semester)	\$1,200.00
Summer Room Fee (5 week Summer Session)	\$275.00
Summer Room Fee (8 week Summer Session)	\$550.00
Damage Deposit	\$150.00
Key Deposit	\$40.00
Background Process Fee	\$37.63
Deposits are refundable if the room is clean and undamaged and the key is returned.	

Note: Housing fees are for the 2020-2021 academic year and subject to change in future years.

### Food Program

TOCC currently does not have a traditional cafeteria on campus. However, we do offer an affordable food program at S-cuk Du'ag Maşcamakuđ - Black Mountain Campus. We offer Breakfast and Lunch, Monday through Friday; at \$2.00 per meal for students.

### Athletics

The Athletics department houses the Tohono O’odham Community College Jegos, men’s and women’s cross country team.