



RIO SALADO COLLEGE

A MARICOPA COMMUNITY COLLEGE

CORRESPONDENCE AND DISTANCE LEARNING COURSE *GUIDE*

**A GUIDE TO EARNING ASSOCIATE DEGREES AND CERTIFICATES
THROUGH CORRESPONDENCE COURSES**



WELCOME TO RIO SALADO COLLEGE!

Rio Salado College offers educational opportunities for incarcerated students, and students housed in secure care facilities such as juvenile detention centers, state hospitals or residential treatment centers.

This booklet provides an overview of our correspondence program and how it provides students with an educational foundation for future success. Having a college certificate or degree can improve your employment opportunities upon release.

We offer correspondence courses that are designed to lead directly into certificates and associate degree programs, so students have a clear understanding of what it takes to reach their goals.

Each certificate and degree option is mapped out in the Correspondence Courses section. All necessary program forms can be found in the Forms section.



Contact Us!

While this guide provides an overview of the correspondence program, we know you may still have questions. Our Incarcerated Re-Entry department is here to help.

Family members wishing to request information on behalf of an incarcerated student can call or email us directly. Students can also contact us in writing to request a packet of information.



Rio Salado College
Incarcerated Re-Entry
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Tempe, AZ 85281



incarcerated.reentr@riosalado.edu



(480) 517-8345
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WHAT IS THE DIFFERENCE BETWEEN CORRESPONDENCE AND DISTANCE LEARNING?

- Correspondence classes are paper-based courses that are delivered through written correspondence using the U.S. Postal Service and facility/prison mail system.
- Distance learning classes are administered through a learning management system (LMS) via the Internet at approved facilities.

The Incarcerated Re-Entry department follows Rio Salado College and Maricopa County Community College District student policies. In addition, the college observes the educational policies of the student's state/federal correctional system, juvenile detention facility, state hospital or residential treatment center.



Correspondence	Distance Learning
All courses are done through correspondence via the U.S. Postal Service.	All courses are done through the learning management system (LMS).
Course start dates are based on time to allow for packaging and shipping of course materials as well as funding. Please allow 2-8 weeks for processing of course materials and textbooks.	Students using federal aid must follow the Rio Salado Block calendar.
Students must adhere to the weekly assignment schedules and maintain required attendance outlined within the course syllabus.	The IRE team will order textbooks and send approved course materials to students. If a 3rd party orders an approved textbook, it needs to be sent to IRE who will then send it to the student with the course material.
Students interested in correspondence courses can use self pay or specific scholarships that fund incarcerated correspondence learning.	All courses are done through the learning management system (LMS). All course material is available through the LMS.
Students using federal aid cannot use aid to cover the cost of correspondence courses.	
Students need approval from their facility prior to enrolling in a class.	
Submit the Course Continuation Form when you are ready to move forward with the next course in your program pathway.	
Students are expected to complete courses in the required time frame.	
Students are responsible for tracking assignments, reading the course syllabus and communicating with their instructors.	
Each student should check with the DOC for specific policies on education programming.	
ADCRR and FAFSA have their own requirements that must be followed for eligibility.	
DOC requires no major tickets to participate in education programming.	
DOC may require students to not be in detention or lock down.	
DOC may require GED® before participating in education programming.	

ARIZONA DEPARTMENT OF CORRECTIONS, REHABILITATION AND REENTRY (ADCRR) POLICIES

The Incarcerated Re-Entry department follows Rio Salado College and Maricopa County Community College District student policies. In addition, the college observes the educational policies of the student's state/ federal correctional system, juvenile detention facility, state hospital or residential treatment center.

For Arizona DOC students only – Students must:



Have a high school diploma/GED® and pass mandatory literacy requirements



Not have a major ticket or 3 minor tickets within 6 months of the scholarship/self-pay class start date



Not be in a special unit such as detention or lockdown



Have approval from a Correction Education Program Manager (CEPM) or Correction Education Program Supervisor (CEPS)

www.riosalado.edu/catalog | www.corrections.az.gov
<https://district.maricopa.edu/consumer-information>

CHOOSING A PROGRAM OF STUDY

Rio Salado College offers several certificates of completion and associate degrees for correspondence and distance learning students. When choosing a program of study, please keep the following in mind:



TIME LEFT UNTIL RELEASE

Check the program information for the certificate or associate degree you are interested in pursuing. Determine the number of credits needed to complete the program, and the number of classes you can successfully take at a time.

**YOUR
WORKLOAD**

1
CLASS
per semester

3
CREDITS
per class

9
HOURS
*of studying
per week*

Transfer Credit and Prior Learning Assessment

To be eligible for evaluation of transfer credit, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records/Enrollment Services Office at Rio Salado College. If a student would like a preliminary review of possible transfer credits, please send the Incarcerated Re-Entry department a copy of any unofficial transcripts if you have previously attended college. We will review your academic history and evaluate how your previous education may be applied toward your program. To receive official credit for prior learning, official transcripts must be submitted to Rio Salado College prior to issuance of a degree or certificate. Please see MCCC Administrative Regulations 2.2.4 for additional information. <https://district.maricopa.edu/regulations/admin-regs/section-2/2-2>

Course Placement- English, Math, Critical Literacy

If students do not have a GED®/HSE to place into Math, English or Critical Literacy: Associate of Arts, they can start with MAT145 or MAT114 and ENG101 and ENG100AE.

For Literacy, students can start with RDG100 then take CRE101 after taking ENG101.

- ENG100AE and RDG100 apply as electives toward the AA degree.
- The AA degree (transferable to 4-year university) requires MAT142 or MAT145

The math path for students interested in a degree at a 4-year university:

- MAT114 > MAT152 > MAT212 (Business degree at a 4- year university - please check with your future university on program requirements)
- MAT114 > MAT152 > MAT188 > MAT221 (Engineering/Technology/Science)
- MAT145 (Education, Sociology, History, Religion, Humanities, Criminal Justice, Social Work, Healthcare, Communications degree at a 4- year university – please check with your future university on program requirements)
- MAT114 > MAT152 > MAT188 (Psychology degree at a 4- year university – please check with your future university on program requirements)

Addictions and Substance Disorder, Workforce Reentry and AAS General Studies (AAS) General Studies:

- MAT145

TUITION AND FEES

How much will my courses cost?

The total cost for a course is the tuition cost times the number of credits, plus any materials and registration and textbook fees. There are two different tuition rates available based on the student's residency status. Students are responsible to ensure proper documentation is submitted to the IRE team including their Department of Corrections (DOC) identification number to establish identity and custody within a correctional facility. This information is also used to identify the student's location/address. Students will also need to list the address of the correctional facility when completing the Free Application for Federal Student Aid (FAFSA) if applying for federal financial aid.



IN-STATE TUITION	\$97 <i>a credit</i>
PRINT-BASED COURSE MATERIALS FEE	\$15 <i>per class</i>
REGISTRATION FEE	\$15 <i>per semester</i>
TECHNOLOGY FEE (ONLINE COURSES ONLY)	\$225 <i>per semester</i>

If your course has a textbook for the correspondence program, it must be acquired through the Rio Salado College Bookstore. (The bookstore is independently operated by Follett.)

Textbooks are quoted at new book prices. Used books may be available for purchase, subject to inventory availability. In-state students may also have the option to check out textbooks from the IRE library, subject to availability. Textbooks cannot be returned for a refund.

riosalado.edu/student-resources/student-business-services
bkstr.com/riosaladostore/home | riosalado.edu/tuition

METHODS OF PAYMENT DISTANCE LEARNING & CORRESPONDENCE

Students can pay for courses and apply for the competitive IRE scholarship program.

METHODS OF PAYMENT FOR DISTANCE LEARNING AT ELIGIBLE PRISONERS ONLY

Federal Financial Aid Policies

You need to submit a FAFSA application each year you seek financial aid. The institution does not determine eligibility of Pell funding. If you are applying to use federal financial aid at an approved location, please see the addendum for Financial Aid Policies and Disclosures to understand your rights and responsibilities.

Note: If you are not applying for federal financial aid, the below may not apply to you.

Information Needed to Complete FAFSA

<https://www.riosalado.edu/rio-specialized-programs/incarcerated>

<https://www.riosalado.edu/rio-specialized-programs/incarcerated/distance-learning/incarcerated-tuition-and-fees>

- Your Social Security Number
- FSA ID
- Rio Salado College FAFSA School Code: 014483
- Driver's license number (if you have one)
- Alien registration number (if you're not a U.S. citizen)
- Federal tax return and W-2 information

If you are married, you will also need to include the following:

- Spouse's federal tax return and W-2 information
- Spouse's records of untaxed income

If you're a dependent student, provide your parents' information including:

- Social Security numbers
- Alien registration numbers (if applicable)
- Federal income tax returns and W-2s
- Records of untaxed income

Note: Your parents will also need to obtain an FSA ID and sign the FAFSA form.

riosalado.edu/student-resources/student-business-services
bkstr.com/riosaladostore/home | riosalado.edu/tuition

COURSE TESTING

Once registered for correspondence classes, there are two types of tests that students may experience *(not all courses will have tests).*

- **In-person/proctored exams** are administered in a proctored setting only. Proctored exams are given by an authorized test administrator at your facility. The proctor must be present on-site during the exam.
- **At-home exams** do not have a proctor. These are completed and turned in by the student, similar to completing a course assignment.

Scheduling Course Exams

Your course materials will include due dates for your weekly assignments and for midterm/final exams. When you receive your course materials, contact the education office at your facility to schedule your exam dates if a proctor is required.

The Rio Salado IRE Department will mail your testing materials to the education office at your facility within thirty (30) days of your class start date. If your course has a midterm and final exam, both tests will be mailed at the same time.

Once your test is completed, the proctor must return all testing materials in the prepaid testing envelope within 24 hours. Any deviation may result in the test not being accepted by the Testing Center at Rio Salado College.

CORRESPONDENCE TIPS AND FACTS

Here are a few tips and facts to keep in mind to help you be a successful correspondence student!



Correspondence depends on mail delivery between 3 systems: Department of Corrections/Secure Care facility, Rio Salado College and the United States Postal Service.

Read the course syllabus before starting your course.



Turn in assignments as you complete them.



IRE instructors are aware that materials may be received by the student up to **two weeks after the start date of the class.**



It can take **2-8 weeks** to send and receive assignments (including midterm/final tests) **between Rio Salado College and the facility.**



Include the **course section #, assignment identifier, student name and instructor name** on the envelope and on all assignments.



Instructors grade assignments once they are received.



You must complete all assignments within the required timeframe for the course.

Keep a copy of everything that you submit. If your assignment gets lost in the mail, you can submit the back-up copy for grading.

If you **don't receive a grade** for an assignment or quiz within **2-3 weeks** after submitting it, please contact your instructor and IRE Department.

IRE SCHOLARSHIP

INCARCERATED RE-ENTRY CORRESPONDENCE PROGRAM SCHOLARSHIP ELIGIBILITY

The purpose of the Rio Salado College Incarcerated Re-Entry Scholarship Program is to offer financial assistance to students earn a college certificate or degree prior to release.

Scholarship applications are accepted throughout the academic year. Scholarships fund a 3-credit course, including tuition, registration and course materials/textbook fees.

Students who are accepted for a program are expected to continue the sequence of course work to complete the certificate prior to release. Students may be placed in any class applicable to program of study.

To be eligible for an IRE Scholarship, students must meet all criteria.

IRE ARIZONA SCHOLARSHIP CRITERIA

1. Scholarships are not guaranteed, and students can self-pay in addition to scholarships to ensure completion of a degree or certificate.
2. The scholarship does not guarantee all courses for the entire program are covered.
3. If a student drops or withdraws from a course, the student will no longer be eligible for the scholarship.
4. Students must keep pace with the course to maintain scholarship.
5. Available to students currently residing in an ADCRR facility within Arizona who do not have a degree/certificate and demonstrate financial need.
6. Students attending another college or university do not meet the financial need criteria for this scholarship.
7. Priority is given to students with demonstrated progress towards a certificate or who have not dropped or withdrawn from a correspondence class.
8. Academic Progress earning a "C" or higher in prior correspondence coursework.
9. New applicants who do not have enough time to complete a certificate or degree before release may not be approved.
10. Need to submit a thank you letter with the course continuation form at the end of the class to move to the next class.
11. Students are expected to continue the sequence of coursework to complete a degree or certificate before release and might be enrolled in more than one class a semester.
12. Students are not placed on a new certificate if coursework on an existing certificate has started.
13. Course material/textbook might arrive after the start date of the class, and students are expected to continue with the course once the material arrives.
14. Students may be placed in alternate courses applicable to the current degree or certificate.
15. IRE Scholarship is NOT guaranteed and may not cover all classes.
16. Students are not eligible for scholarships if they are within 1 year of being released from prison or transferred out of state.
17. Students will lose scholarships if they drop, withdraw, or have a "D" or less in a class.

ARIZONA DEPARTMENT OF CORRECTIONS DO #910 EDUCATION CRITERIA

1. Must have a high school diploma (or GED®) and passed mandatory literacy
2. Not have a major ticket within six months of the scholarship evaluation date
3. Not be in a special unit such as detention or lockdown (Facility specific)
4. Signature of approval from educational contact at facility (Facility specific)

Acceptance and course selection subject to change depending on availability of funds, the course, the number of students for a course, and textbooks for courses in the Incarcerated Re-Entry library. Updated April, 2018.

ACADEMIC PATHWAYS



CERTIFICATE AND DEGREE PROGRAMS

Not all programs that Rio Salado offers are eligible for federal financial aid. Students seeking federal financial aid must be in a program that is eligible for Title IV federal aid. Additionally, Title IV funding is only available for courses required for that program.

- Certificate of Completion, Addictions and Substance Use Disorders, Level I
- Certificate of Completion, Addictions and Substance Use Disorders, Level II
- Certificate of Completion, Quality Customer Service
- Associate in Arts
- Associate in Applied Science in Addiction and Substance Use Disorders
- Associate in Applied Science in Quality Customer Service
- Associate in General Studies

Rio Salado College offers classes for incarcerated students and students housed in secure care facilities. Classes lead to college certificates (CCL) and degrees in one of six pathways:

- Addictions and Substance Use Disorders
- Arizona General Education Curriculum Liberal Arts (AGEC) awarded with AA degree
- Small Business Start-Up CCL
- Quality Customer Service CCL
- Workforce Development: Introduction to Sustainable Food Systems CCL
- Workforce Development Re-Entry CCL

Most prison systems offer construction, electrical, plumbing or other certificate programs in coordination with local community colleges. These programs when offered through an accredited college may also transfer as electives toward an associate degree program. Please check with the Rio Salado IRE Department for additional details and send transcripts from the college you attended for evaluation.

The AA degree (transferable to 4-year university) requires MAT142 or higher.

The math path for students interested in a degree at a 4-year university:

- MAT114 > MAT152 > MAT212 (Business degree at a 4- year university - please check with your future university on program requirements)
- MAT114 > MAT152 > MAT188 > MAT221 (Engineering/Technology/Science)
- MAT145 (Education, Sociology, History, Religion, Humanities, Criminal Justice, Social Work, Healthcare, Communications degree at a 4- year university – please check with your future university on program requirements)
- MAT114 > MAT152 > MAT188 or MAT152 (Psychology degree at a 4- year university – please check with your future university on program requirements)

Addictions and Substance Disorder, Workforce Reentry and AAS General Studies (AAS) General Studies:

- MAT145

ADDICTIONS AND SUBSTANCE USE DISORDERS CAREER OVERVIEW

Substance abuse and behavioral disorder counselors advise people who suffer from alcoholism, drug addiction, eating disorders, or other behavioral problems. A background in chemical dependency also provides a great educational start for people planning to continue their education in: **law enforcement, law, medicine, nursing, education, social work, counseling and psychology.**

Job Outlook

Employment of substance abuse and behavioral disorder counselors is projected to grow 18 percent from 2022 to 2032, much faster than the average for all occupations.

Earnings

Pay range varies greatly for chemical dependency/substance therapists based on a wide variety of factors. The estimates below cannot be considered a guarantee of pay rate or employment.

Rio Salado College has determined that the Associate in Applied Science, Addictions & Substance Use Disorders meets the State educational requirements for licensure or certification in: AZ, CA, DC, HI, LA, MEMD, MT, NV, NH, NJ, NM, OH, TN, TX, UT, VT, VA, WA, WI, WY. Additional requirements may include a licensure/certification exam, background check, and a clinically supervised work experience.

Rio Salado College has determined that the Associate in Applied Science, Addictions & Substance Use Disorders DOES NOT meet the State educational requirements for licensure or certification in: MA, NC, NE, NY, SD. Students located in these states SHOULD NOT ENROLL in this program.

Licensure or certification requires a bachelor, masters or doctoral degree in the following states: AL, CO, CT, DE, IN, KS, KY, MN, MS, ND, OK, RI, SC. The following states do not have a state agency for licensing or certification: AK, FL, GA, ID, IL, IA, MO, OR, PA, WV.

Licensed Substance Abuse Technician/Counselor

\$34,000-\$49,000



Licensed Independent Substance Abuse Counselor

\$28,000-\$50,000



WHERE WE WORK

- Government agencies
- Private and public behavioral health agencies
- Hospitals
- Halfway houses
- Rehabilitation centers
- Private practice

JOB TITLES

- Addictions Assistant
- Addictions Counselor
- Addiction Therapist
- Substance Abuse Counselor
- Substance Abuse Technician
- Substance Abuse and Behavioral Disorder Counselor

Information on this page supplied by the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook.

Addictions and Substance Use Disorders (ASD) Foundations Certificate of Completion (CCL)

This certificate fulfills some requirements for the Associate of Applied Science in Addictions and Substance Use Disorders. **Use this to track process toward certificate of completion.**

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
ASD100 Foundations of Addictions and Substance Use Disorders	No	No	3
ASD102 Communication Skills In Treating Addiction	No	No	3
ASD110 Pharmacology Of Substances Abuse And Dependency	No	No	3
ASD120 Professional Ethics In Addictions and Substance Use Disorders See chart for number of credits	No	No	1
ASD150 Principles Of Self-Help Groups See chart for number of credits	No	No	2
Theories And Techniques In The Treatment Of Addiction	No	N	3
			2
BHS205 Therapeutic Intervention Models	No	No	3
<i>This Level II certificate can be completed in 3 or more years with dedication and motivation.</i>		TOTAL CREDITS	20

The Certificate of Completion (CCL) in Addictions and Substance Use Disorders Level I program is designed to prepare individuals with the skills necessary to become an addictions and substance use disorders professional, as well as provide continuing education to current professionals. Courses in the Certificate of Completion in Addictions and Substance Use Disorders Level I focus on theories and techniques, ethics, communication skills, interviewing and documentation, and recovery and relapse.

Visit <https://www.riosalado.edu/about/accreditation/program-accreditation/professional-licensure-certification-disclosures> for a full listing of state board information.

Addictions and Substance Abuse Disorders Level I (ASD) Certificate of Completion (CCL)

This certificate fulfills some requirements for the Associate of Applied Science in Addictions and Substance Use Disorders

Use this to track process toward certificate of completion.

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
ASD100 Foundations of Addictions and Substance Use Disorders	No	No	3
ASD102 Communication Skills in Treating Addiction	No	No	3
ASD110 Pharmacology of Substances Abuse and Dependency	No	No	3
ASD120 Professional Ethics in Addictions and Substance Use Disorders	No	No	1
ASD145 AIDS and Addictions	No	No	1
ASD150 Principles of Self-Help Groups	No	No	2
ASD161 Beginning Clinical Documentation Skills	No	No	3
ASD165 Theories And Techniques In The Treatment Of Addiction	No	No	2
BHS205 Therapeutic Intervention Models	No	No	3
<i>This certificate can be completed in 3 or more years with dedication and motivation.</i>			TOTAL CREDITS
			21

The Certificate of Completion (CCL) in Addictions and Substance Use Disorders Level I program is designed to prepare individuals with the skills necessary to become an addictions and substance use disorders professional, as well as provide continuing education to current professionals. Courses in the Certificate of Completion in Addictions and Substance Use Disorders Level I focus on theories and techniques, ethics, communication skills, interviewing and documentation, and recovery and relapse.

Addictions and Substance Abuse Disorders Level II (ASD) Certificate of Completion (CCL)

This certificate fulfills some requirements for the Associate of Applied Science in Addictions and Substance Use Disorders

Use this to track process toward certificate of completion.

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
<i>*Courses from Addictions and Substance Use Disorders Level I</i>			21
ASD220 Family Dynamics and Addiction	No	No	3
ASD226 Counseling Multicultural and Diverse Populations	No	No	3
ASD236 Relapse, Recovery and Addiction	No	No	2
ASD245 Co-Occurring Disorders	No	No	2
ASD250 Group Interventions	No	No	3
ASD275 Advanced Theory and Techniques in Addiction Disorders	No	No	3
Restricted Electives – SOC212, or ASD285XX, or PSY2XX	Yes	No	2
Credits for Level II Certificate			18
<i>This certificate can be completed in 3 or more years with dedication and motivation.</i>			TOTAL CREDITS
			39

The Certificate of Completion (CCL) in Addictions and Substance Use Disorders Level II program is designed to prepare individuals with the skills necessary to become an addictions and substance use disorders professional, as well as provide continuing education to current professionals. Courses in the Certificate of Completion in Addictions and Substance Use Disorders Level II focus on advanced theories and techniques, family dynamics and relationships, and multicultural and diverse populations.

Addictions and Substance Use Disorders (ASD) Associate of Applied Science (AAS) & Certificate of Completion (CCL)

Degree Completion Check Sheet: Total Credits 61-64 Overall GPA 2.00

Student Information		
Student Name: _____ Student ID: _____		
First Year Composition (FYC)	Credits	
FYE101 Introduction to College, Career and Personal Success (1) OR	1 to 3	
FYE103 Exploration of College, Career and Personal Success (3)		
Certificate of Completion-Chemical Dependency Level I/Level II	Credits	Grade/Semester Completed
Level I (Restricted Electives)		
ASD100 Foundations of Addictions and Substance Use Disorders	3	
ASD102 Communication Skills in Treating Addiction	3	
ASD110 Pharmacology of Substances of Abuse and Dependency	3	
ASD120 Professional Ethics in Addictions and Substance Use Disorders	1	
ASD145 AIDS and Addiction	1	
ASD150 Principles of Self Help Groups	2	
ASD161 Beginning Clinical Documentation Skills	3	
ASD165 Theories and Techniques in the Treatment of Addictions	2	
BHS205 Therapeutic Intervention Models	3	
Total	21	
Level II (Restricted Electives)		
ASD220 Family Dynamics and Addiction	3	
ASD226 Counseling Multicultural and Diverse Populations	3	
ASD236 Relapse, Recovery and Addiction	2	
ASD245 Co-Occurring Disorders	2	
ASD250 Group Interventions	3	
ASD275 Advanced Theory and Techniques in Addiction Disorders	3	
Restricted Elective- PSY2XX, SOC2XX (SOC212), ASD285XX	2	
Total	39	
General Studies Requirements	Credits	Grade/Semester Completed
First Year Composition (FYC)		
ENG101 (3) & ENG100AE (1) (no prerequisite & taken concurrently)	3 - 4	
FENG102*	3	
Communication:		
COM110	3	
Mathematics (MA)		
MAT145 (no prerequisite) See Psychology math path to transfer to a 4-year university	3	
Critical Reading (L)		
CRE101 *prerequisite RDG100	0-3	
Humanities and Fine Arts (HU)		
ENH 251, or PHI101, or PHI103 (Prerequisites: A grade of C or better in ENG102) or PHI216 or REL100 or REL101	3	
Natural Sciences (SG & SQ)		
FON241/LL (SG) or GPH113 (SQ)	4	
Social and Behavioral Sciences		
PSY101	3	
Total	22-25	

* Unless GED/ HSE score places student directly into ENG101 or higher math. GPA and writing sample may allow a student to waive ENG100AE.

ARIZONA GENERAL EDUCATION CURRICULUM LIBERAL ARTS CERTIFICATE

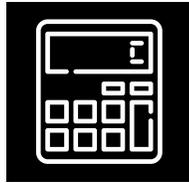
The Arizona General Education Curriculum (AGEC) Liberal Arts certificate is a compilation of general education classes. They can be transferred into many degree programs as a block. They represent the core academic subjects, and are designed to help students gain a well-rounded education.

These courses also apply to the College Pathway to GED®: www.azed.gov/adultedservices/ccp



Humanities

Arts, Design, Philosophy, Religion, Human Behavior, Geography, Politics, Sociology



Mathematics and Computer Science

Algebra, Pre-calculus, Probability and Statistics, Calculus



Natural Sciences

Anthropology, Astronomy, Biology, Chemistry, Geology, Physics



Literacy

English, Composition, Reading Comprehension, Languages



DID YOU KNOW?

General education classes are required for all college degrees.

PROGRAM CHECK SHEETS

Arizona General Education Curriculum Liberal Arts (AGEC-A) Certificate

The Arizona General Education Curriculum Liberal Arts – (AGEC-A) generally transfers as a block

Student Information		
Student Name: _____		Student ID: _____
Course Name	Credits	Grade/Semester Completed
Composition (FYC) 6 credits		
*ENG101 (3) & ENG100AE (1) (no prerequisite & taken concurrently)	3- 4	
ENG102 – First-Year Composition	3	
Core Area Literacy and Critical Inquiry (L) 3 credits		
GBS233* or CRE101*	3	
Core Area Mathematical Studies (MS/CS) 6 credits		
*MAT145 or higher (review math pathway for 4-year degree)	5	
*PSY230 (CS) (Prerequisite PSY101 & MAT145) OR CIS105 (CS)	3	
Core Area Humanities and Fina Arts (HU) 6 credits		
ENH 251, or PHI101, or PHI103 (Prerequisites: A grade of C or better in ENG101) or PHI216 or REL100 or REL101	6	
Core Area Social and Behavioral Sciences (SB) 6 credits		
PSY101*	3	
ASB102** or COM263** or ECN211 or ECN212 or GCU121** or POS110 or PSY240 or PSY260 or or PSY266 or SOC101 or SOC212** or COM110 or COM100	3	
Core Area Natural Sciences (SG or SQ) and Natural Science (SQ) 8 credits		
FON241/LL (SQ and SQ) and GPH113 (SQ)	8	
Core Area Cultural Diversity (C) 0-3 credits		
COM263** or SOC212**	3	
Core Area Global Awareness (G) or Historical Awareness (H) 0-3 credits		
ASB102** or COM263** or ENH251** or GCU121** or REL100**	3	
Total	35-41	
Classes	11-16	

*GBS233: ENG101 must be taken prior to GBS233 *ENG101, Math & CRE101: * Unless GED/ HSE score places student directly into the course

Associate of Art (AA) Degree & AGEC are equivalent to the first 2 years at a 4- year university.

Math path for students interested degree at a 4-year university:

- MAT114 > MAT152 > MAT212 (Business degree at a 4- year university - please check with your future university on program requirements)
- MAT114 > MAT152 > MAT188 > MAT221 (Engineering/Technology/Science)
- MAT145 (Education, Sociology, History, Religion, Humanities, Criminal Justice, Social Work, Healthcare, Communications degree at a 4- year university – please check with your future university on program requirements)
- MAT114 > MAT152 > MAT188 (Psychology degree at a 4- year university – please check with your future university on program requirements)
- Students with 12 or more credits and a 3.5 GPA can join (\$95) Phi Theta Kappa (PTK), the international honor society. 480-517-8050 or Rio PTK Advisors: PTK@riosalado.edu
- Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

QUALITY CUSTOMER SERVICE CAREER OVERVIEW

Customer service representatives are employed in nearly every industry. They interact with customers to handle complaints, process orders, and provide information about an organization's products and services.

JOB OUTLOOK

It is projected that there will be 373,400 openings for customer service representatives each year from 2022 to 2032.

EARNINGS

The median hourly wage for customer service representatives was

\$18.16 *(As of May 2022)*

\$37,780
Annual average salary



WHERE WE WORK

- Call centers
- Credit agencies
- Insurance agencies
- Retail stores
- Banks

JOB TITLES

- Cashier/teller
- Customer service representative
- Customer support specialist
- Information clerk
- Receptionist
- Salesperson

Information on this page supplied by the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook.

Quality Customer Service (QCS) Certificate of Completion (CCL)

Use this to track progress toward certificate of completion.

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
COM110 Interpersonal Communication	No	No	3
TQM101 Quality Customer Service	Yes	No	3
GBS120 Workplace Communication Skills*	Yes	No	3
GBS175 Professional Development	No	No	3
TQM230 Teamwork Dynamics	No	No	2
Restricted Elective 1 course required - 3 credits total			
COM263 - Elements of Intercultural Communication (3)	No	No	3
SOC212 - Gender and Society (3)	Yes	No	3
TOTAL CREDITS			17

*The Certificate of Completion (CCL) in Quality Customer Service is designed to provide students with training to meet the requirements for employment in non-sales areas. The courses will be offered in Customer Service, Teamwork, Communication skills (both written and oral) and Professional Development. For the QCS program, courses in the IRE Guide are different than what is in the Rio Salado Catalog.

*GBS233 can be substituted for GBS120. Note: GBS233 does have a prerequisite.

Associate in Arts Requirements (AA) - Equivalent to first 2 years in university

Degree Completion Check Sheet: Total Credits 60-64 Overall GPA 2.00

Student Information		
Student Name: _____	Student ID: _____	
First Year Experience (FYE)		
FYE101 Introduction to College, Career and Personal Success (1) OR	1-3	
FYE103 Exploration of College, Career and Personal Success (3) or		
General Studies Requirements	Credits	Grade/Semester Completed
First Year Composition (FYC)		
*ENG101 (3) & ENG100AE (1) (no prerequisite & taken concurrently)	4	
ENG102 * prerequisite ENG101	3	
Mathematics (MA/CS)		
*MAT145 or higher (review math pathway for 4-year degree)	5	
PSY230 (CS) (Prerequisite PSY101 & MAT145) OR CIS105 (CS)	3	
Literacy and Critical Inquiry (L)		
GBS233 *prerequisite ENG101 or CRE101*prerequisite RDG100	3	
Humanities and Fine Arts (HU) Choose Two		
ENH 251, or PHI101, or PHI103 (Prerequisites: A grade of C or better in ENG101) or PHI216 or REL100 or REL101	6	
Natural Sciences (SG & SQ)		
FON241/FON241LL (SG) and GPH113 (SQ)	8	
Social and Behavioral Sciences (SB) Choose Two		
ASB102 or COM100 or COM110 or COM263 or ECN211 or ECN212 or GCU121 or POS110 or PSY101 or PSY240 or PSY260 or PSY266 or SOC101 or SOC212	6	*COM263 applies to 3 awareness areas
Total	35	
Awareness Area <i>May be shared with General Studies requirements</i>	Credits	Grade/Semester Completed
Cultural Diversity (C)		
COM263 or SOC212 *bold apply to both awareness and general studies	0-3	
Global Awareness (G) or Historical Awareness (H)		
ABS102 or COM263 or ENH251 or ENH291 or GCU121 or REL100	0-3	
Oral Communication (SB)		
COM100 or COM110 *bold apply to both awareness and general	0-3	
Critical Reading (L)		
CRE101 *prerequisite RDG100	0-3	
Total	0-12	
General Electives Complete a minimum of 17 to 24 credits (approximately 8 3-credit classes) examples listed below:		
CCL Quality Customer Service: COM110 & GBS175 & TQM101 & TQM230 & COM263 OR SOC212 & GBS120 or *GBS233 (*has ENG101 prerequisite) (17 credits)		
CCL Small Business Management I: SBS200 & SBS213, SBS204 & SBS214, & SBS230 & SBS216 (10 credits)		
CCL I Addiction and Substance Use Disorder: ASD100 & ASD102 & ASD110 & ASD120 & ASD145 & ASD150 & ASD161 & ASD165 & BHS205. CCL II: ASD220 & ASD226 & ASD236 & ASD245 & ASD250 & ASD275 & PSY2XX or SOC2XX or ASD285XX (21 credits/7 classes)		
CCL Workforce Development WFR110, WFR112, WFR114, WFR116, WFR118, WFR120 (13 credits)		
CCL Sustainable Foods: FON161 & CUL101 (Flex I enrollment) & FON163 & CUL102 (Flex II enrollment) (12 credits)		

* Unless GED/ HSE score places student directly into ENG101 or higher math. GPA and writing sample may allow a student to waive ENG100AE.

PROGRAM CHECK SHEETS**Associate in General Studies Requirements (AGS)****Degree Completion Check Sheet: Total Credits 60-64 Overall GPA 2.00**

Student Information	
Student Name: _____	Student ID: _____
First Year Experience (FYE)	
FYE101 Introduction to College, Career and Personal Success (1)	1-3
FYE103 Exploration of College, Career and Personal Success (3)	
General Studies Requirements	
Credits	
First Year Composition (FYC)	
ENG101 (3) & ENG100AE (1) (no prerequisite & taken concurrently)	3
ENG102 * course prerequisite	3
Oral Communication	
COM110	3
Mathematics	
MAT114 > MAT152 > MAT212 (Business degree at a 4- year university - please check with your future university on program requirements) MAT114 > MAT152 > MAT188 > MAT221 (Engineering/Technology/Science) MAT145 (Education, Sociology, History, Religion, Humanities, Criminal Justice, Social Work, Healthcare, Communications degree at a 4- year university – please check with your future university on program requirements) MAT114 > MAT152 > MAT188 (Psychology degree at a 4- year university – please check with your future university on program requirements)	3
Computer Usage	
PSY230 (CS) (Prerequisite PSY101 & MAT145) OR CIS105 (CS)	3
Critical Reading	
CRE101 * course prerequisite	0-3
Literacy and Critical (L)	
GBS233 or CRE101*	3
Humanities and Fine Arts (HU) Choose Three	
ENH 251, or PHI101, or PHI103 (Prerequisites: A grade of C or better in ENG101) or PHI216 or REL100 or REL101	9
Natural Sciences (SG & SQ)	
FON241/FON241LL (SG) and GPH113 (SQ)	8
Social and Behavioral Sciences (SB) Choose Three	
ASB102 or COM110 or COM263 or ECN211 or ECN212 or GCU121 or POS110 or PSY101 or PSY240 or PSY260 or PSY266 or SOC101 or SOC212	9
Total	
	44-47
General Electives: select courses to complete a minimum of 60 semester credits total	
CCL Quality Customer Service: COM110 & GBS175 & TQM101 & TQM230 & COM263 OR SOC212 & GBS120 or *GBS233 (*has ENG101 prerequisite) (17 credits)	
CCL Small Business Management I: SBS200 & SBS213, SBS204 & SBS214, & SBS230 & SBS216 (10 credits)	
CCL I Addiction and Substance Use Disorder: ASD100 & ASD102 & ASD110 & ASD120 & ASD145 & ASD150 & ASD161 & ASD165 & BHS205. CCL II: ASD220 & ASD226 & ASD236 & ASD245 & ASD250 & ASD275 & PSY2XX or SOC2XX or ASD285XX (21 credits/7 classes)	
CCL Workforce Development WFR110, WFR112, WFR114, WFR116, WFR118, WFR120 (13 credits)	
CCL Sustainable Foods: FON161 & CUL101 (Flex I enrollment) & FON163 & CUL102 (Flex II enrollment) (12 credits)	

*Unless GED/ HSE score places student directly into ENG101 or higher math. GPA and writing sample may allow a student to waive ENG100AE.

SMALL BUSINESS MANAGEMENT LEVEL I

Want to start your own business? Small Business Management Level I certificate is for people who wish to become entrepreneurs or small business owners. The program also serves as an educational foundation for many business-related industries.

JOB OUTLOOK

Employment in business and financial operations occupations is projected to grow faster than the average for all occupations for 2022-2032.

▲8%
From 2014 to 2024



DID YOU KNOW?

The Maricopa Community Colleges Small Business Development Center helps entrepreneurs and small business owners succeed by providing:

- **Free** business counseling
- **Skills assessment**
- **Assistance** with writing a **business plan**
- **Online resources** to help your **business start, grow** and **expand**
- **Low-cost** in-person **seminars** and **workshops**



EXAMPLES OF SMALL BUSINESSES

- **Business-to-Business Services:** bookkeeping, invoicing, claims, desktop publishing, etc.
- **Creative Services:** arts and crafts business, jewelry, interior design, wedding photography, etc.
- **Personal Services:** child care, elder care, pet sitting, cleaning, tutoring, personal shopper, etc.

BUSINESS RELATED INDUSTRIES

- Accounting
- Financial Analysis
- Human Resources
- Marketing
- Management
- Operations

Information on this page supplied by the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook.

Small Business Management Level I (SBS) Certificate of Completion (CCL)

Use this to track process toward certificate of completion.

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
SBS200 Small Business Operations	Yes	No	2
SBS204 Small Business Marketing and Advertising	Yes	No	2
SBS213 Hiring and Managing Employees	Yes	No	1
SBS214 Small Business Customer Relations	Yes	No	1
SBS216 Planning for a Small Business	Yes	No	2
SBS230 Financial and Tax Management for Small Business	Yes	No	2
<i>This certificate can be completed in 2 or more years with dedication and motivation.</i>			TOTAL CREDITS
			10

The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business. Use this to track the process toward the certificate of completion.

WORKFORCE DEVELOPMENT: INTRODUCTION TO SUSTAINABLE FOOD SYSTEMS CAREER OVERVIEW

This program takes food to the next level! Learn about food creation, preparation, and consumption from a global perspective, and how sustainable food practices benefit the environment. The Sustainable Foods System certificate is for students with little or no culinary background, and those interested in learning about sustainable food practices.

JOB OUTLOOK

Employment of food preparation and serving related occupations is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations.

▲6%
From 2022 to 2032

EARNINGS

Pay ranges below are the median salary levels for 2022. They are estimates and cannot be considered a guarantee of pay rate or employment.

Food Prep Workers and Cooks

\$30,910

per year

Chefs and Head Cooks

\$56,520

per year



WHERE WE WORK

- Restaurants
- Cafeterias
- Catering
- Grocery stores
- Schools
- Hospitals
- Hotels

This certificate, with additional education, can lead into a variety of career fields:

- Agricultural and Food Science Technicians
- Dietetic Technician
- Dietary Aide/Manager
- Home Economics Teacher
- Food Service Manager
- Nutritionist

Information on this page supplied by the U.S. Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook.

Workforce Development: Introduction to Sustainable Food Systems Certificate of Completion (CCL)

Use this to track process toward certificate of completion.

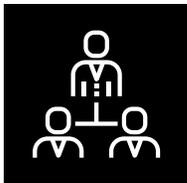
COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
CUL101 Culinary Basics	No	No	3
CUL102 Hot Foods	No	No	3
FON161 Sustainable Food Production Systems	No	No	3
FON163 Sustainable Kitchen Practices	No	No	3
TOTAL CREDITS			12

The Certificate of Completion (CCL) in Workforce Development: Introduction to Sustainable Food Systems program is designed to prepare the incarcerated person with skills needed to work in the sustainable food systems industry. Courses will cover principles and skills for professional cooking and commercial baking, including safety and sanitation, in addition to food production models and the effects of food systems on the environment, health, and communities. Courses will also include techniques in preparing organic foods and creating sustainable menus.

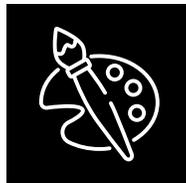
WORKFORCE DEVELOPMENT AND COMMUNITY RE-ENTRY

Rio Salado offers a certificate in Workforce Development and Community Re-Entry that provides incarcerated students with the skills needed to effectively transition from incarceration to the community. Courses focus on job readiness, preparation, and retention skills as well as family reunification, personal and social skill development, and substance abuse education.

The 13 credits you earn for the certificate can be applied toward an:



**Associate of Applied Science
Degree in Workforce
Development**



**Associate in
Arts Degree**



**Associate in General
Studies Degree**

EARNING A CERTIFICATE:

- **Increases** your **employment opportunities** on release
- **Reduces** the chance of being a **repeat offender**
- **Contributes** to **economic prosperity** of the community
- **Creates positive self-esteem** and **awareness**



WHY STOP THERE?

With an associate degree you can go right to work in several fields where a 2-year college degree is a minimum requirement. You can also continue your education by applying those credits toward a bachelor's degree program.

Average Salary with an Associate Degree*

Median weekly earnings and annual salary for workers with an associate degree are:

\$1,015 Per Week **\$52,830** Per Year

Average Salary with a Bachelor's Degree*

Americans with a bachelor's degree earn a weekly average and annual salary average of:

\$1,400 Per Week **\$72,830** Per Year

**According to the U.S. Bureau of Labor Statistics*

Workforce Development and Community Re-Entry Certificate of Completion

This certificate fulfills some requirements for the Associate of Applied Science in Workforce Development.

Use this to track process toward certificate of completion.

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
WFR110 Re-Entry Skills: Personal Skill Development	No	No	3
WFR112 Re-Entry Skills: Family Reunification	Yes	No	3
WFR114 Re-Entry Skills: Social Skill Development	No	No	1
WFR116 Re-Entry Skills: Substance Abuse Education	No	No	1
WFR118 Re-Entry Skills: Job Readiness	Yes	No	3
WFR120 Re-Entry Skills: Job Retention	Yes	No	2
<i>This certificate can be completed in 2 or more years with dedication and motivation.</i>			TOTAL CREDITS
			13

This 13 credit program provides incarcerated students with the skills needed to effectively transition from incarceration to the community. Courses focus on job readiness, job preparation, and job retention skills as well as family reunification, personal and social skill development, and substance abuse education. The program includes a Certificate of Completion in Workforce Development and Community Re-Entry.

PROGRAM CHECK SHEETS

Associate of Applied Science (AAS) & (CCL) Workforce Development and Community Re-Entry(WFR)

Degree Completion Check Sheet: Total Credits 65-71 Overall GPA 2.00

Student Information	
Student Name: _____	Student ID: _____
Workforce Development Certificate of Completion	Grade/Semester Completed
WFR110 – Personal Skill Development	3
WFR112 – Family Reunification	3
WFR114 – Social Skill Development	1
WFR116 – Substance Abuse Education	1
WFR118 – Job Readiness	3
WFR120 – Job Retention	2
Total Credits	13
First Year Experience (FYE)	Credits
FYE101 Introduction to College, Career and Personal Success (1) OR	1-3
FYE103 Exploration of College, Career and Personal Success (3) or	
General Studies Requirements	Credits
First Year Composition	
ENG101 (3) & ENG100AE (1) (no prerequisite & taken concurrently)	3-4
ENG102 * course prerequisite	3
Communication	
COM110	3
Mathematics	
MAT 145* or higher (See Business, Psychology, Engineering & Math path to transfer to a 4-year university)	3
Critical Reading	
CRE101* placement test or course prerequisite	3
Humanities and Fine Arts	
ENH251 or PHI101 or REL100 or REL101	3
Natural Sciences	
FON241/LL and GPH113	4
Social and Behavioral Sciences (SB)	
ASB102 or COM263 or ECN211 or ECN212 or GCU121 or POS110 or PSY101 or PSY240 or PSY260 or or PSY266 or SOC101 or SOC212	3
Total Credits	25
Restricted Elective Courses and Certificate of Completion (CCL)	
26-29 industry/job specific elective credits, must include a minimum of 9 credits with a common prefix.	
CCL Sustainable Food Systems (SFS): Sus CUL101, CUL102, FON161, FON163	
ABA+ Any ABA Arizona Builders Alliance, ABC+ Any ABC Associated Builders and Contractors, ACC+ Any ACC Accounting, AEN+ Any AEN Alternative Energy, AGB+ Any AGB Agribusiness, AGL+ Any AGL Agricultural Landscape, AGS+ Any AGS Agricultural Science, APT+ Any APT Automotive Performance Technology, AUT+ Any AUT Automotive Technology, BLT+ Any BLT Building Safety and Construction Technology, BPC+ Any BPC Business-Personal Computers, CIS+ Any CIS Computer Information Systems, CNS+ Any CNS Construction, CPD+ Any CPD Counseling and Personal Development, ELA+ Any ELA Electrician: Apprenticeship, FON+ Any FON Food and Nutrition, GTC+ Any GTC General Technology, IEC+ Any IEC Independent Electrical Contractors, IMC+ Any IMC Interstate Mechanical Contractors, IND+ Any IND Industry course, PRM+ Any PRM Property Management, REC+ Any REC Recreation, SUN+ Any SUN Sundtcorp, WLD+ Any WLD Welding Technology	

Please note, other courses may apply, please work with the Incarcerated Re-Entry Distance Learning Academic Advisor if you have credits to transfer.

IRE CORRESPONDENCE COURSE DESCRIPTIONS

ANTHROPOLOGY

ASB102: Introduction to Cultural Anthropology – 3 credits

Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language.

Prerequisites: None

General Education Designations: G, SB

ADDICTIONS AND SUBSTANCE USE DISORDERS (ASD)

ASD100: Foundations Of Addictions and Substance Use Disorders – 3 credits

Introduction to the foundations of the alcohol and drug abuse rehabilitation field. Emphasis on the roles and responsibilities of the addictions counselor, ethical issues, pharmacology, family dynamics, dual diagnosis, intervention techniques, self-help groups, levels of care, symptom identification, and conducting alcohol/drug histories. Interactive work stressed.

Prerequisites: None

ASD102: Communication Skills In Treating Addiction – 3 credits

Further examination and refinement of communication and beginning professional counseling skills as they relate to the addicted client and family members. Emphasis on practicing the application of these skills to various situations associated with treatment planning. Record keeping/documentation skills emphasized.

Prerequisites: None

ASD110: Pharmacology Of Substances Abuse And Dependency – 3 credits

Exploration of the pharmacology of substance of abuse and dependency. Examines the effects of psychopharmacological chemicals on human physiology. Emphasis on identification and management of substances of abuse and dependency.

Prerequisites: None

ASD120: Professional Ethics In Addictions and Substance Use Disorders – 1 credit

Exploration of topics relative to the professional and ethical development of the addictions and substance use disorders counselor, including codes of ethics, confidentiality laws, professionalism and boundary issues, and the meeting of individual counselor needs within the field.

Prerequisites: None

ASD145: Aids And Addictions – 1 credit

Exploration of AIDS and its relationship to addiction. Emphasis on myths and realities of AIDS, personal values, feelings, and limitations and treatment goals.

Prerequisites: None

ASD150: Principles Of Self-Help Groups – 2 credits

Overview of the fundamental principles, concepts and historical antecedents of the various self-help groups. Emphasis on the self-help groups of Alcoholics Anonymous, Al-anon, Alateen, Narcotics Anonymous, Co-dependents Anonymous, and Adult Children of Alcoholics.

Prerequisites: None

ASD161: Beginning Clinical Documentation Skills – 3 credits

Overview of addictions and substance use disorders counseling, interviewing, and documentation. Includes record keeping and documentation skills. Alcohol and drug abuse counselor core functions emphasized.

Prerequisites: None

ASD165: Theories And Techniques In The Treatment Of Addiction – 2 credits

Overview of counseling theories including the application to addictions and substance use disorders groups. Record keeping skills and beginning counseling skills emphasized.

Prerequisites: None

ASD220: Family Dynamics and Addiction – 3 credits

Analysis of the impact of addictions on all the members of a family. Interviewing, assessment and therapeutic approaches particularly useful for these family members presented.

Prerequisites: None

ASD226: Counseling Multicultural and Diverse Populations – 3 credits

Exploration of influences of culture and diversity on addictions and substance abuse. Emphasis on recovery and therapeutic relationships.

Prerequisites: None

<p>ASD236: Relapse, Recovery and Addiction - 2 credits</p> <p>Review of the bio-psycho-social processes of recovery and relapse in addictions. Exploration into those factors that both contribute to and inhibit recovery and relapse.</p> <p>Prerequisites: None</p>	<p>ASD245: Co-Occurring Disorders - 2 credits</p> <p>Examines co-occurring disorders from the bio-psycho-social model. Includes causes, consequences, assessment, and treatment, emphasizing the psychoeducational model of treatment.</p> <p>Prerequisites: None</p>
<p>ASD250: Group Interventions - 3 credits</p> <p>Focus on group dynamics and group process as they relate to addictions and substance use disorders. Exploration of group developmental stages, family intervention models, various counseling approaches/techniques and their application to therapeutic, education and family groups.</p> <p>Prerequisites: None</p>	<p>ASD275: Advanced Theory and Techniques in Addiction Disorders - 3 credits</p> <p>Capstone course for level two certificate in addictions and substance use disorders program. Focus on counseling theories and techniques used by counselors as they relate to the client and family members.</p> <p>Prerequisites: ASD220, ASD226, ASD245 and ASD250 with a grade of C or better, or permission of Instructor.</p>
<p>ASD285AA: Treatment for Stimulant Use Disorders Seminar – 1 credit</p> <p>Treatment for Stimulant Use Disorders Seminar Stimulant use disorder treatment issues. Emphasis on current and developing treatment information. Covers common stimulant abuse characteristics and treatment strategies. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285AA may be repeated for a total of four (4) credit hours.</p>	<p>ASD285BB: Adolescent Substance Abuse Treatment Seminar – 1 credit</p> <p>Adolescent substance abuse treatment issues. Emphasis on current and developing treatment information. Covers common adolescent substance abuse characteristics and treatment strategies. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285BB may be repeated for a total of four (4) credit hours.</p>
<p>ASD285CC: Addiction Review Seminar – 1 credit</p> <p>A brief review of current addiction issues. Emphasis on current and developing treatment information. Covers common alcohol and drug addiction characteristics and treatment strategies. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285CC may be repeated for a total of four (4) credit hours.</p>	<p>ASD285DD: Motivation for Change in Substance Abuse Treatment Seminar – 1 credit</p> <p>Issues regarding motivational change in substance treatment. Emphasis on current and developing treatment information. Covers common motivational change techniques. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285DD may be repeated for a total of four (4) credit hours.</p>
<p>ASD285EE: Domestic Violence and Substance Abuse Seminar – 1 credit</p> <p>Domestic violence and substance abuse treatment issues. Emphasis on current and developing domestic violence and substance abuse information. Covers techniques, strategies, and treatment modalities for domestic violence and substance abuse patients. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285EE may be repeated for a total of four (4) credit hours.</p>	<p>ASD285FF: Street Drugs Seminar – 1 credit</p> <p>Street drug issues. Emphasis on current and developing street drug information. Covers techniques strategies and treatment modalities for street drug abuse patients. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285FF may be repeated for a total of four (4) credit hours.</p>
<p>ASD285GG: Addictive and Medical Plants Seminar – 1 credit</p> <p>Addictive and medical plant issues. Emphasis on current and developing addictive and medical plant information. Covers addictive and medical plant typology. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285GG may be repeated for a total of four (4) credit hours.</p>	<p>ASD285HH: Intervention and Treatment for Addictions and Substance Use Disorders Seminar – 1 credit</p> <p>Brief interventions and treatment for addictions and substance use disorders. Emphasis on current and developing intervention and treatment information. Covers treatment and intervention techniques for use with addictions and substance use disorders. Also includes community resource information.</p> <p>Prerequisites: None Course Notes: ASD285HH may be repeated for a total of four (4) credit hours.</p>

BEHAVIORAL HEALTH SERVICES TECHNOLOGY (BHS)**BHS205: Therapeutic Intervention Models – 3 credits**

Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: ASD102 or BHS105 or permission of Department or Division.

Prerequisites: None

COMMUNICATION (COM)**COM100 SUN# COM1100: Introduction to Human Communication – 3 credits**

Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication.

Prerequisites: None

General Education Designations: SB

COM110 SUN# COM1100: Interpersonal Communication – 3 credits

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships.

Prerequisites: None

COM263: Elements of Intercultural Communication – 3 credits

Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized.

Prerequisites: None

General Education Designations: C, G, SB

COM110 SUN# COM1110: Interpersonal Communication – 3 credits

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships.

Prerequisites: None

General Education Designations: SB

CRE101: College Critical Reading and Critical Thinking – 3 credits

Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks. Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.

General Education Designations: L

CULINARY ARTS (CUL)**CUL101: Culinary Fundamentals: Culinary Basics – 3 Credits**

Theory and practice of basic elements of culinary arts fundamentals. Emphasis on safety, sanitation and uniform requirements, culinary terminology, basic nutritional guidelines, equipment needs and usage, standard measurements, knife selection and care, basic knife cuts, and fruit and vegetable identification and preparation.

Prerequisites: None

CUL102: Culinary Fundamentals: Hot Foods – 3 Credits

Cooking techniques and preparation of varied meat, fish and poultry items. Theory and practice of production of stocks, sauces and soups. Study of butchering, yields, purchasing and grade classification.

Prerequisites: None

ECONOMICS (ECN)**ECN211 SUN# ECN2201: Macroeconomic Principles – 3 credits**

A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies.

Prerequisites: None

General Education Designations: SB

ECN212 SUN# ECN2202: Microeconomic Principles – 3 credits

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation.

Prerequisites: None

General Education Designations: SB

ENGLISH (ENG)**ENG100AE: Preparatory Academic Writing II – 1 credit**

Developing generative and evaluative writing skills using selected software programs. In order to register for this course, Rio will need to verify that you have completed the prerequisite(s). This course is provided with ENG101 when students do not have GED or HSE score or other measure placing the student directly into ENG101.

Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG101 SUN# ENG1101: First-Year Composition – 3 credits

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.

Prerequisites: Appropriate writing placement test score, or (a grade of C or better in ENG091, or ESL097, or WAC101), or (a grade of B or better in ALT100), or (a grade of C in ALT100 and Corequisites: ENG101LL, or ENG107LL, or WAC101, or ENG100A+), or (a grade of C or better in ESL202 and Corequisites: ENG101LL, or ENG107LL, or WAC101, or ENG100A+).

General Education Designations: FYC

ENG102 SUN# ENG1102: First-Year Composition – 3 credits

Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.

Prerequisites: Grade of C or better in ENG101.

General Education Designations: FYC

FOOD AND NUTRITION (FON)**FON161: Sustainable Food Production Systems – 3 credits**

Overview of the global food system. Covers historical events impacting current food production model, and the effects food systems have on the environment, health, and communities. Also covers conventional agriculture and food safety concerns. Emphasis on the movement towards sustainable food systems.

Prerequisites: None

FON163: Sustainable Kitchen Practices – 3 credits

Overview of sustainable kitchen practices. Covers energy efficient appliances and equipment, as well as electricity and water conservation practices. Includes environmentally friendly kitchen products and methods for disposal of waste. Researching food sources, purchasing locally, and building relationships are also covered. Emphasis in preparing organic, seasonal and local foods, and developing sustainable menus. Challenges for a sustainable future discussed.

Prerequisites: None

FON241: Principles of Human Nutrition – 3 credits

Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes macronutrients and micronutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions. Prerequisites: None. See Syllabus for full course description.

Prerequisites: SG

FON241LL: Principles of Human Nutrition Laboratory – 1 credit

Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, clinical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Note: General Education Designation: Natural Sciences (General) - [SG] in combination with: FON241.

Prerequisites: A grade of C or better in FON241 or Corequisites: FON241.

General Education Designations: SG

FYE101: Introduction to College, Career and Personal Success – 1 credit

Focus on student success through exploration of academic, career and life skills. Includes study of goal-setting/success strategies, academic mindset and financial literacy. Develop an education/career plan utilizing career assessments and other college resources.

Prerequisites: None

FYE103: Exploration of College, Career and Personal Success – 3 credits

Focus on student success through exploration of academic, career, and life skills. Includes study of goal-setting/success strategies, academic mindset, interpersonal skills, financial literacy, self-care strategies, diverse perspectives, and campus tools and resources. Develop an education/career plan utilizing career assessments and other college resources.

Prerequisites: None

The SUN System is a college course numbering system designed to help Arizona students plan their education and ensure successful transfer of credits. SUN courses have a unique three-letter prefix and four-digit course number that represents direct course equivalency at all Arizona public community colleges and universities.

GENERAL BUSINESS (GBS)**GBS120: Workplace Communication Skills – 3 credits**

Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages.

Prerequisites: None

GBS175: Professional Development – 3 credits

Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career.

Prerequisites: None

GBS233: Business Communication – 3 credits

Internal and external business communications, including verbal and nonverbal techniques.

Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of Department or Division.

General Education Designations: L

GEOGRAPHY (GCU, GPH)**GCU121: World Geography I: Eastern Hemisphere – 3 credits**

Description and analysis of spatial variations in culture, social, economic, and political phenomena in major world regions. Emphasis on the major cultural realms of Europe, North Africa, and Asia.

Prerequisites: None

General Education Designations: G, SB

GPH113: Introduction to Physical Geography – 4 credits

Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics and practical experiences include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps.

Prerequisites: None

General Education Designations: SQ

MATHEMATICS (MAT)**MAT114: College Algebra Prep – 4 credits**

Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.

Prerequisites: None. Note: MAT114 students may receive credit for only one of the following: MAT114, OR MAT115.

MAT145  MAT1142: College Mathematics with Review – 5 credits

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed.

Prerequisites: None

Note: MAT145 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. Review of Basic Arithmetic and Introductory Algebra as needed.

General Education Designations: MA

MAT152  MAT1151: College Algebra/Functions – 3 credits

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems.

Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair. Note: Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156.

Add General Education Designation: MA

MAT188  MAT1188: Precalculus – 5 credits

Topics in algebra and trigonometry in preparation for calculus.
Note: Students may receive credit for only one of the following: MAT182 OR MAT188.

Prerequisites: A grade of C or better in MAT15+, or an appropriate district placement.

General Education Designations: MA

MAT221  MAT2220: Calculus with Analytic Geometry I – 4 credits

Limits, continuity, differential and integral calculus of functions of one variable. Note: Students may receive credit for only one of the following: MAT220, or MAT221.

Prerequisites: A grade of C or better in MAT187, or MAT188, or an appropriate District placement.

General Education Designations: MA

PHILOSOPHY (PHI)**PHI101  PHI1101: Introduction to Philosophy – 3 credits**

General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God.

Prerequisites: None

General Education Designations: HU

PHI103  PHI1103: Introduction to Logic – 3 credits

Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: A grade of C or better in ENG101, or ENG107, or equivalent.

Prerequisites: None

General Education Designations: HU, L

PHI216 — Environmental Ethics – 3 credits

Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution.

Prerequisites: None

General Education Designations: HU

POLITICAL SCIENCE (POS)**POS110  POS 1110: American National Government – 3 Credits**

Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States.

Prerequisites: None

General Education Designations: SB

PSYCHOLOGY (PSY)**PSY101  PSY1101: Introduction to Psychology – 3 credits**

Overview of the study and methods of psychological science. Includes an introduction to subfields such as biopsychology, learning, memory, development, social, and psychological disorders.

Prerequisites: None

General Education Designations: SB

PSY230: Introduction to Statistics – 3 credits

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Note: Students may receive credit for only one (1) of the following courses: PSY230 or PSY230WL.

Prerequisites: A grade of C or better in (PSY101 and eligibility for MAT14+ or higher as indicated by appropriate district mathematics placement) or permission of Instructor.

General Education Designations: CS

PSY240: Developmental Psychology – 3 credits

Human development from conception through death. Includes biological, physical, cognitive, emotional, and sociocultural development across various ages. Note: Recommended for students majoring in nursing, education, behavioral, pre-med, and psychology.

Prerequisites: A grade of C or better in PSY101, or permission of Instructor.

General Education Designations: SB

PSY266: Abnormal Psychology – 3 credits

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed.

Prerequisites: PSY101 with a grade of C or better, or permission of Instructor.

General Education Designations: SB

READING (CRE, RDG)**CRE101: College Critical Reading and Critical Thinking – 3 credits**

Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks.

Prerequisites: A grade of C or better in [(ENG101 or ENG107) and (RDG095 or RDG100 or RDG100LL or RDG111 or RDG112 or RDG113)] or a grade of B or better in ALT100 or an appropriate district placement or permission of Instructor.

RELIGIOUS STUDIES (REL)**REL100  REL1101: World Religions – 3 credits**

The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions.

Prerequisites: None

General Education Designations: HU

REL101: Introduction to Religion – 3 credits

Various religious expressions of humankind. Focuses on basic religious themes common to religions, such as encounter with the Holy, search for self and community, mystical illumination, spiritual discipline.

Prerequisites: None

SMALL BUSINESS MANAGEMENT (SBS)**SBS200: Small Business Operations - 2 credits**

In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion

Prerequisites: None

SBS204: Small Business Marketing and Advertising – 2 credits

Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None. See Syllabus for full course description.

Prerequisites: None

SBS213: Hiring and Managing Employees – 1 credit

Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment.

Prerequisites: None

SBS214: Small Business Customer Relations – 1 credit

Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty.

Prerequisites: None

SBS216: Planning for a Small Business - 2 credits

Relates business management issues to a specific small business through development of an individual study plan. Provides on-site review of business operation by trained instructor.

Prerequisites: None

SBS230: Financial and Tax Management for Small Business – 2 credits

An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation.

Prerequisites: None

SOCIOLOGY (SOC)**SOC101  SOC1101: Introduction to Sociology – 3 credits**

The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/ cultural change upon people's attitudes and behaviors.

Prerequisites: None

General Education Designations: SB

SOC212: Gender and Society – 3 credits

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women.

Prerequisites: None

General Education Designations: SB

TOTAL QUALITY MANAGEMENT (TQM)**TQM101: Quality Customer Service – 3 credits**

Examines the nature of quality customer service and the attitudes, knowledge, and skill needed to work effectively in a quality customer service environment. Foundation skills for quality customer services are taught, applied, and practiced.

Prerequisites: None

TQM230: Teamwork Dynamics – 2 credits

Theory and practice of how team members and team leaders use listening, negotiating and interpersonal skills for the enhancement of team process. Included are concepts of team development and team problem-solving techniques.

Prerequisites: None

WORKFORCE DEVELOPMENT AND COMMUNITY RE-ENTRY (WFR)**WFR110 Re-Entry Skills: Personal Skill Development – 3 credits**

Personal skill development necessary for transition from incarceration to community. Includes development of a personal value system and decision-making strategies as well as conflict management. Also covers time and money management, goal setting, and the basics for everyday life.

Prerequisites: Permission of Department or Division

WFR112 Re-Entry Skills: Family Reunification – 3 credits

Reunification procedures for the incarcerated person's effective transition. Includes building and maintaining self-esteem and effective communication for healthy families or support systems. Also covers family and networking culture, discipline, and expectations for release.

Prerequisites: Permission of Department or Division

WFR114 Re-Entry Skills: Social Skill Development – 1 credit

Social skill development for the incarcerated person preparing to re-enter society. Includes identifying and establishing boundaries as well as modeling these behaviors. Also covers identification of core emotions and development of positive character traits.

Prerequisites: Permission of Department or Division

WFR116 Re-Entry Skills: Substance Abuse Education – 1 credit

Substance abuse education for incarcerated persons. Includes warning signs and the chain of events to addiction. Also covers decision making skills as well as strategies and resources available for prevention.

Prerequisites: Permission of Department or Division

WFR118 Re-Entry Skills: Job Readiness – 3 credits

Preparing the incarcerated person for release into the working world. Includes education, skills assessment, and work experience. Also covers job search skills such as resume writing, applications, and interviewing.

Prerequisites: Permission of Department or Division

WFR120 Re-Entry Skills: Job Retention – 2 credits

Job retention procedures and techniques for incarcerated persons in transition. Includes workplace protocol, job performance, and employer-employee interaction. Also covers stress management and communication skills as well as interpersonal relationships in the workplace.

Prerequisites: Permission of Department or Division

CORRESPONDENCE COURSE FORMS

The forms in this booklet are for students interested in taking correspondence classes at Rio Salado College. Classes are print-based, and offered to incarcerated students, and students housed in secure care facilities such as juvenile detention centers, state hospitals or residential treatment centers.

Not all forms will apply to every student. However, every student needs to begin by completing the Student Admissions Application form.

If you have any questions, please contact the Rio Salado College Incarcerated Re-Entry (IRE) department.





Check the box in front of the college or skill center to identify where you plan to attend.

- Chandler-Gilbert
 Estrella Mountain
 Gateway
 Glendale
 Mesa
 Paradise Valle
 Phoenix
 Rio Salado
 Scottsdale
 South Mountain
 Estrella Mountain - Southwest Skill Center
 Gateway - Central City/Deer Valley

APPLICANT INFORMATION

Student ID# _____ **Term of Enrollment:** Fall Spring Summer **Year** _____

Legal Name _____
First Middle Last

Date of Birth _____ **Legal Sex** Female Male Other
MM/DD/YYYY
Gender Identity Man Woman Trans male/trans man Trans female/trans woman
 Genderqueer/Gender non-conforming Other Identity

SSN# _____ *Your Social Security Number (SSN#) will not be used as your primary student identification number and will be kept confidential. Individuals that wish to gain full access to Maricopa's secure online self-services resources must provide both the Social Security Number and date of birth. Students should be aware that a correct Social Security Number must be on file for reporting information pertaining to potential tax credit, and must be used by applicants for federal and state aid, and Veteran Administration benefits.*

CONTACT INFORMATION

Address _____ **Apt#** _____

City _____ **State** _____ **Zip** _____

Telephone Number Home _____ **Cellular** _____

By checking this box, I give permission to the Maricopa Community Colleges to send SMS text messages and automated calls or other methods of communication by submitting this form. NOTE: All students and employees are enrolled in the text-message ALERT notification system. In order to receive Emergency Alerts concerning health and safety of people on campus/sites via text-message, please be sure to provide your current cell phone number.

Email Address Home _____ **Other** _____

VERIFICATION OF LAWFUL PRESENCE

RACE/ETHNICITY*

* These questions are asked for the purpose of determining tuition. Pursuant to A.R.S. §§1-502, 15-1802, 15-1802.01, 15-1803, a person who is not lawfully present in the United States is not entitled to classification as an in-state/in-county student. All applicants for resident tuition and/or financial aid must submit documentation of the above status and any additional proof of residency to the admissions/enrollment services staff upon request. Applicants for resident tuition who fail to answer the questions below or to submit supporting documentation as requested are automatically assessed nonresident tuition. Any student who falsifies information used to establish residency for tuition purposes shall be required to pay full tuition and may be subject to dismissal from the college and/or criminal action. Refer to www.maricopa.edu/residency or the college catalog for residency guidelines.

US Citizen

Permanent Resident: Alien Registration# _____ **Refugee or Asylee:** Alien Registration# _____

Foreign Non-immigrant with Visa: Country of Citizenship _____ Specify Visa type _____
 Alien Registration/I-94 Number _____

Lawful Presence Otherwise Documented: Specify document(s) _____

AZ Department of Motor Vehicle License or AZ Photo ID Number: _____

Does not Apply: I am not requesting in-state tuition (skip this section)

DEMOGRAPHIC INFORMATION

RACE/ETHNICITY*

Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Y/N	Percentage	Ethnic Group/Tribe
American Indian/Alaska Native	_____	_____	_____
Asian	_____	_____	_____
Black or African American	_____	_____	_____
Native Hawaiian or other Pacific Islander	_____	_____	_____
White	_____	_____	_____

** Voluntary information used to comply with Federal Reporting and has no effect on admission to the college. This information will not be used for any discriminatory purpose.

Information Release - FERPA

Do you give permission for the college to release directory information relative to your enrollment (as per the Family Education Rights and Privacy Act of 1974)? Yes No

Continued

PREVIOUS EDUCATION

Previous College (check highest level completed)

Associate Degree Bachelor Degree Master Degree No College or University Some College while enrolled in HS Some College no degree

High School Status (check one box)

High School Diploma High School Name _____ State _____ Completion Date _____
 GED® Certificate Completion Date _____ State _____
 Currently Enrolled High School Name _____ State _____ Expected Completion Date _____
 Home Taught _____ Expected Completion Date _____

No diploma or GED® and under age 18 No diploma or GED® and over age 18

FIRST GENERATION COLLEGE STUDENT

Have either of your parents completed a Bachelor's Degree? Yes No

LANGUAGE BACKGROUND

What was your first language? _____ What is your current primary language? _____

VEHICLE EMISSIONS AGREEMENT

In accordance with Arizona Statutes 15-1444 and 15-1449, I hereby certify that my vehicle as required by Arizona Revised Statute 49-542 has passed a vehicle emission test. I also understand that false certification of this affidavit constitutes a class 2 misdemeanor in Arizona.

If I fail to comply with the above, I understand that I am prohibited from parking on college property and my vehicle is subjected to removal at my expense.

I acknowledge the above statement I do not park on campus

RESIDENCY

Final residency decisions for tuition purposes will be made in accordance with A.R.S. 15-1801 and regulations of the Maricopa Community College Governing Board.

Will you reside in Arizona at the time of attendance? Yes No If no, what state? _____

What date did your present stay in Arizona begin? Month _____ Day _____ Year _____

In what Arizona county do you reside? _____

If Maricopa, what date did you move to this county? Month _____ Day _____ Year _____

What Arizona county did you reside in prior to moving to Maricopa County? _____

Are you seeking admission under special Admissions Programs (Western Undergraduate Exchange or Rio Military)? Yes No

If yes, in which state do you currently reside? _____

EDUCATIONAL PLAN

Select a primary reason for attending this college:

- | | |
|---|--|
| <input type="checkbox"/> Current high school student taking courses (dual or concurrent enrollment) | <input type="checkbox"/> Personal interest |
| <input type="checkbox"/> Current university student taking courses to meet university requirements | <input type="checkbox"/> Take courses for job skills
(do not intend to earn a degree/certificate) |
| <input type="checkbox"/> Earn a degree/certificate for transfer to another college or university | <input type="checkbox"/> Take courses to transfer
(do not intend to earn a degree/certificate) |
| <input type="checkbox"/> Earn a degree/certificate to enter or advance in the job market | |

ACADEMIC PLAN

What academic plan do you intend to earn from this college?

Degree Name: _____ Code: _____ Certificate Name: _____ Code: _____

REQUIREMENTS AND DISCLOSURES

- I acknowledge that I have read the Maricopa Tuition and Fees Policy and the Maricopa Refund Policy. I understand that I am responsible for all tuition and fees related to my enrollment in the Maricopa Community Colleges.
- If you are a student under the age of 18, additional permission will be required by a parent or guardian to enroll in courses, and accept responsibility for tuition and fees. Prior to enrollment in classes, please contact the Admissions, Records and Registration office at the institution you are interested in attending to provide the necessary consent.
- I swear under penalty of perjury that the document(s) I will submit to determine lawful presence in the United States are true and the information I provide on the form is true and complete.
- I certify that the answers on this application are true, correct, and complete.

Signature of Student

Date

ALL OF THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND IN COMPLIANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974. THE ACT'S PROVISIONS ARE EXPLAINED IN THE GENERAL CATALOG.

For crime statistics reported under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, please visit www.maricopa.edu/safety Policies can be found online through www.maricopa.edu or you may request a copy from Admissions and Records.

Last Updated 5/2022



FERPA Information Release Authorization Maricopa County Community College District

This form is required for each college institution you attend.

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA) a college/university is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work – study, or loan amounts), and other student record information. This restriction applies to all third parties, including, but not limited to: your parents, spouse, or sponsor. Some exceptions to the disclosure prohibition exist.

Under FERPA, a college is permitted to disclose information from your educational record to your parents (or to one of your parents/legal guardian), if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent.

Please check the appropriate box:

- Yes, I certify that one or both of my parents, or a legal guardian claim me as a dependent for federal income tax purposes.
- No. I certify that my parents (or legal guardian) do not claim me as a dependent for federal income tax purposes.

If only one of your parents claims you as a dependent for federal income tax purposes, please check which parent claims you. Absent your consent. Information will only be shared with the parent who claims you as a dependent.

- Father
- Mother
- Legal guardian

You may, at your discretion, grant the college/university permission to release information about your student records to a third party by submitting a completed FERPA Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The college/university does not automatically send information to a third party. You have the right to inspect any written records released pursuant to this Consent (except for instances where student has already waived permission to inspect).

NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student records. Your authorization to release information **expires 1 year from date of submission**; however, you may revoke your authorization at any time by filling out the Revocation of FERPA Consent document. This document is located here or you can see your campus Registrar’s office—please see the attached list of MCCCCD college registrars.

Section A: STUDENT INFORMATION

Name: _____

Student ID: _____^{Last} Date of Birth: _____^{First} Phone Number: _____^{Middle}

Current Address: _____ City: _____ State: _____ Zip: _____

Section D: HOLD HARMLESS AND SIGNATURE

I, the student, acknowledge the information listed above and agree to the terms of the FERPA Student Information Release Authorization as outlined in Sections A-D.

I agree to hold MCCCCD and its associated college—as selected above—harmless from any and all liability for the release of my records to any entities as specified above or any release of information as requested by accrediting authorities or government agencies.

Print Student Name—REQUIRED

Signature of Student-REQUIRED

Date

Last Updated 5/2022



The Maricopa County Community College District (MCCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit: www.maricopa.edu/non-discrimination.

Self-Pay/Payment Form – In State

Student ID: _____

Last Name: _____ First Name: _____

DOC#: _____ Unit: _____ Housing: _____ Facility: _____

Indicate the Academic Pathway you are seeking:

Associate Degree: Completed Certificate and/or has 13- 29 college credits (19 -26 classes)

- Arizona General Education Courses (AGEC) applies to degree (11-16 classes)
- Quality Customer Service (6-8 classes)
- Addictions and Substance Use Disorder Level I (9 Classes) Level II (7 classes)
- Small Business Management Level I (6 classes)
- Workforce Development and Community Re-Entry (6 classes)
- Sustainable Foods (4 classes)

A Rio Salado Representative will contact your third party informing them of the cost of books and other fees associated with the course(s) requested.

- **Tuition per Credit Hour:** \$97.00
- **Course Materials Packet** (includes syllabus, scantrons, and instructor labels): \$15.00 per class
- **Registration Fee:** \$15.00 per class and Registration fee: \$15.00 per semester (\$30)
- **Cost of books:** Varies

COURSE TITLE AND CREDITS	CREDIT	TOTAL
#1		\$
#2		\$
<i>Some ASD, SBS, QCS and WFR Courses</i>	<i>1 Credit</i>	<i>\$127</i>
<i>Some ASD, SBS, QCS and WFR Courses</i>	<i>2 Credit</i>	<i>\$224</i>
<i>AGEC, Degree, and Sustainable Food courses, some ASD, SBS, QCS and WFR</i>	<i>3 Credit</i>	<i>\$321</i>
<i>Science courses</i>	<i>4 credit</i>	<i>\$418 / \$433</i>
Total Amount Due		

If there is no response from the Payment Contact, the form will be returned to the student.

 Payment Contact Info: _____ Phone: () _____ Email: _____
Name or Organization

 Please indicate if you are: Tribal Funded: Contact for tribe: _____ Funding Source Name and Number _____
VA and FAFSA does not fund correspondence courses
Signature of Inmate
DOC#
Date

THIS SECTION MUST BE COMPLETED BY DOC OR RIO SALADO STAFF

Compliance Issues	Staff Initials	Date	Comments
#2 Disciplinary			
#4 GED®/ HS Diploma			

Approval of CEPM/CEPS/Education Coordinator:

 Name (Please Print) Title Signature/Date

Due to Department of Corrections Policy, payments made by check cannot be refunded. Payment can be applied to future class.



Facility/Unit/House/Bed: _____

Release Date: _____

Continuation of Courses and Book Return Form

This Form must be completed to continue with another class.

Name: _____ (Please print full name) SID#: _____ Corrections#: _____

I am ready to continue with another class next in to complete certificate or degree:

- Associate Degree (25 classes) Select this option if student has completed a certificate and/or has 13 to 29 college credits
 - Addictions and Substance Use Disorder Level I (9 classes) II (7 classes)
 - Arizona General Education Curriculum (AGEC) (11 -16 classes)
 - Quality Customer Service (6-8 classes)
 - Small Business Management Level I (6 classes)
 - Workforce Development and Community Re-Entry (6 classes)
 - Sustainable Foods (4 classes)

Students may be placed in core general education courses or certificate courses. An Associate of Art (AA) Degree is equivalent to the first two years of 4-year university.

I am willing and able to take more than one class at a time (circle one): Yes No How many? _____

Students who mark NO will be ineligible for scholarship. A degree requires 3 to 4 classes a semester. Students who withdraw or drop will be removed from Scholarship.

Self-pay is encouraged along with IRE scholarship to help ensure the student completes program prior to release. Students with 12 or more credits and a 3.5 GPA can join (\$95) Phi Theta Kappa (PTK), the international honor society. 480-517-8050 or Rio PTK Advisors PTK@riosalado.edu.

Funding Source(s):

- Self-pay: name, number of contact(s): _____
- IRE Scholarship or if Other Scholarship, list name: _____
- Matthew 25:36 Prison Ministry Scholarship: _____
- Tribal Scholarship Name and Number/Affiliation: _____

VA and FAFSA does not fund correspondence courses.

Signature of Student

Date

I understand that I will not need to re-apply for an IRE-Scholarship and I may be placed in any class leading to completion of existing degree or certificate. Class selection is based on previous course work, availability of funds, and the number of students in a course, and textbook availability.

Textbooks are loaned to you if your class has a textbook, please return the book with this form. Do not mark, initial, tear out pages, highlight or damage the book/s (including journals and lab manuals) in any way.

If you are unable to complete your class, you are expected to promptly return the book(s) to the Incarcerated Re-Entry Office with a letter as to why you can not complete the course.

COURSE <small>(for example ENG101)</small>	NAME OF BOOK	BOOK NUMBER

Approval of CEPM/CEPS/Education Coordinator

Honors Program Information



Students with a **3.25 GPA** or above and who have completed 12 or more credits within Maricopa Community College District may participate in the Honors Program.

Honors courses must be paid by self-pay. A 3-credit class is \$321. Honors Courses are available - Spring and Fall Terms Only (District Wide):

- ASD110 Pharmacology of Substances of Abuse and Dependency
- ASD161 Beginning Clinical Documentation Skills
- ASD220 Family Dynamics and Addiction
- ASD250 Group Interventions
- CRE101 College Critical Reading
- ECN211 Macroeconomic Principles
- ECN212 Microeconomic Principles
- ENG101 First Year Composition
- MAT221 Calculus with Analytical Geometry I
- SOC101 Intro to Sociology

Student Last Name	Student First Name	DOC #	Unit	Housing	Facility

A Rio Salado Representative will contact your third party informing them of the cost of books and other fees associated with the course(s) requested.

- Tuition per credit hour: \$97.00 in state
- Course Materials Packet (includes syllabus, scantrons, and instructor labels): \$15.00 per class
- Registration fee: \$15.00 per semester
- Cost of books: Varies

Course	Book Price	Tax	Total
#1			\$
#2			\$
(\$97 per credit in state) Enter Tuition Total			\$
(Per Semester) Registration Fee 15.00			\$
(Per Class) Course Materials Fee 15.00			\$
Total Amount Due			\$

If there is no response from the Payment Contact, the form will be returned to the student.

Payment Contact Information: _____

Name

Phone Number

Student Name (Please Print)

DOC #

Signature/Date

Incarcerated Re-Entry (IRE) Correspondence Program Arizona Scholarship Application

Name: _____ ADC: _____

Student Identification (SID): _____ Release Date: _____

Facility: _____ Unit and Housing Location: _____

Name of contact person/phone number on your behalf: Please fill out FERPA form _____

If you have questions about the correspondence program, this person can contact our office on your behalf.

Are you also attending another college or university? Name: _____

Official transcript needed if previous college credits are to be reviewed by Rio Salado.

Please list degree or certificate currently held: _____

The purpose of the IRE Scholarship program is to help students complete their first degree or certificate prior to release. The scholarship committee reviews students' prior academic credits and where the prior credits apply toward an associate degree for the shortest path to completion (electrical, carpentry, plumbing etc.). The student will be placed in the program with closest path to completion prior to release. Other programs can be funded by self-pay. Indicate the Academic Pathway you are seeking:

- Associate Degree: Completed Certificate and/or has 13- 29 college credits (19 -26 classes)
 - Arizona General Education Courses (AGEC) applies to degree (11-16 classes)
 - Elective: Quality Customer Service (CCL) (6-8 classes)
 - Elective: Addictions and Substance Use Disorder Level I / II (CCL) (7 classes)
 - Elective: Small Business Management Level I (CCL) (6 classes)
 - Elective: Workforce Development and Community Re-Entry (CCL) (6 classes)
 - Elective: Sustainable Foods (CCL) (4 classes)

Are you willing to take more than one class a semester to complete a program of study? **Yes** **No**

Please list the course(s) and grade: _____

Please list degree or certificate currently held: _____

- I understand I need to submit a thank you letter with the course continuation form.
- I understand that if I am accepted, I will be expected to continue the sequence of course work to complete a degree or certificate prior to release and I might be enrolled in more than one class a semester.
- I understand that I will not be placed in a new certificate if I have started course work in an existing certificate.
- I understand that the course material/textbook might arrive after the start date of the class and will continue with the course once the material arrives.
- I understand I may be placed in alternate course applicable to the current degree or certificate.
- I understand I may be placed in alternate course applicable to my certificate/degree choice.
- **I understand that the IRE Scholarship is NOT guaranteed, may not cover all classes, and that I will lose scholarship if I drop or withdraw or fail a class.**

Signature of Student _____
Date

Compliance Issue	Initials	Date	Comments
Major Disciplinary within 6 months of application			
GED®/HS Diploma			

Approval of CEPM/CEPS/Education Coordinator: _____
Date

*Acceptance and course selection subject to change depending on availability of funds, the course, the number of students for a course, and textbooks for courses in the Incarcerated Re-Entry library. *Due to DOC policy, scholarship textbooks will be returned to Rio. If you would like to collect your book post release, please contact our office to check for availability.*

Rio Salado College Correspondence Education Matching Scholarship Application

Students with prior credits are placed in the program with closest path to completion prior to release. Student should send official transcripts as soon as possible for evaluation. Additional funding such as self-pay may be needed to help the student complete a degree or certificate along with IRE scholarship (matching). If a student is accepted completes the courses with a "C" or above the student will not need to re-apply for scholarship, only submit course continuation form.

- **If a student drops or withdraws from a course, the student will no longer be eligible for scholarship.**
- Available to students currently residing in a facility within Arizona, who do not have a degree/certificate and who demonstrate financial need.
- Students attending another college or university do not meet financial need criteria for this scholarship.
- Students are expected to use their education to contribute to their community i.e. become a peer mentor or tutor to help prepare the incarcerated student for returning into society.
- Applications are accepted throughout the academic year and a student may be accepted at any point throughout the academic year.
- Funds a minimum of a 3-credit course, includes tuition, registration and course material fee, and textbook.
- Follows Department of Corrections DO910 criteria and Rio Salado Incarcerated Re-Entry criteria.

IRE Scholarship Approval Priorities:

1. Priority is given to students with demonstrated progress towards a certificate or who have not dropped or withdrawn from a correspondence class.
2. Academic Progress earning a "C" or higher in prior correspondence coursework.
3. FERPA and Student Admission Application SAA (front and back) Forms are needed.
4. No debt or account holds with a Maricopa County Community College.
5. Incomplete applications will not be approved i.e. missing Month Day Year on SAA for residency & GED/HSE or essay on additional piece of paper.
6. New applicants who do not have enough time to complete a certificate prior to release may not be approved.

Attach an essay on an additional piece of paper discussing one or more of the topics below.

- How will the degree or certificate benefit you, your family or community upon release?
- What problems have you faced while incarcerated and how have you overcome them?

RIO SALADO COLLEGE POLICIES



Honors Program

Since its inception in 1981-1982, the Honors Program at Rio Salado College has provided intellectually stimulating learning opportunities for academically outstanding students. The program includes scholarships for eligible students, distinguished multidisciplinary classes, the Honors Forum Lecture Series, and cultural opportunities, including attendance at the Phoenix Symphony and free admission to the Phoenix Art Museum.

Students who have completed 12 or more credits of 100- or 200-level college work at Rio Salado College or another Maricopa Community college with a Maricopa cumulative GPA of 3.25 or higher are eligible to apply to the Honors Program. Honors Program students may also apply for Honors scholarships, which include the Honors Achievement Award for part-time students and the Presidents' Honors Scholarship for full-time students who are within one year after their high school graduation. See the Honors Program web page at www.riosalado.edu/honors for all eligibility requirements. All Honors students must be enrolled in at least one 3 credit Honors Only course each term (fall and spring only). Honors Only courses are designed to challenge high achieving students.

For more information about the Honors Program, email RioSalado.Honors@riosalado.edu or call 480-517-8521. The Honors Program office is located at Rio Salado College, 2323 W. 14th St., Tempe, AZ 85281-6950, on the first floor of the Rio Tower.

Phi Theta Kappa International Honor Society

Phi Theta Kappa (PTK) is the international honor society of two-year colleges. It is the largest honor society in American higher education with over 2 million members and more than 1,200 chapters located in all 50 states and abroad.

PTK emphasizes four hallmarks: scholarship, leadership, service, and fellowship. These hallmarks serve as the foundation for PTK activities. Thus, PTK not only recognizes community college students who have achieved academic excellence, but it also calls for students to engage in service, to grow as leaders, and to become effective advocates for excellence on their campuses and in their communities.

To be eligible for membership in PTK, students must have a cumulative GPA of 3.5, have completed a minimum of 12 college credits, and be currently enrolled in at least one class with Rio Salado College.

To find out more about PTK or become involved with the chapter, please write:

Phi Theta Kappa Honor Society

Rio Salado College 2323 W. 14th St.

Tempe, AZ 85281

Or call: 480-517-8656 or 480-517-8050

2.3.8 Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

2.3.5 Instructional Grievance Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

2.3.12 Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See Appendix S-8.

Appendix S-8: Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

2.3.6 Withdrawal

To withdraw from a course or courses from the college, students must follow approved procedures (See Appendix S-7). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/ Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

Appendix S-7: Student and Faculty Withdrawal Procedures

Student Withdrawal Procedures

1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

A. Through the 7th week*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.

B. After the 7th week*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.

C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

2. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). A grade of W (withdrawn passing, not computed in GPA) or a grade of Y (withdrawn failing, 0 grade points per credit hour) may be assigned in accordance with the course syllabus. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of

students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation. Requests for withdrawals should be referred directly to the College of Enrollment.

2.3.11 Academic Misconduct

1. Definitions

- A. **Academic Misconduct** includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. **Cheating** is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. **Plagiarism** is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance.

Warning — A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment — Lowering of a grade on a test, assignment, or course.

Discretionary Assignments — Additional academic assignments determined by the faculty member.

Course Failure — Failure of a student from a course where academic misconduct occurs.

3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted.

College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
 - i. Furnishing false information to any college official or office.
 - ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
 - iii. Tampering with the election of any college-recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law. Policies & Procedures 330

- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
 - ii. Unauthorized transfer of a file
 - iii. Unauthorized use of another individual's identification and/or password
 - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
 - v. Use of technology facilities or resources to send obscene or abusive messages
 - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
 - vii. Use of technology facilities or resources in violation of copyright laws
 - viii. Any violation of the District's technology resource standards
 - ix. Use of technology facilities or resources to illegally download files
- P. Abuse of the Student Conduct system, including but not limited to:
 - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
 - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
 - iv. to discourage an individual's proper participation in, or use of, the Student Conduct system
 - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
 - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding

- vii. Failure to comply with the sanctions imposed under this Student Conduct Code
 - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
 - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social conduct.
- R. Attempt to bribe a college or District employee.
- S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

2.2.13 University Transfer

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four-year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. Maricopa transfer agreements are on behalf of the district as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts.

Articulated transfer programs and pathways between the Maricopa Community Colleges and baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the UA Bridge Program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill both associate degree and bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of Maricopa-ASU Pathway Program requirements by major and catalog year is maintained on ASU's website, at <https://admission.asu.edu/transfer>.

Veterans Funding and Tribal funding:

- VA and students affiliated with a Tribal Nation need to follow application protocols for VA and Tribal Nation for funding.
- The IRE team will help as best we can to facilitate the application for VA and Native American students
- Provide the IRE team with contact information for your Tribal Agency
- If possible, fill out a FERPA form so we have someone to contact on your behalf
- We will not enroll a student prior to confirmation of payment.

Students with Disabilities:

- Students under the custody of the Department of Corrections (DOC) must follow DOC qualifications and requirements for inmates with disabilities.
- Rio Salado College will work with DOC and accommodate per DOC guidelines.
- For further information, please review:

MCCCD: 2.8 Students with Disabilities

- Students under the custody of the Department of Corrections (DOC) must follow DOC qualifications and requirements for inmates with disabilities.
- Rio Salado College will work with DOC and accommodate per DOC guidelines.
- For further information, please review:
- MCCCD: district.maricopa.edu/regulations/admin-regs/section-2/2-8
- Please review the Disability accommodation for your facility. ADOC can be found here, corrections.az.gov/sites/default/files/policies/900/0910_032519.pdf

WITHDRAWAL AND REFUNDS

Due to the time delay in correspondence, we encourage students to continue with the course and not withdraw. Withdrawing from a course may impact the Satisfactory Academic Progress (SAP) requirement and may impact eligibility for funding. Students who wish to withdraw should consider the impact on funding and payments. If you have received financial aid, there may be financial implications to dropping or withdrawing from a class after funds have been paid out. In order to ensure that your financial aid eligibility will not change, speak with a Rio Salado Incarcerated Re-Entry representative prior to dropping/withdrawing from classes. You may also have your FERPA contact speak with a Rio Salado Incarcerated Re-Entry representative.

If you are using federal student aid, Please refer to MCCCCD Administrative Regulation Appendix S-5 which can be found at <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-5>. Refunds for federal financial assistance are subject to federal guidelines (34CFR 668.22).

** Please note, students under a IRE Scholarship program must follow IRE Scholarship criteria (see page 12, and 52).*

CONDUCT CODE

Students are expected to understand and follow MCCC Administrative Regulation 2.5.2 Student Conduct Code. The purpose of the Student Code of Conduct is to help ensure a productive and safe environment for students, employees, and visitors. This conduct code is not a stand-alone policy. This code is subject to the provisions outlined in AR 5.1.16, generally known as the Title IX policy, AR 6.24, generally known as the Free Expression policy, and AR 5.1, generally known as the Non-Discrimination policy. There are other policies that may intersect with other administrative regulations. <https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

Attendance

Students are expected to understand and follow MCCC Administrative Regulation 2.3.2 Attendance. Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn. <https://district.maricopa.edu/regulations/admin-regs/section-2/2-3>

Pregnant and Parenting Students

Students will not be discriminated against on the basis of a disclosed pregnancy. This includes discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. As a result, a pregnant or parenting student (a student during a defined postpartum period lasting up to 8 weeks after delivery), may be provided adjustments so they are able to access and participate in their educational program or activity.

Please visit the Working with Pregnant and Parenting webpage <https://district.maricopa.edu/consumer-information/title-ix/working-pregnant-parenting-students> to learn more about this policy, reasonable adjustments and for the Pregnancy Adjustment Form. If you have questions about the policy, please email Rio Salado College's Title IX/504 Coordinator Tafari Osayande at o.tafari.osayande@riosalado.edu or call (480) 517-8196. In the event of certain pregnancy-related medical complications, email Disability Services@riosalado.edu or call (480) 517-8562 for assistance in providing accommodations/academic adjustments.

CONDUCT CODE (CONT.)

Grade Grievance

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. If the grade issue is the final grade, Article 20.7.6 of the Faculty Agreement governs. https://cdn.maricopa.edu/documents/pdf/legal/publicstewardship/Article_20.7.6.pdf

If, after 10 business days of the request for a conference the issue is unresolved, the student may within 10 business days forward the written grievance to the Department or Division Chair. Students should review the S-6 Instructional Grievance Process for additional details. <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6>

Instructional Complaint

The Instructional HelpDesk assists students with instructional issues that may arise while taking a course. Call (866) 511-8380, (480) 517-8380, or email instructional.helpdesk@riosalado.edu.

Non-Instructional Complaint

The Office of Institutional Integrity & Compliance responds to all non-instructional challenges and concerns a student may encounter while attending Rio Salado College. Please complete the Student Complaint Form to submit non-instructional complaints, email studentcomplaints@riosalado.edu or call 480-517-8505.

DISABILITY ACCOMMODATIONS

Rio Salado College offers resources and services that promote accessible learning for students with documented disabilities. Services and accommodations are available at no cost to qualifying Rio Salado students. Rio Salado College's Disability Resources and Services (DRS) department processes each student's request on an individual, case-by-case basis, given a reasonable time frame. To request services, contact your education coordinator within your facility. Your representative may also contact DRS via phone or email.

Email: Disability.Services@riosalado.edu | Phone: (480) 517-8562

www.riosalado.edu/student-resources/disability-services

CORRESPONDENCE LEARNING

Proctored exams - If the class has a proctored mid-term or final, IRE will send the test materials to the facility.

Unproctored exams - If the course does not have a test that requires a proctor, the test is provided with the rest of the course materials.

Scheduling Course Exams for Correspondence Courses

Your course materials will include due dates for your weekly assignments and for midterm/final exams. When you receive your course materials, contact the education office at your facility to schedule your exam dates if a proctor is required.

The Rio Salado IRE Department will mail your testing materials to the education office at your facility within thirty (30) days of your class start date. If your course has a midterm and final exam, both tests will be mailed at the same time.

Once your test is completed, the proctor must return all testing materials in the prepaid testing envelope within 24 hours. Any deviation may result in the test not being accepted by the Testing Center at Rio Salado College.

www.riosalado.edu/rio-specialized-programs/incarcerated



Rio Salado College

Incarcerated Re-Entry
2323 West 14th Street
Tempe, AZ 85281



incarcerated.reentr@riosalado.edu



(480) 517-8345
(877) 517-8345



RIO SALADO COLLEGE
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MARICOPA
COMMUNITY COLLEGES



The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit: www.maricopa.edu/non-discrimination.