Published June 2019 Volume 2

THE PROVISIONS OF THIS CATALOG REFLECT INFORMATION AS OF THE DATE OF PUBLICATION.

NOTICE:

The contents of this addendum supersede the content specified in the 2019-2020 catalog where noted. Contents of the 2019-2020 catalog not revised in this addendum remain in effect. The unrevised content of the 2019-2020 catalog and the revised content of this addendum are valid for the 2019-2020 academic year.
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Academic Procedures

TEACH OUT POLICY
In the event that a degree or certificate program is discontinued, Cochise College is committed to ensuring that students currently enrolled in the program are provided the opportunity to complete the program in a reasonable period of time. No charges in excess of currently published tuition and fees will be charged to students in the teach out program.

REFUNDS

* The flight refund policy stated in the catalog has been changed. Flight refunds will be granted according to Tuition and Fee Refund guidelines.

TUITION AND FEE REFUND
Students must be signed up for a class the day prior to the course start date. To receive a full refund for a dropped course, it must be dropped prior to the start of the term. Students who drop a class within the first week of the term will be refunded 90 percent of their tuition. The refund can be applied to a new course added to their schedule as long as the new class has not met yet. No refund is available after the 90-percent refund window closes.

There are no refunds for classes that are instructor dropped during census reporting, FTSE or during the semester. If a class is canceled by the college, students will receive a full refund for all tuition and fees. Refunds are issued within three weeks after the end of registration. Students may enroll in another class and apply the tuition and fees from the canceled class to a new class. All refunds for tuition, fees, and deposits due to a student will first be applied to any amounts owed to the college. Sufficient time must be allowed for final clearance of fee payment checks before refunds are made.

RESIDENCE HALL REFUNDS
Students are eligible for a 50-percent refund of room fees if leaving residence within 21 days of the first day of classes for each semester or within 21 days of the start date of a specific program in which they are enrolled. Room fees will not be reimbursed after the 21st day as specified above.

Students withdrawing from the college may be eligible for a meal plan refund, prorated on a weekly basis, up to four weeks after the start of the 17-week term. Students who are enrolled in only a first or second eight-week term will be charged a prorated meal plan rate of 50 percent of a full 17-week meal plan. Departing eight-week-only students are eligible for refunds, prorated on a weekly basis, up to two weeks after the eight-week term begins. Any refund exceptions to this policy must be made in writing to the dean of Student Services and must contain the rationale for the request along with any documentation requested by the dean. Requests for exceptions to this policy will not be accepted by the dean after 15 working days from the departure of the student.

FEDERAL TITLE IV FINANCIAL AID REFUNDS
The Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Federal Direct Student Loan programs are subject to this repayment provision. Students who completely withdraw before completing 60 percent of the term are subject to this policy
and may owe a repayment of the unearned portion of their grant funds. Students have 45 days to return the funds to Cochise College. If repayment is not made during the 45 days, the repayment owed will be turned over to the Department of Education for collection. Once a repayment is turned over to the Department of Education, eligibility for additional federal aid is suspended until satisfactory payment arrangements are made.

The Federal Pell Grant and Supplemental Educational Opportunity Grant (SEOG) programs are subject to this repayment provision. Students who have received student loan funds are responsible for completing an exit interview and for notifying their lender of the withdrawal or dropping below 6 credits. The federal work-study program is not subject to the refund policy.

The withdrawal date is the date:

- The student began the withdrawal process prescribed by the institution;
- The student otherwise provide the school with the official notification of the intent to withdraw; or
- The last date the student academically participated in the course.

The percentage of the payment period or period of enrollment completed for which assistance was awarded is calculated by dividing the total number of calendar days comprising the payment period or period of enrollment for which the assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.

Additional policy and regulatory information is available from the Financial Aid Office.
Areas of Study

AGRICULTURE

CROP SCIENCE - CERTIFICATE (MAJOR CODE - CRSC)

The Crop Science Certificate will examine key aspects of crop production in Southeast Arizona including the agronomic practices of crop production, soils, entomology and irrigation management.

Learning Outcomes

Students who successfully complete this program will be able to do the following:

• Demonstrate knowledge of plant growth principles and functions, including reproduction and environmental influences for improving plant growth.
• Describe methods for determining soil fertility, plant nutrient deficiencies, water availability and the application of irrigation techniques.
• Demonstrate knowledge of insect pests of crops and their control measures including the components of a successful integrated pest management system.

CORE CURRICULUM 17 CREDITS

AGR 135  Introduction to Crop Science  3
AGR 203  Integrated Pest Management  3
AGR 204  Principles of Irrigation  3
AGR 214  Soil Science‡  4
AGR 235  Introduction to Entomology  4

TOTAL CERTIFICATE REQUIREMENTS 17 CREDITS

HORTICULTURE SCIENCE - CERTIFICATE (MAJOR CODE - HCSC)

The Horticulture Science Certificate will examine key aspects of nursery, greenhouse and landscape horticulture in Southeast Arizona. Focusing on landscape plants in the arid southwest, the certificate includes courses in basic crop and soil sciences, insects and diseases of ornamental and vegetable plants.

Learning Outcomes

Students who successfully complete this program will be able to do the following:

• Demonstrate knowledge of plant growth principles, processes, and functions, including reproduction and environmental influences for improving plant growth.
• Summarize the sustainability principles, practices, and methods for producing greenhouse and nursery crops including comprehension of insect management, plant diseases and weeds related to plant health.
• Identify and recommend plants for various landscape uses.
• Apply proper propagation techniques for native and introduced plants commonly used in arid southwest landscapes.
• Describe methods for determining soil fertility, plant nutrient deficiencies, and soil fertility improvement processes.

CORE CURRICULUM 17 CREDITS

AGR 135  Introduction to Crop Science  3
AGR 205  Landscape Plants for the Southwest  3
AGR 214  Soil Science‡  4
AGR 218  Plant Propagation  3
AGR 235  Introduction to Entomology  4

TOTAL CERTIFICATE REQUIREMENTS 17 CREDITS
ALLIED HEALTH

HOME HEALTH AIDE - CERTIFICATE (MAJOR CODE - HHAC)

Home health aides assist clients who are unable to care for themselves or perform daily tasks such as cooking, cleaning, dressing, and bathing. They may also perform basic medical services such as checking vital signs. They may also provide long-term care or intermittent care. They may specialize in geriatric care or pediatric home health care.

Learning Outcomes
Students who successfully complete this program will be able to do the following:

• Demonstrate the basic knowledge of the home healthcare system and be able to identify the types of healthcare systems and roles of care team members.
• Demonstrate understanding of legal and ethical behaviors in the home healthcare system and what and when to report.
• Demonstrate knowledge of differences in personal care depending on the type of physical or developmental disability.
• Demonstrate procedure to ensure safety of self and client.
• Identify what situation is an emergency and what to do in each situation.
• Demonstrate the skills needed for food preparation including balancing nutrition and handling food safely.
• Explain the Direct Care Workers' role in maintaining a safe home environment.
• Identify possible home environmental hazards.
• Demonstrate the necessary skills to provide quality care in the home health environment.

CORE CURRICULUM 6 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 151</td>
<td>Home Health Aid I (Fundamentals)‡</td>
<td>3</td>
</tr>
<tr>
<td>HLT 152</td>
<td>Home Health Aide II (Aging, Physical and Developmental Disabilities)</td>
<td>3</td>
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</tbody>
</table>

TOTAL CERTIFICATE REQUIREMENTS 6 CREDITS
Courses

AGRICULTURE

AGR 203 - Integrated Pest Management (3)
Integrated Pest Management (IPM) will introduce the student to the fundamental theories, principles and practices of pest control for agriculture, ornamental horticulture and greenhouse pests. Diagnostic skills for insect, disease and weed identification will be presented. Topics will include learning how integrated pest control differs from conventional pest control and how to use IPM decision-making processes when delivering pest control services.
3 hours lecture.
Prerequisite(s): None.

AGR 204 - Principles of Irrigation (3)
Principles of irrigation introduces the student to the basic concepts, tools and skills to deliver water efficiently and effectively on field, garden and greenhouse scale. Topics will include the role of irrigation water in agriculture, the movement and cycling of water in agriculture systems, and the environmental factors that influence the type, frequency and duration of irrigation.
3 hours lecture.
Prerequisite(s): None.

AGR 205 - Landscape Plants for the Southwest (3)
Landscape Plants for the Southwest focuses on plants appropriate for use in landscaping design and revegetation in the southwestern United States. Topics include the identification of common and scientific names and cultural requirements of insect and disease pests and use of indigenous, introduced, and exotic landscape plants in commercial and residential design.
3 hours lecture.
Prerequisite(s): None.

AGR 218 - Plant Propagation (3)
Plant Propagation will provide students with an introduction to the principles, techniques and facilities needed for successful plant propagation in the greenhouse and nursery industries. The course will focus on basic biological concepts associated with plant structure, function and reproduction. This course will include hands-on laboratory exercises, which emphasize differences between sexual and asexual propagation of plants.
3 hours lecture.
Prerequisite(s): None.

NURSING

NUR 232 - Nursing III (10) ‡
In this third-semester course in the nursing program, the focus is on the problems and the physical and psychosocial health needs of acutely-ill adult clients. Topics include the framework for effective communication and the nursing process with emphasis on intervention and evaluation. A clinical setting helps students develop competence in discharge planning, community nursing, and leadership. Students utilize knowledge of new developments in health care to adapt to changes in the field and to be proactive in the nursing profession.
6 hours lecture, 12 hours laboratory.
Prerequisite(s): NUR 123, NUR 124 and NUR 130, all with a grade of B or better; and PSY 240.
Degree Maps

AVIATION

The following sequence is an example of how this program can be completed within the recommended time frame. It presumes that all course and program prerequisites have been met. Completion times may vary depending on individual circumstances. Students should consult an advisor when they plan their individual completion path using MyDegreePlan.

Program Name: Professional Pilot Technology (Flight Instructor)-Associate of Applied Science Degree

Locations Offered: Douglas Campus

First Semester

<table>
<thead>
<tr>
<th>Requirement Category</th>
<th>Course(s)</th>
<th>Delivery*</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Core Curriculum</td>
<td>PFT 100 Introduction to Aviation</td>
<td>F2F</td>
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</tr>
<tr>
<td>Core Curriculum</td>
<td>PFT 101 Private Pilot Ground School</td>
<td>F2F, OL</td>
<td>5</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>PFT 105 Crew Resource Management - Flight</td>
<td>F2F</td>
<td>2</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 111 Solo Flight Preparation</td>
<td>F2F</td>
<td>3.5</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>PFT 112 Cross-Country Navigation</td>
<td>F2F</td>
<td>1.5</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>PFT 113 Private Pilot Certification</td>
<td>F2F</td>
<td>1</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>PFT 122 Aviation Weather</td>
<td>F2F, OL</td>
<td>3</td>
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<tr>
<td>Gen Ed-Technology Literacy</td>
<td>CIS 116 Computer Essentials or CIS 120 Intro to Info Systems</td>
<td>F2F, OL</td>
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Second Semester

<table>
<thead>
<tr>
<th>Requirement Category</th>
<th>Course(s)</th>
<th>Delivery*</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Core Curriculum</td>
<td>PFT 204 Instrument Rating Ground School</td>
<td>F2F, OL</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 206 Aircraft Systems</td>
<td>F2F, OL</td>
<td>3</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 214 Instrument Rating Flight I</td>
<td>F2F</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 215 Instrument Rating Flight II</td>
<td>F2F</td>
<td>1.5</td>
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<tr>
<td>Gen Ed-Composition</td>
<td>ENG 101 Composition</td>
<td>F2F, OL</td>
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Third Semester

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<tr>
<td>Core Curriculum</td>
<td>PFT 121 Commercial Flight I</td>
<td>F2F</td>
<td>3</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 130 Commercial Pilot Ground School</td>
<td>F2F, OL</td>
<td>5</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 131 Commercial Flight II</td>
<td>F2F</td>
<td>3</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 218 Commercial Flight III</td>
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<td>1</td>
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<tr>
<td>Core Curriculum-Composition</td>
<td>ENG 102 English Composition</td>
<td>F2F, OL</td>
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<td>Gen Ed-Mathematics</td>
<td>MAT 132 Applied Mathematics or higher</td>
<td>F2F, OL</td>
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Fourth Semester

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<thead>
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<th>Requirement Category</th>
<th>Course(s)</th>
<th>Delivery*</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum</td>
<td>PFT 230 Flight Instructor-Fundamentals Ground School</td>
<td>F2F</td>
<td>3</td>
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<tr>
<td>Core Curriculum</td>
<td>PFT 231 Flight Instructor-Airplane Ground School</td>
<td>F2F</td>
<td>5</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>PFT 235 Flight Instructor-Airplane Stage I</td>
<td>F2F</td>
<td>1.5</td>
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<td>Core Curriculum</td>
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<td>1.5</td>
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<tr>
<td>Gen Ed-Liberal Arts</td>
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<tr>
<td>Gen Ed-Liberal Arts</td>
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</tbody>
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Total credits required: 71-72

*Key: F2F = Face-to-Face. OL = Online

Notes: PFT courses are taught in 10.5- and 21- week sessions

* indicates SUN course. ‡ indicates lab fees. ° indicates online. ~ indicates intensive writing.