



COMMUNITY CAMPUS
New Non-Degree Seeking Program for
Domestic High School Students or Community Members
Program Approval and Process for Program Implementation

Program Approval

Program approval is the responsibility of ODCE and Academic Affairs.

- New programs will make a request to Carla Holloway (carlaholloway@arizona.edu) that will be reviewed for inclusion in the Community Campus
- Approved programs will be created in the plan table and added to the Community Campus in the academic structure tables in UAccess Student
- A recruitment category will be created by UITS (UAccess Student Business Analyst Team)
- Admissions will be notified of the approval so that the program can appear on the non-degree application
- A billing rate memo will be provided by ODCE to the Bursar's Office for use with tuition calculation

Application Process Requirements

After confirmation of approval, complete program on-line application request form (<https://slate.admissions.arizona.edu/register/?id=9a155fe3-99cd-480d-9e5b-6245fa5fc538>) and submit it and then schedule a meeting with Briana Valdez (valdezb), 621-5293 and Christina Pool (schimmer), 626-1105 from Admissions Processing, to review your completed on-line application form. Please note: Additions and changes may be limited if requested mid-cycle. Allow ample time for the creation of your new program into the application. Items requested in the on-line application request form are outlined below.

- **Program Title & Description**
 - Identify program title and description. (Program title should be brief 4-5 words. Description should be about 3-4 sentences and include a website if one exists. See examples below:

SPECIFIC UA NON-DEGREE-SEEKING STUDENT PROGRAMS

- Engineering 102***
Engineering 102 HS is an opportunity for high school juniors and seniors, enrolled in Pre-Calculus, Calculus I or above, to receive college credit while still in high school. This course is taught on specific high school campuses by high school instructors. The course 'Engineering 102' introduces students to the fundamental principles of engineering design. This introductory course teaches students how teamwork, communication and design techniques can be applied to a variety of engineering problems. The course also provides students with a perspective on the various engineering disciplines, which helps them select an engineering degree program that best fits their skills and interests.
www.engr.arizona.edu/102highsch
- Jumpstart***
This summer program provides high school juniors and seniors with the opportunity to explore university-level instruction by enrolling in general education courses at the University of Arizona. For a reduced tuition, students will earn 3 units of academic credit that will count toward their eventual UA degree!



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- **Participants/Population**
 - Students currently in high school or HS graduates? Domestic only or Domestic and International students? Community members? Expected enrollment number.
 - **International Students:**
Contact Sergio Ayala (ayalas), 621-6762 to discuss possibilities for including International students in your new HS program. The students may need to pass an English Proficiency requirement such as TOEFL or provide a Visa.
- **Start Term and terms of Enrollment**
 - Please provide the start term for this program and the terms it will be offered. (i.e. summer only, year round etc.)
- **Provide Program Contact Information**
 - Name, Email & Phone Number of all lead contacts and coordinators of this new program, including business manager
- **Create a UAccess Recruitment Category**
 - 4-digit letter/number code to track and mark applications in UAccess as part of your program. Department can create a code to match description of the program
Example:

MCB1	MCB 101 High School Program
MCB2	MCB 102 High School Program

- **Request Access to Analytics Report**
 - A report/query of student data for those applying to your program will be sent automatically to program contact. The report will include: SID#, Pin #s, demographics and application status. Provide names of staff members who need to receive this report.
 - It is the responsibility of the program's coordinators to closely monitor, review and verify the report and to confirm that the correct applicants are in the correct NDS Program.
- **Student Letter of Admission:**
 - Once a student is admitted, they will be sent a letter of admission with details of the program and how to enroll. Please provide the program content you will want to be inserted into your admission letter. Briana will provide a sample letter that you can edit for content related to your program.



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- **Application Fees: (\$25/student)**
 - Admissions Processing will email program contact(s) at the end of each term, to initiate application fee payment for applicants who are enrolled in each program.
 - Admissions Processing will include the object code and account # for the Interdepartmental Billing transaction.
 - When payment is sent to Jacque Siqueiros (siqueirj), 621-7319, please copy Briana Valdez and Corina Flynn in Admissions Processing.

Course Setup

Course setup for Community Campus courses is the responsibility of the College/Department/Program.

- Course and section creation should be done according to the standard Room & Course Scheduling deadlines
- Sections should be created with a campus of Community and a location of Community Campus – High School or Community College – Bridge or Community College – Outreach depending on the program intention.
- If self-registration is not being used, sections should be restricted to allow for only designated students (in the specific non-degree seeking plan) to be registered during manual/batch registration

Registration

Registration in Community Campus is the responsibility of the College/Department/Program/Student.

- Self-registration by students in UAccess is an option, if desired
- Departments should have an individual designated with the access to manually register or batch register students into courses and sections
- Any pre-registration information gathering is to be managed by the college/department/program, including any automated or website registration processes
- Adding and dropping students after the drop date will be critical to ensuring that the student is charged or refunded appropriately

Billing & Payment Deadlines

Billing in the Community Campus is the responsibility of the Bursar's Office.

- Students are billed based on the designated per unit cost provided in the billing rate memo, plus the AFAT fee
- Students enrolled in more than one academic plan will be charged the higher of the per unit rates for all units
- All standard payment deadlines apply
- Students registered before the first day of classes will have payment due on the first day of class



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- Students registered after the first day of classes will have payment due mid-October for Fall and mid-March for spring, as posted on the Bursar's website
- In order to avoid late fees, student accounts must be cleared by the deadline
- The Bursar's Office will work with programs that have sponsor or agency payments to clear student accounts
- Students not dropped by the withdrawal deadline will be responsible for the full cost of the program, whether they complete it or not

Financial Aid

Financial Aid is the responsibility of the College/Department/Program.

- Financial aid awards must be posted by the established payment deadlines as posted on the Bursar's website.
- Aid item types must be specific for Community Campus.

Minors Policy

Adhering to the minors policy for any programming is the responsibility of the College/Department/Program.

- Prior to enrolling students in the program, each department must reach out to Jocelyn Gehring at jocelyngehring@email.arizona.edu to inform her of the program offering and determine the non-enrolled minors policy procedures that need met: <https://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors>

Grades

The posting of grades is the responsibility of the College/Department/Program.

- Grades must be posted by the standard deadlines as established by Academic Affairs

Revenue Disbursements

Revenue disbursement for the Community Campus is the responsibility of the Office of Budget and Planning.

- Revenue collected in the Community Campus will be distributed 100% to the College course owner on object code 0257.
- Revenue will be disbursed three times per year, on the same schedule as AZ Online and Distance disbursements according to the AIB model.
- Analytics reports are available on the AIB dashboard, Distributed Education tab, Community Campus sub-page.

