

# COCHISE COLLEGE



1965  
1966

# COCHISE COLLEGE

A Public Junior College

Douglas, Arizona



Catalog and Announcements

ACADEMIC YEAR

1965-1966

Cochise College is a community-junior college serving the citizens of Cochise County, the state of Arizona, indeed, the entire nation. It is dedicated to the belief that continuing education is necessary for men and women of all ages.

Education must provide the tools, both vocational and academic, for simple daily survival. Education must also stimulate imagination; it must encourage the student to explore new avenues of learning.

HISTORY

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# History

Cochise College, a public junior college, was the second college organized under the act of the Twenty-Fourth Arizona State Legislature providing for district or county junior colleges. The establishment of the college district in 1961 and the funding for construction of the facility in 1962 represented a dedicated effort on the part of the citizens of Cochise County.

The College was first opened to students in September 1964. Unlike many community-junior colleges, Cochise serves both commuter and resident students by offering residence hall facilities, thus making it a service institution to the entire state.

The College campus is situated along Highway 80 approximately 16 miles east of the Bisbee-Lowell-Warren area and 7.5 miles west of Douglas. The twelve-building campus is located in the center of a 540 acre site.

The College district is governed by the seventeen-member Arizona State Board of Directors for Junior Colleges and by a five-man Governing Board elected from precincts in Cochise County. It is financed by legislative appropriation and a county-wide levy.

## Accreditation

Cochise College is accredited by the Arizona State Board of Directors for Junior Colleges. Students who complete appropriate lower division courses with a grade of 3 or better are accepted with full credit on transfer to the University of Arizona, Arizona State University, Northern Arizona University and other universities and colleges.

## Aims and Objectives

Cochise College is dedicated to the belief that continuing education is necessary for men and women of all ages; thus, the College is committed to a policy of providing equal educational opportunities, consistent with ability and preparation, for all people beyond high school age.

Education must provide the tools, both vocational and academic, for simple daily survival. Education must also stimulate imagination; it must encourage the student to explore new avenues of learning.

The main purposes and objectives of Cochise College are:

1. To provide education in several occupations and vocations for those students who wish to prepare for immediate employment upon completion of the appropriate program. The programs are designed to enable students to achieve occupational competence and to provide them with opportunities for achieving skills for living in a contemporary society.

2. To offer the first two years of a four-year college program (the candidate for a bachelor's degree can transfer to the institution

of his choice with full junior standing, after having taken his first two years at Cochise College).

3. To provide for each student an awareness and appreciation of those emotional, social, physical, and intellectual aspects of all educated persons. General education complements special education for occupational competence, or it may be an end sought for its own value. The College also attempts to provide educational needs of mature and receptive adults whose interest and requirements lie in both credit and non-credit offerings.

4. To make available other community services for the enrichment of the lives of the citizens of the county through lectures, forums, plays, concerts, art exhibits, and other cultural activities.

5. To assist students to orient themselves to adult and college life by providing a program of educational guidance which enables the student to discover his aptitudes, assists him in the choice of a vocation, and prepares him for successful pursuit of such work.

## Degree

By authorization of the Arizona State Board of Directors for Junior College, Cochise College may confer the Associate in Arts degree on those students completing 64 units in prescribed courses with a 3.000 or better average. Either transfer or non-transfer courses may be used to meet the 64 unit requirement.

## Campus Facilities

The campus is designed for the traditional college programs and for education in technical-vocational and semi-professional fields. The low, one-story, tile-roofed buildings and carved doors are of distinctive southwest architectural design which harmonize with the surrounding valley and mountains.

**Library** — The Library is located in the geographic center of the academic instructional units. It is one of the most modern library buildings in the Southwest. The Cochise College Library has been planned to meet the curricular needs of students and to provide optimum resources and facilities for college work. In addition to a large, open-stack reading and reference room there are listening facilities, a group study room, a lecture-exhibit room and an audio-visual section.

**Student Center** — The Student Center contains a cafeteria, a snack bar, student health center, bookstore, and office facilities for the Student Senate.

## Advisory Committees

In order that curricula leading directly to employment at the end of two years are developed in accordance with the needs of business, industry, and the professions in the area, Cochise College has in-

vited a number of leaders in enterprises related to these curricula to advise the college staff on (1) nature and extent of employment needs, (2) course content, (3) facilities and equipment needed, and (4) evaluation of the appropriateness of the curriculum content and the quality of the students receiving the Associate in Arts degree.

To date the curriculum recommendations of several different citizen advisory committees have been implemented (see list under "Two-Year Career Programs"). As additional needs are identified new advisory committees will be formed to assess the appropriateness, for Cochise College, of programs to meet these needs.

## Evening College and Extension Programs

For those who wish to continue their education and training, but are unable to attend regular daytime classes, Cochise College offers Evening College and Extension classes each semester. Detailed announcements concerning extension classes are made at the beginning of each semester through special publications.

Evening College classes parallel day courses in prerequisites, course content, time devoted to preparation of assignments, and examinations.

Students attend evening classes to prepare for a vocation, to gain a better education, and to satisfy lower division requirements for university transfer. Instructors gear their teaching methods to adults and their problems, but the course content and requirements remain the same for day and evening classes. Some day students take a portion of their class load in the evening.

In addition to guidance through individual contacts with faculty members during their office hours, the evening program provides specialized counseling and academic advisement. Information and appointments may be arranged by telephone. High school and college transcripts and or counseling examinations are required for admission to a number of classes.

The requirements for the Associate in Arts degree are the same for part-time evening students as for full-time students; namely 64 units in the prescribed courses with a grade point average of 3.000 or better. Physical education and Psychology 1, however, are not required.

## Community Services

As a community college, Cochise College wishes to extend its educational services to the needs of the entire county. Community services is that phase of the educational program which provides educational, cultural and recreational services over and beyond formalized classroom instruction.

The College is a community center — a gathering place for many community functions; it often serves as a catalyst for cultural development of the community. And in accordance with the policies of the Governing Board, the College facilities are made available

for use by authorized community groups when they do not interfere with the College educational program.

With this in mind Cochise College provides a number of community services: a College speakers' bureau, offering faculty lectures without charge; a program of public events and cultural activities including lectures and forums; art exhibits; film series; and a program of non-credit courses.

Other community services include institutes, workshops, and lectures to meet special needs of business, industry and the professions; community recreation; campus tours; public information; and community participation in the College program through citizens' committees.

Student personnel services at Cochise College are supportive of the philosophy, purposes, and goals of the College. In its concern for the individual and his progress toward his educational and occupational goals, the college has organized a program of services and activities to assist each student to make full use of the total educational program at Cochise.

ADMISSIONS

HOUSING

ORIENTATION

COUNSELING

TESTING

FOOD SERVICES

SCHOLARSHIPS AND FINANCIAL AIDS

STUDENT EMPLOYMENT

HEALTH SERVICES

STUDENT ACTIVITIES

REGISTRATION AND RECORDS

PLACEMENT

## Admissions

Prospective students and their parents are encouraged to visit the campus to discuss educational plans with the Director of Admissions. The Office of Admissions is open Monday through Friday and also on Saturday mornings during the months of March, April, and May. Applications for admission may be obtained from the college admissions office or from Arizona high school principals or counselors.

## Housing

The college maintains campus housing for 224 resident students. Each residence hall is under the supervision of a qualified resident director who is assisted by trained student proctors. All resident students have the opportunity of participating in student government activities as provided by each residence hall council.

## Orientation

All entering full-time freshmen are required to take the one unit course, Orientation to College, which is designed to familiarize the student with his new college environment. Students are introduced to the philosophy and objectives of the college as they relate to available curricula, staff, and facilities. Other facets of orientation to the college are presented to the students during registration week.

## Counseling

Each entering student is assigned a counselor who will assist him in planning his educational program and with the general adjustments to college life. Of particular concern is career choice and the related sequence of courses which will prepare the student for graduation and transfer to the junior year at a four-year institution or for immediate employment following graduation from a vocational or technical program at Cochise College.

An educational planning interview is available to the individual student before enrollment in the college and during each succeeding semester. Through preparation and experience, counselors are able to offer information and guidance services which may result in benefits to the student, such as a carefully coordinated curriculum, advantageous registration procedures, advice on problems of adjustment to college, and assistance in the solution of many other personal problems.

## Testing

As a supplement to the ACT entrance tests, the student and counselor may decide that additional individual testing is needed. Although educational and vocational testing do not constitute the

final answer, they are often helpful in narrowing prospective educational choices or supplying concrete leads for a more intelligent exploration of possible vocations. To supplement the group and individual counseling, Cochise College has a testing program in the areas of academic ability, aptitude, achievement, skill, interest, and personality.

## Food Services

The college maintains its own campus dining hall and snack bar where appetizing meals and snacks are served seven days a week, when classes are in session.

## Scholarships and Financial Aids

**Scholarships:** Awards and scholarships are available to Cochise College students while they are attending as full-time students. Applicants are considered for all scholarships for which they are eligible and awards are usually based on scholastic ability, financial need, and leadership qualities. Additional information concerning awards and scholarships may be secured from the Student Personnel Office.

**Loans for entering freshmen:** Entering freshmen are expected to pay for the full costs of the first semester. However, entering freshmen who have graduated in the top quarter of their high school class and demonstrate financial need may be eligible for short-term loans.

**Loans for second semester freshmen:** Second semester freshmen who attain a grade point average of not more than ten below the number required for a 3.000 average and demonstrate financial need are eligible for short term loans from the College Loan Fund.

**Loans for sophomores:** Sophomores who attain a cumulative grade point average of not more than ten below the number required for a 3.000 average and demonstrate financial need may participate in the United Student Aid Fund (USAF). Cochise College has a USAF loan capacity of \$25,000 which has been arranged through the financial support of the Cochise County Medical Society. USAF loans, available to sophomores only, are arranged through the college and the student's local bank and are payable when the student completes his education, which may include graduate school.

## Student Employment

Whenever possible, the college prefers to employ students to carry on the work of maintaining campus operations. Typical student employment includes work in the library, dining hall, building and grounds crews, switchboard operator, secretarial work, and proctorships in the residence halls. Information on employment opportunities in local communities and summer work may be obtained in the Student Personnel Office.

## Health Services

The college maintains a well-equipped campus health center directed by a full-time registered nurse who is under the supervision of a regularly licensed physician. In cases of illness or injury, students are referred to the local doctor of their choice for diagnosis and treatment. Consultation with the home-town family doctor of resident students is also afforded.

## Student Activities

The college encourages all students to participate in extra-curricular activities, campus organizations, intramural and inter-collegiate athletics so that they may gain valuable leadership and cooperative planning experience.

**Student Government:** The Student Senate provides a representative governing body for the Associated Students, of which every full-time student is a member. The Student Senate assists in the integration and coordination of campus organizations, encourages the development of responsible student leadership and participation, and establishes policies and regulations affecting student affairs.

**Organizations:** Student organizations include: Student Senate, residence hall councils, yearbook, newspaper, literary magazine, college choir, theatre productions, Baptist Student Union, Newman Association, YWCA, YMCA, cheerleaders, Women's Athletic Association, Rodeo Association, Rifle and Pistol Club, Varsity C, Gymnastics Club, Chess Club, Bridge Club.

**Cultural Programs:** The college has set aside a College Hour each week for the campus presentation of visiting lecturers, recital groups, and other cultural events. A semester film festival supplements these cultural programs and the college also provides for the admission of students to all Douglas Community Concert Association presentations.

**Intramurals:** The college has an active intramural program with participation in touch football, basketball, volleyball, table tennis, badminton, tennis, and golf.

**Intercollegiate Athletics:** The college is a member of the Arizona Junior College Athletic Conference and participates on an inter-collegiate basis in basketball, baseball, tennis, and golf.

## Registration and Records

The Student Personnel Office is responsible for the registration, grade reports, transcripts, academic and personnel record of each student.

# Placement

The placement officer of the college will assist graduates in making contacts and arranging interviews with prospective employers in their field of specialization or in making application for admission to a four-year college or university if they have completed a transfer program.

**An awareness of scholastic records and standards is important to the student's success in collegiate level work. Equal educational opportunity for all at Cochise College suggests a shared responsibility between the student and the academic staff; all students are advised to familiarize themselves with the Academic Information as it relates to the educational matters at the College.**

**ACADEMIC COUNCIL**

**GRADING SYSTEM**

**ACADEMIC PROBATION**

**ACADEMIC DISMISSAL**

**TRANSFER STUDENTS**

**GRADE REPORTS**

**FINAL EXAMINATIONS**

**CHANGE OF PROGRAM**

**WITHDRAWAL FROM COLLEGE**

**TRANSCRIPTS**

**ATTENDANCE POLICY**

# Academic Council

The enforcement, interpretation, and waiving of academic regulations are the responsibility of the Academic Council. The Dean of Students is the chairman of the Academic Council and membership includes the Dean of Instruction and appointed faculty members. The president of the College is an ex-officio member. Student petitions for the waiver of academic regulations may be presented to the Academic Council through the student's counselor and the Dean of Students.

## Classification of Students

- Freshmen:** Students with fewer than 30 passing units in college credit
- Sophomores:** Students with 30 or more passing units of college credit
- Full-time Students:** Students carrying 12 or more units during the semester

## Grading System

Grades are earned in each course and the grade is recorded on the student's permanent record. Grade definitions are as follows:

- 1 - SUPERIOR
  - 2 - GOOD
  - 3 - AVERAGE
  - 4 - POOR
  - 5 - FAILURE
- W5 - WITHDREW FAILING** Indicates withdrawal from the class after the fifth week with below a 3 in the course. A grade of "W5" is computed in the student's grade point average as a 5, or failure.
- W0 - WITHDREW** Indicates that the student withdrew from the course before the end of the fifth week or that he was earning a grade of "3" or better if the withdrawal was after the fifth week. A grade of "W0" is not computed in the student's grade point average.
- NO - INCOMPLETE** Indicates that for a justifiable reason (serious illness, etc.) the student failed to complete all requirements for the course. Failure to make up an incomplete during the succeeding semester will result in

the grade of "N0" being changed to a "5" on the permanent record. The grade of "N0" is not computed in the student's grade point average.

#### AUDIT -

Courses may not be taken for audit.

## Grade Points

Semester grades are assigned grade points as follows:

- 1 - 1 grade point per unit earned
- 2 - 2 grade points per unit earned
- 3 - 3 grade points per unit earned
- 4 - 4 grade points per unit earned
- 5 - 5 grade points per unit earned
- W5 - 5 grade points per unit earned

Thus, a three unit course with a grade of "4" would earn (3x4) 12 grade points.

The total grade points accumulated by a student are divided by the total of units attempted (exclude "W0" and "N0" grades) and the result is known as the student's cumulative grade point average, or G.P.A. Each time a course is taken, both the units attempted and the grade points are included in computing the cumulative grade point average.

## Academic Probation

All students who have attempted nine or more units at Cochise College and have not attained a cumulative grade point average of 3.000 or better are placed on Academic Probation by the Academic Council.

## Removal from Academic Probation

A student will be removed from academic probation when his cumulative grade point average is 3.000 or better.

## Academic Dismissal

1. A student who has attempted nine or more units may be academically dismissed from the college if his cumulative grade points at the end of any semester are more than ten below the number required for a 3.000 average without a period of probation.
2. A student while on Academic Probation may be academically dismissed if his cumulative grade points are more than ten below the number required for a 3.000 average.
3. All available factors having a bearing upon the academic record of the student will be evaluated by the Academic Council before dismissal is made.

4. Exceptions may be made by the Academic Council when evidence of significant academic improvement is made by the student during his period of academic probation; such students must continue to show improvement to remain in this special probationary status.

## Readmission After Academic Dismissal

A student who has been dismissed from Cochise College for the first time may petition the Academic Council for re-admission after a period of one regular semester, excluding summer sessions, has elapsed. Petition forms may be obtained in the Student Personnel Office.

A student who is admitted after dismissal will be placed on academic probation and must maintain an average of 3.000 or better for each successive semester.

## Transfer Students

The following rules govern the admission of a student who has attended another college:

1. Courses for which the student has earned a grade of 4 or 5 (D or F) will not be accepted for credit.
2. Students with G.P.A. below 3.000 may be admitted upon a petition to the Academic Council and, if admitted, will be placed on academic probation.
3. A student wishing to be admitted, in advanced standing, from another college must allow one regular semester to elapse before he will be considered for admission if his cumulative grade points total more than ten below the number required for a 3.000 average.
4. Students academically dismissed from another college may not attend Cochise College for one full semester after said dismissal; then their Application for Admission may be considered by the Academic Council.
5. In determining academic standing at Cochise College, the G.P.A. of a transfer student is computed on the basis of units attempted at Cochise College only and will not include units and grade points earned at another college.

## Grade Report

Each student receives a progress report at mid-semester and a grade report at the completion of the semester. Only final semester grades are recorded on the student's permanent record.

The grade reports of unmarried students under 21 years of age are mailed to parents or guardians. Grade reports of other students are mailed to their home address. A second copy of the grade report

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is also available to each student in the Student Personnel Office.

A copy of the semester grade report of freshmen students under 21 years of age is mailed to the high school from which the student graduated.

## Final Examinations

Final examinations are given in all courses and students are personally responsible for taking all assigned final examinations as they are listed in the examination schedule. Students failing to take a final examination will receive a final grade of 5 in the course unless the absence is excused by the Academic Council. Final examinations normally will not be given in advance of the scheduled time; exceptions may be granted by the Academic Council but only on the basis of a written petition and for compelling reasons.

## Repetition of Courses

1. If a student earns a grade of 4 or 5, he may repeat the course and receive a new grade; however, the listing of the original grade remains as part of the permanent record. The units of the original course are not counted for graduation but are included in computing the cumulative grade point average.
2. A student need not repeat a course which he has failed unless it is a prerequisite for another course or is a course required for graduation or transfer.
3. Repetition of high school courses is permitted only if required by the college.
4. A student may not repeat a course in which he has received a grade of 3 or better.

## Change of Program

Students are expected to carefully arrange their academic schedule and maintain this schedule throughout the semester. Necessary program changes are to initiate with the student's counselor. The student must attend all classes in which he originally enrolled until the change has been authorized by his counselor, the professors involved, and the Student Personnel Office.

Courses may not be added to a program after the first week of classes.

A course may be dropped at any time during the first five weeks without penalty and the grade assigned will be "W0", withdrew. Courses dropped after the first five weeks will also receive a grade of "W0" if the student has a 3 or better average at the time of the drop but if the average at the time of the drop is 4 or 5, the final grade will be "W5" (Withdrew Failing).

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## Withdrawal from College

A student who withdraws from the college before the end of the semester must consult with his counselor in order to obtain a proper dismissal. The counselor will send the student to the Student Personnel Office to obtain the necessary withdrawal form. A student will receive a "W5" if he does not officially withdraw.

## Transcripts

A transcript is a copy of the student's permanent record, which upon the request of the student, is available to another college or university, or to a prospective employer.

Transcripts are forwarded by the Registrar's office only on the written request of the student. Transcripts to educational institutions will be sent directly by mail. Transcripts given directly to students are classified as "unofficial." The first transcript is issued without charge with additional transcripts being issued at \$1 each.

## Attendance Policy

Attendance policies at Cochise College are based on the belief that maximum benefits can accrue to the student only if his attendance is regular and his assignments are prepared promptly and adequately. A student is expected to be in attendance at all times in classes, laboratories, and orientation assemblies unless there is a compelling reason for absence. Students who "cut a class" are in immediate jeopardy of being dropped from the course. Professors set an attendance policy for each class and it is the student's responsibility to know and comply. Professors are required to drop a student from class for excessive absence.

## Examination and Assignment Policy

Students are expected to do their own work on examinations and in the preparation of assignments. In fairness to the entire class, the professor will enforce regulations to insure honesty. A student who violates these regulations will be dropped from the course and the circumstances causing the drop will be entered in the student's personnel folder. Future difficulty in this respect will be cause for dismissal from the college.

## Student Conduct

Students and faculty at Cochise College are a close community; like any group of individuals working toward certain goals, students need regulations which facilitate the attainment of these objectives. The proper function of these rules, however, relies on a broader concept. This is the concept of personal honor based on integrity, common sense, and respect for civil and moral law. In effect, the basic

**critterion is the assumption by the college that its students will conduct themselves as ladies and gentlemen at all times, both on and off the campus.**

The procedures and regulations outlined in the following pages will assist the student in understanding his rights and responsibilities as a student at Cochise College. The administration of the College believes that communication among the several members of the campus community is essential to the success of the educational program of the College. Therefore, students are advised to apprise themselves of the information presented here; interpretation of these procedures and regulations may be secured through the counseling staff.

ADMISSION REQUIREMENTS

RESIDENCE REQUIREMENTS

SEMESTER FEE SCHEDULE

REGISTRATION PROCEDURES

GRADUATION REQUIREMENTS

GENERAL EDUCATION REQUIREMENTS

# Admission Requirements

1. All high school graduates are eligible for admission.
2. Non-high school graduates 19 years of age or older who demonstrate to the satisfaction of College authorities that they are able to profit by the instruction may also be admitted. Students who are not high school graduates or have not obtained a G.E.D. Certificate of High School Equivalency, are admitted on probationary status. Probationary status is removed after the student has earned 15 hours of credit with a grade point average of 3.000 or better.
3. Transfer students from other accredited colleges are admitted provided they have met Cochise College's scholarship standards. Students disqualified from another college, or with cumulative grade points totaling more than ten below the number required for a 3.000 average, will not be admitted for at least one semester, and then only by petition to and approval of the Academic Council. This petition, along with the other admission credentials, must be submitted in accordance with the dates on the College Calendar.
4. Superior seniors in high school may be admitted for one course upon the recommendation of the high school principal.
5. Special admission procedures are followed for courses in Practical Nursing and Law Enforcement. Interested students should make an appointment with a counselor to discuss the special requirements for these courses.

## Residence Requirements

### **Residence In Local High School District**

Students whose residence is in one of the high school districts comprising the Cochise College District are qualified to enroll at Cochise College under the conditions above.

### **Residence In High School Districts**

#### **Not Maintaining A Junior College**

Students who reside in a county not maintaining a junior college are eligible to attend Cochise College. Students from such areas must complete a residence statement at the time of registration; their tuition will be paid by the county of residence.

### **Residence in Districts Maintaining A Junior College**

Students residing in counties in Arizona that maintain a junior college may enroll in Cochise College but must pay the tuition established by the State Board of Directors for Junior Colleges.

### **Out-of-State Students**

Out-of-state students may enroll in Cochise College but must pay the tuition established by the State Board of Directors for Junior Colleges for non-residents and an application fee of \$5.

### **Foreign Students**

Foreign students are welcome at Cochise College. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, demonstrate adequate proficiency in English to profit from regular college classes, and show evidence of sufficient funds to pay all expenses for one academic year.

### **Veterans**

Cochise College has been approved for veterans training under all federal and Arizona laws. The Director of Admissions acts as the veterans' coordinator. Veterans should confer with Director of Admissions at the time of registration concerning educational benefits. Petition for evaluation of military experience may be filed with the Office of the Dean of Students following completion of a minimum of 12 units in attendance at Cochise College.

## **Admission Procedures for New Day Students**

### **Application**

An application blank may be obtained by writing or calling the College Admissions Office. Applicants should submit applications and transcripts well in advance of the beginning date of the semester for which they wish to be admitted. Those who fail to supply accurate and complete information will not be considered for admission nor allowed to remain in attendance if discrepancies are discovered after enrollment.

Students applying for admission to Cochise College are required to provide the following:

1. Completed Application for Admission.
2. Official transcript of high school credits signed and forwarded by the principal to the Admissions Office of Cochise College.
3. Scores from the American College Tests (ACT) submitted to the College before being accepted.
4. Official transcript and statement of honorable dismissal sent directly to Cochise College from each collegiate institution attended after high school graduation.
5. A medical examination (required of all full-time students). When accepted, new students will be mailed a medical examination form which must be returned two weeks before registration. The medical examination is a registration requirement.

The American College Test is given by various high schools through-out the state of Arizona, and prospective students should check with high school officials to determine when the tests will be given.

All applicants will be issued an official notice when accepted. Students must be officially accepted for admission before moving into the residence halls, being assigned on-campus employment, or participating in athletic practice. Registration cannot be completed until all admission requirements have been met.

## Special Admission Procedures

Transfer students who have earned less than a 3.000 average at another college or university should obtain further information about admission procedures from the Office of the Dean of Students.

## Notification to Enroll

When ALL of the credentials (application, entrance examinations, transcripts, and a residency affidavit if required) have been received in the Admissions Office, a card will be returned to the student indicating a meeting time with his counselor. Applications will not be referred to a counselor until complete. The student's semester program will be approved by a counselor at the time of interview, and the student may then register.

## Admission Procedures for Evening Students

Admission **requirements** are similar for both day and evening students. However, students wishing to enroll for evening classes **only** follow different admission **procedures** and should secure the **Schedule of Evening Classes** for detailed instructions. Day students wishing to enroll in evening classes must do so at the time of enrolling for day classes.

## Readmission

Any student who previously attended Cochise College and who is returning to the College after an absence of one semester or more must arrange for an appointment with an Admissions counselor. If a student has attended any other educational institution since previous attendance at this College, transcripts must be supplied for all academic work for which the student enrolled in the period since last attending Cochise College. A student who has been disqualified from the College must submit an application in accordance with the dates on the Cochise College Calendar in order that it may be reviewed by the Academic Council.

# Registration

Registration takes place during the week prior to the opening of classes of each semester. (See the Calendar at the front of the catalog.) Students register only after receiving program approval from a counselor. Registration after the first week of instruction will not be permitted. See the **Schedule of Classes** for detailed information.

## Counseling Examinations

### Day Students

#### ACT

All entering day students are required to take the American College Testing Program battery of tests known as ACT, which consists of tests in English, mathematics, social science, and natural science. The test results are used in placing students in the appropriate courses as well as in counseling. The College will accept ACT test scores from a student who has taken the test previously at national testing centers or at other institutions, but it is the student's responsibility to see that the scores are sent to Cochise College.

### English Essay Examination

All entering students will write an essay on a given topic. The results will be considered in placing the student in the appropriate class in English.

### Evening Students

Placement tests are required for many evening classes. Courses requiring tests are shown on the **Evening Schedule of Classes**, and evening students are advised to consult this publication. An official transcript showing course work completed at Cochise College or another accredited college may be used to waive a test requirement providing a record of previous academic work is cleared with college authorities at the time of registration.

### Examination Dates

Counseling examinations will be given as shown on the College Calendar. Students should plan to take tests as early as possible. **Students who fail to take required examinations by the last scheduled date will not be permitted to enroll.**

## Unit Load Limitations

A normal class load will be 17 units. No beginning student will be permitted to carry more than this number. Students working full time or those in the military service will be limited to ten units. Returning students and those entering with advanced standing who

Students wishing to exceed the load limitations must petition the Academic Council. Forms are available in the Student Personnel Office.

# Expenses

## Semester Fee Schedule

### Tuition

	<b>Per Semester</b>
<b>A. Full-time Students (12 or more units):</b>	
Residents of Cochise County .....	No Charge
Military personnel and their dependents living in Cochise County .....	No Charge
Residents of counties other than Graham, Maricopa, Yuma (home county pays Cochise College \$225 per semester) .....	No Charge
Residents of Graham, Maricopa, and Yuma Counties (these counties have their own two-year college) .....	\$225
Residents of other states & foreign countries ...	\$300
<b>B. Part-time Day and Evening Students (1-11 units):</b>	
County residents including military personnel and their dependents .....	No Charge
Residents of other states & foreign countries:	
1- 6 units .....	No Charge
7-11 units .....	\$20 per unit

## Other Fees and Charges

### Associated Student Fee

A. Full-time Students (12 or more units): .....	\$35
<b>B. Part-time Day &amp; Evening Students (1-11 units):</b>	
1- 6 units .....	\$10
7-11 units .....	\$20
Out-of-State Student Application Fee .....	\$5
A fee of \$5 must accompany the Application for Admission.	
Room and Board .....	\$350
All full-time resident students who are single and under 21 years of age are re- quired to live in college housing and have their meals in the college dining hall. This does not apply to the commuting student	

who lives in his own home or with legal guardian or relatives. College housing is not available for part-time students.

Room Deposit ..... \$40

The room deposit of \$40, which does not apply toward room and board fees, should accompany the Application for Admission of those who plan to live in college housing.

#### Forfeiture of Room Deposit

This deposit is a guarantee against cancellation of the housing application, termination of residency prior to full semester payment, property damages and other possible charges that may accrue during residency. Although normally refundable, the entire \$40 is subject to forfeiture under conditions of the housing contract.

#### Late Registration

Students registering after the close of the announced registration dates will be charged a late registration fee of \$5.

#### Payment of Fees for All Students

All semester fees will be paid in full at the time of registration. However, arrangements may be made to pay the room and board fee on a half-semester basis; one half of semester charge due on the day of registration for classes, the second-half on the Monday of the eighth week of classes.

#### Refunds

The following graduated scale for refunding of Tuition Charges and Activity Fees for students who officially withdraw or are dismissed from the College applies to all students. The refund period will begin with the first day of classes.

	Per Cent Refunded
Two weeks or less .....	75
Between two and four weeks .....	50
Over four weeks .....	none

All refunds and deposits due students for any reason will be forfeited unless called for on or before June 15 of the academic year in which they are due.



## Scholastic Honors

High Honors are awarded to graduating students who receive a grade point average of 1.5 or above in all work taken at Cochise College, and Honors are awarded to those whose grade point average is between 1.51 and 2.0.

## Notice of Intent to Graduate

A Notice of Intent to Graduate must be filed by each student who wishes to receive the Associate in Arts degree from Cochise College. The Notice should be filed at the beginning of the semester in which the student plans to complete requirements for graduation. Requirements may be completed during any semester, but the degree will not be conferred until the graduation ceremony is held at the close of the Spring semester.

## Registration for Physical Education

A student enrolled for 12 or more units is required to take physical education each semester in attendance for four semesters, unless excused for one of the following reasons:

1. He is over 23 years of age.
2. He has met Associate degree graduation requirements.
3. He has a medical excuse signed by a regularly licensed physician. Physician's statement must be renewed each semester if the disability is of a temporary nature.

## Change of Grade

A grade once reported to the Student Personnel Office may be changed only upon authorization of the faculty member issuing the grade and the approval of the Dean of Instruction.

## Transfer of Credit

Students from approved institutions of higher education ordinarily will be given credit, hour for hour, for work done in those institutions insofar as it applies to the requirements of the curriculum pursued at Cochise College. A grade of 4, earned at another institution, will not be accepted.

Students who have registered in other colleges and universities shall not disregard their records in such institutions in order to make application for admission solely on the basis of their high school records. Failure to report previous college attendance at the time of registration shall be sufficient cause for cancellation of the student's enrollment, of any credit earned, or both.