



Name: \_\_\_\_\_  
ID#: \_\_\_\_\_

**Program Requirements**  
GPA.....2.0  
Credits.....13

Advising Check Sheet, 2016-17 Catalog

The NPC Certificate of Proficiency (CP) offers students highly focused skills training or re-training in selected occupational programs.

Core Courses 13 Credits	
Areas	Courses
Core Courses	(Each course is worth 3 credits unless noted)
<b>Required 13-credits</b>	<input type="checkbox"/> ATO 103 Safety and Hazardous Materials (2 credits) <input type="checkbox"/> ATO 112 Automatic Transmission Systems I <input type="checkbox"/> ATO 113 Automatic transmission Systems II <input type="checkbox"/> ATO 114 Brake Systems I <input type="checkbox"/> ATO 115 Brake Systems II (2 credits)
Complete <input type="checkbox"/>	
Total Credits _____	

Total Estimated Program Cost	Cost
Tuition	\$910.00
Fees	\$355.00 - \$395.00
Books	0
<b>TOTAL:</b>	<b>\$1,285.00</b>

\*Tuition, fees and books subject to change without notice. Estimate for 2015-16 and 2016-17 academic years.

**Important Dates to Remember:**

**Fall 2016 Semester:**

- April 11 Schedule available online.
- April 15 FAFSA priority deadline.
- April 22 **Veterans Priority Registration Day.**
- April 25 **Registration begins at 7:30 a.m.**
- July 29 Last day for schedule changes for FAFSA.
- August 5 Financial Aid award available to students.
- August 22 **Fall semester begins.**
- September 2 Last day to withdraw without a "W" on transcript.
- October 4 Fall Graduation Application deadline.

**Spring 2017 Semester:**

- October 15 FAFSA Priority Deadline.
- November 14 Schedule available online.
- November 21 **Veterans Priority Registration Day.**
- November 28 **Registration begins at 7:30 a.m.**
- December 16 Last day for schedule changes for FAFSA.
- December 23 Financial Aid award available to students.
- January 17 **Spring semester begins.**
- January 30 Last day to withdraw without a "W" on transcript.
- February 21 Spring Graduation Application deadline.

**Summer 2017 Semester:**

- March 13 Schedule available online.
- March 15 FAFSA Priority Deadline.
- March 24 **Veteran Priority Registration Day.**
- March 27 **Registration begins at 7:30 a.m.**
- June 5 **Summer semester begins**
- June 6 Last day to withdraw without a "W" on transcript.

**Suggested Semester Plan of Study**

(complete your certificate in two semesters)

Semester 1	Credits	Semester 2	Credits
ATO 103	2	ATO 114	3
ATO 112	3	ATO 115	3
ATO 113	3		

**Your Semester Plan of Study**

Semester 1	Credits	Semester 2	Credits
Semester 3	Credits	Semester 4	Credits

**Helpful Definitions and Websites**

- See the cost savings in just tuition by completing the first two years of your bachelor's degree at NPC at [www.npc.edu/transferU](http://www.npc.edu/transferU)
- Find out more about NPC transfer agreements with other colleges and universities at [www.npc.edu/transfer-agreements](http://www.npc.edu/transfer-agreements)
- Learn all about Arizona's guaranteed transfer degrees to ASU, NAU and UofA at [www.aztransfer.com](http://www.aztransfer.com)
- NPC's college catalog is available online at [www.npc.edu/college-catalog](http://www.npc.edu/college-catalog) or from any campus or center adviser.
- **Articulation:** the process of determining the transfer and applicability of courses from one institution of higher education to another.
- **Course Equivalency Guide:** shows how community college courses transfer to the three state universities. It also has many equivalencies among the three state universities. It does **NOT** indicate how a course transfers to a specific degree program. Course equivalencies are "year specific" meaning that in order to see if course work will transfer, you must review the Course Equivalency Guide for the year in which you took the course.
- **Course Prefix:** generally three or four characters identifying a department or division in which a course is taught (example: SOC is commonly used for Sociology courses)
- **Prerequisites:** a course that must be completed prior to taking a subsequent course.
- **SUN#:** the Shared Unique Number (SUN) System identifies some of the transferable lower-division courses commonly offered at the three Arizona public universities and at least two Arizona community colleges. The system ensures that a SUN course at a participating institution will be accepted as a direct equivalent to the comparable SUN course at the other participating institution.

If you are a student with a disability and need accommodations, please contact the **Disability Resource and Access** office located at the White Mountain Campus.

The coordinator, Sandy Manor, travels to all NPC campuses and centers.

An appointment can be scheduled to meet with her by calling:

(800) 266-7845, ext. 6178.