



**RIO SALADO COLLEGE**

**A MARICOPA COMMUNITY COLLEGE**

# **CORRESPONDENCE COURSE GUIDE**

**A GUIDE TO EARNING CERTIFICATES AND ASSOCIATE  
DEGREES FOR INCARCERATED AND SECURE CARE STUDENTS**



# 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 session. All necessary program forms can be found in the Forms session.

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. The student can also contact us in writing to request a packet of information.



## CONTACT US



**Rio Salado College**  
Incarcerated Re-Entry  
2323 West 14th Street  
Tempe, AZ 85281



[incarcerated.reentr@riosalado.edu](mailto:incarcerated.reentr@riosalado.edu)



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

[www.riosalado.edu/IRE](http://www.riosalado.edu/IRE)

[www.riosalado.edu/accreditation](http://www.riosalado.edu/accreditation)



## ABOUT RIO SALADO

Established in 1978, Rio Salado is an accredited college with a proven track record of student success. As one of the ten colleges in the Maricopa County Community College District (MCCCD), Rio Salado serves nearly **53,000** students annually through online and distance learning. Rio Salado College is based in Tempe, Arizona. We offer transfer agreements with the three Arizona public universities, and many other universities across the nation.

# TABLE OF CONTENTS

## Correspondence Program Overview

Correspondence Program Overview.....	5
What are correspondence courses?.....	5
Student policies and eligibility.....	6
Choosing a program of study.....	7
Tuition and fees.....	8
Methods of payment.....	9
Withdrawal and refunds.....	9
Testing.....	10
Success tips.....	11

## Certificate and Degree Programs

Certificate and Degree Programs.....	14
Addictions and Substance Use Disorders.....	15
Arizona General Education Curriculum Liberal Arts.....	19
Quality Customer Service.....	21
Small Business Start-Up.....	25
Sustainable Food Systems.....	27
Workforce Development and Community Re-Entry.....	29

## Course Descriptions..... 32

## Forms

Forms.....	42
Student Admission Application.....	43
Student Information Release Authorization.....	45
Self-Pay Form In-State.....	48
Self-Pay Form Out-of-State.....	49
IRE Arizona Scholarship Application.....	50
Continuation of Courses/Book Return.....	52

# WHAT ARE CORRESPONDENCE COURSES?

Correspondence classes are paper-based, and are delivered through written correspondence using the U.S. Postal Service and facility/prison mail system.

Learning and assignments are done by the student at-will (not in a classroom setting). Correspondence classes are designed to satisfy the requirements for a college certificate.

**A certificate is the first step on the pathway toward earning an associate degree.**



## HOW IT WORKS

- All courses are done through **correspondence**.
- Course start dates are based on the shipping of course materials. Please allow **2-8 weeks** for processing of course materials and textbooks.
- Textbooks/course materials may not be delivered to students who enroll in a course without prior approval from their facility.
- Students are responsible for tracking assignments, reading the course syllabus and communicating with their instructors and/or the IRE Department team while enrolled.
- Students are expected to complete courses in the required timeframe – between 4-14 weeks, prior to the course end date.
- Please keep a copy of assignments and course materials until a final grade is posted.
- Students can move ahead and complete course work ahead of schedule.
- Submit the *Course Continuation Form* when you are ready to move forward with the next course in your program pathway.
- IRE Department team will order textbook and send with approved course materials to student. We will not accept books purchased from a 3rd party.

# STUDENT POLICIES & ELIGIBILITY

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:



**Have a high school diploma/GED and pass mandatory literacy**



**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](http://www.riosalado.edu/catalog) | [www.corrections.az.gov](http://www.corrections.az.gov)  
[my.maricopa.edu/campus-life/student-policies](http://my.maricopa.edu/campus-life/student-policies)

# CHOOSING A PROGRAM OF STUDY

Rio Salado College offers seven certificates of completion and four associate degrees for correspondence 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*

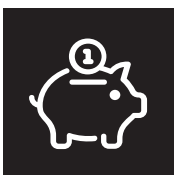
**3**  
**CREDITS**  
*per class*

**9**  
**HOURS**  
*of studying  
per week*



## ACADEMIC HISTORY

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 our correspondence program.



## AVAILABILITY OF FUNDS

How will you pay for your classes? Do you have funding sources to pay for more than one class a semester? It is the student's responsibility to obtain funding for classes.

We accept credit card payment on behalf of student, check from inmate account, VA funding and other types of scholarship payments.

# 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, registration and textbook fees.



IN-STATE  
TUITION

**\$85**  
*a credit*

OUT-OF-STATE  
TUITION

**\$215**  
*a credit*

COURSE  
MATERIALS FEE

**\$15**  
*per class*

REGISTRATION  
FEE

**\$15**  
*per semester*

## TEXTBOOKS

**If your course has a textbook, 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.

[www.riosalado.edu/cashier](http://www.riosalado.edu/cashier)

[www.bkstr.com/riosaladostore/home](http://www.bkstr.com/riosaladostore/home)



# METHODS OF PAYMENT

The IRE team will contact your party to verify payment prior to enrollment.

**There are many possible ways to pay for your courses, such as:**

- Inmate account
- Family, friend or advocate
- Veteran education benefits
- Associations or non-profit organizations (Churches, Salvation Army, Tribal Funding, etc.)
- IRE Scholarship (for Arizona students residing in a state or federal Arizona correctional facility)

[www.riosalado.edu/distancelearning](http://www.riosalado.edu/distancelearning)

# 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 have negative impact on any scholarship or special funding, and may result being ineligible for future funding. Students who wish to withdraw from a course must contact the IRE Department. Due to delays in mail (2-8 weeks) it may be too late to withdraw.

[www.riosalado.edu/cashier/pages/refund.aspx](http://www.riosalado.edu/cashier/pages/refund.aspx)

# 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.**

[accuplacer.collegeboard.org/](https://accuplacer.collegeboard.org/) | [asa.maricopa.edu](https://asa.maricopa.edu)

# 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** when 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 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.



---

# CERTIFICATE AND DEGREE PROGRAMS



# CERTIFICATE AND DEGREE PROGRAMS

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

- **Addictions and Substance Use Disorders**
- **Arizona General Education Curriculum Liberal Arts**
- **Small Business Start-Up**
- **Quality Customer Service**
- **Workforce Development: Introduction to Sustainable Food Systems**
- **Workforce Development Re-Entry**

Note: The prison system may offer construction, electrical, plumbing or other certificate programs in coordination with local community colleges. These certificate programs may also transfer as electives toward an Associate degree program. Please check with the RIO Salado IRE Department for verification.

# ADDICTIONS AND SUBSTANCE USE DISORDERS

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 22 percent from 2014 to 2024, much faster than the average for all occupations.

▲ **22%**  
From 2014 to 2024

## EARNINGS

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

**Licensed Substance Abuse Technician/Counselor**

**\$27,000–\$32,000**

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

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.

*Important information about the educational debt, earnings, and completion rates of students who attend this program is available at [www.riosalado.edu/geprograms](http://www.riosalado.edu/geprograms).*



## 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 <b>Family Dynamics and Addiction</b>	Yes	No	3
ASD226 <b>Counseling Multicultural and Diverse Populations</b>	Yes	No	3
ASD236 <b>Relapse, Recovery and Addiction</b>	Yes	No	2
ASD245 <b>Co-Occurring Disorders</b>	No	No	2
ASD250 <b>Group Interventions</b>	Yes	No	3
ASD275 <b>Advanced Theory and Techniques in Addiction Disorders</b>	Yes	No	3
<b>Restricted Electives</b> – SOC2XX, or ASD285XX, or PSY266	Yes	No	2
<b>Credits for Level II Certificate</b>			18
<i>This certificate can be completed in 3 or more years with dedication and motivation.</i>		<b>TOTAL CREDITS</b>	<b>39</b>

*\* Level I Addictions and Substance Use Disorders must be completed prior to starting Level II*

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.

*Important information about the educational debt, earnings, and completion rates of students who attend this program is available at [www.riosalado.edu/geprograms](http://www.riosalado.edu/geprograms).*

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

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

Student Information		
Student Name: _____	Student ID: _____	
Certificate of Completion-Chemical Dependency Level I/Level II	Credits	Grade/Semester Completed
<b>Level I</b>		
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	
<b>Total</b>	<b>21</b>	
<b>Level II</b>		
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, ASD285XX	2	
<b>Total</b>	<b>39</b>	
General Studies Requirements	Credits	Grade/Semester Completed
<b>First Year Composition</b>		
<b>ENG101*</b>	3	
<b>ENG102*</b>	3	
<b>Communication</b>		
COM110	3	
<b>Mathematics</b>		
<b>MAT112* or higher</b>	3	
<b>Critical Reading</b>		
<b>CRE101*</b> or equivalent as indicated by assessment	0–3	
<b>Humanities and Fine Arts</b>		
ENH251 or PHI101 or REL100 or REL101	3	
<b>Natural Sciences</b>		
AGS 164 and GPH113	4	
<b>Social and Behavioral Sciences</b>		
PSY101	3	
<b>Total</b>	<b>22–25</b>	

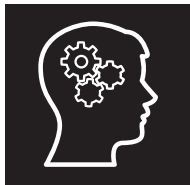
\* Placement test or course prerequisite

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

# 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.

## EXAMPLES OF GENERAL EDUCATION DISCIPLINES



### 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

**THE AGECA CERTIFICATE IS IDEAL FOR STUDENTS WHO HAVE NOT YET DECIDED WHICH DEGREE PROGRAM TO COMPLETE.**



## DID YOU KNOW?

General education classes are required for all college degrees.

## 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
<b>Composition (FYC) 6 credits</b>		
ENG101* – First-Year Composition	<b>3</b>	
ENG102 – First-Year Composition	<b>3</b>	
<b>Core Area Literacy and Critical Inquiry (L) 3 credits</b>		
GBS233* or CRE101*	<b>3</b>	
<b>Core Area Mathematical Studies (MS/CS) 6 credits</b>		
MAT142	<b>3</b>	
PSY230*	<b>3</b>	
<b>Core Area Humanities and Fine Arts (HU) 6 credits</b>		
<b>ENH251**</b> , or PHI101 or <b>REL100**</b> or REL101	<b>6</b>	
<b>Core Area Social and Behavioral Sciences (SB) 6 credits</b>		
PSY101*	<b>3</b>	
<b>ASB102**</b> or <b>COM263**</b> or ECN211 or ECN212 or <b>GCU121**</b> or HES100 or POS110 or PSY240 or PSY260 or PSY266 or SOC101 or <b>SOC212**</b> or COM110 or COM100	<b>3</b>	
<b>Core Area Natural Sciences (SG or SQ) and Natural Science (SQ) 8 credits</b>		
AGS164 (SQ and SQ) and GPH113 (SQ)	<b>8</b>	
<b>Core Area Cultural Diversity (C) 0–3 credits</b>		
<b>COM263**</b> or <b>SOC212**</b>	<b>3</b>	
<b>Core Area Global Awareness (G) or Historical Awareness (H) 0–3 credits</b>		
<b>ASB102**</b> or <b>COM263**</b> or <b>ENH251**</b> or <b>ENH291**</b> or <b>GCU121**</b> or <b>REL100**</b>	<b>3</b>	
<b>Total</b>	<b>35–41</b>	
<b>Classes</b>	<b>11–16</b>	

\*ASB102, SOC101, SOC212, PSY101, or HES100 are recommended as first college course while waiting for English, Math or Reading placement exam

GBS233: ENG101 must be taken prior to GBS233

\*ENG101: A placement test must be taken prior to taking ENG101

\*CRE101: A placement test and "C" or better in ENG101. If a placement score exempts a student from CRE101, a Literacy or Critical Inquiry class must still be taken, such as GBS233 or CRE101.

\*PSY230: PSY101 and MAT092 (or higher) must be taken prior to PSY230

• \*C or better needed in PSY101

• \*C in MAT092 or equivalent Math score for MAT112

\*\*Courses in bold may be used to satisfy the Awareness Areas may "double-dip" with Core Areas

English, Math and Reading require a placement test.

• Possible Math path based on score: MAT082 then MAT092 then MAT142

• \*B or better needed in MAT092 to take MAT142

• \*C in MAT092 then MAT122 then MAT142

• Possible English path based on score: ENG091 then ENG101 then ENG102

• Possible Reading path based on score: RDG100 then CRE101

Completion of the Associate in Arts or the AGECE-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.

**Students or family may contact IRE with questions.**

# QUALITY CUSTOMER SERVICE

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

The job market is projected to grow 10 percent from 2014–2024, faster than the average for all occupations.

▲ **10%**  
From 2014 to 2024

## EARNINGS

The median hourly wage for customer service representatives was

**\$15.53** (As of May 2016)



## 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 process toward certificate of completion.*

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
COM110 <b>Interpersonal Communication</b>	Yes	No	3
ENG101 <b>First Year Composition</b>	Yes	Yes	3
GBS175 <b>Professional Development</b>	Yes	No	3
TQM101 <b>Quality Customer Service</b>	Yes	No	3
GBS233 <b>Business Communication</b> <i>(Fulfills critical reading for business towards Associate Applied Science Degree)</i>	Yes	No	3
COM263 <b>Elements of Intercultural Communication</b> or SOC212 <b>Gender and Society</b>	Yes	No	3
TQM230 <b>Teamwork Dynamics</b>	Yes	No	2
<i>This certificate can be completed in 2 or more years with dedication and motivation.</i>		<b>TOTAL CREDITS</b>	<b>20</b>

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.

*Important information about the educational debt, earnings, and completion rates of students who attend this program is available at [www.riosalado.edu/geprograms](http://www.riosalado.edu/geprograms).*

## Associate in Arts Requirements (AA)

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

Student Information			
Student Name: _____	Student ID: _____		
General Studies Requirements	Credits	Grade/Semester Completed	
<b>First Year Composition (FYC)</b>			
<b>ENG101</b> * Placement test or course prerequisite	<b>3</b>		
<b>ENG102</b> * Placement test or course prerequisite	<b>3</b>		
<b>Mathematics (MA/CS)</b>			
MAT142* or higher	3		
PSY230*	<b>3</b>		
<b>Literacy and Critical Inquiry (L)</b>			
GBS 233* or <b>CRE101*</b>	<b>3</b>		
<b>Humanities and Fine Arts (HU) Choose Two</b>			
<b>ENH 251</b> , or ENH291 or <b>PHI101</b> or <b>REL100</b> or REL101	<b>6</b>		
<b>Natural Sciences (SG &amp; SQ)</b>			
AGS 164 and GPH113	<b>8</b>		
<b>Social and Behavioral Sciences (SB) Choose Two</b>			
<b>ASB102</b> or <b>COM110</b> or <b>COM263</b> or or <b>ECN211</b> or <b>ECN212</b> or GCU121 or HES100 or POS110 or <b>PSY101</b> or PSY240 or PSY260 or PSY266 or SOC101 or <b>SOC212</b>	<b>6</b>		
<b>Total</b>	<b>35</b>		
Awareness Area	May be shared with General Studies requirements	Credits	Grade/Semester Completed
<b>Cultural Diversity (C)</b>			
<b>COM263</b> or SOC212 <i>*apply to both awareness and general studies</i>		<b>0–3</b>	
<b>Global Awareness (G) or Historical Awareness (H)</b>			
<b>ABS102</b> or <b>COM263</b> or <b>ENH251</b> or ENH291 or GCU121 or REL100		<b>0–3</b>	
<b>Oral Communication</b>			
<b>COM110</b> <i>*bold apply to both awareness and general studies</i>		<b>0–3</b>	
<b>Critical Reading (L)</b>			
<b>CRE101*</b> or equivalent as indicated by assessment		<b>0–3</b>	
<b>Total</b>		<b>0–12</b>	
<b>General Electives</b> Complete a minimum of 17 to 24 credits (approximately 8 3-credit classes) examples listed below:			
<b>CCL Quality Customer Service: COM110 &amp; GBS175 &amp; TQM101 &amp; GBS233 &amp; TQM230 &amp; COM263 OR SOC212 (17 credits/7 classes)</b>			
<b>CCL Small Business Start Up: MGT253 &amp; MKT271 &amp; SBS213 &amp; SBS214 &amp; SBS220 &amp; SBS230 (12 credits/6 classes)</b>			
<b>CCL I Addiction and Substance Use Disorder: ASD100 &amp; ASD102 &amp; ASD110 &amp; ASD120 &amp; ASD145 &amp; ASD150 &amp; ASD161 &amp; ASD165 &amp; BHS205. CCL II: ASD220 &amp; ASD226 &amp; ASD236 &amp; ASD245 &amp; ASD250 &amp; ASD275 &amp; PSY2XX or SOC2XX or ASD285XX (CCL Workforce Development: WFR110, WFR112, WFR114, WFR116, WFR118, WFR120 (13 credits/6 classes)</b>			
<b>CCL Sustainable Foods: FON163 &amp; FON161 &amp; CUL101 &amp; CUL102 (12 credits/4 classes)</b>			

**\*Placement test or course prerequisite**

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

## Associate in General Studies Requirements (AGS)

**Degree Completion Check Sheet: Total Credits 60 Overall GPA 2.00**

Student Information		
Student Name: _____	Student ID: _____	
General Studies Requirements	Credits	Grade/Semester Completed
<b>First Year Composition (FYC)</b>		
<b>ENG101 * Placement test or course prerequisite</b>	<b>3</b>	
<b>ENG102 * Placement test or course prerequisite</b>	<b>3</b>	
<b>Oral Communication</b>		
COM110	<b>3</b>	
<b>Mathematics</b>		
<b>MAT112 or MAT122 or MAT142 or MAT151 or MAT187 or MAT221*</b>	<b>3</b>	
<b>Computer Usage</b>		
PSY230*	<b>3</b>	
<b>Critical Reading</b>		
CRE101* or equivalent as indicated by assessment	<b>0-3</b>	
<b>Literacy and Critical (L)</b>		
GBS233* or <b>CRE101*</b>	<b>3</b>	
<b>Humanities and Fine Arts (HU) Choose Three</b>		
ENH 251, or ENH291 or PHI101 or REL100 or REL101	<b>9</b>	
<b>Natural Sciences (SG &amp; SQ)</b>		
AGS 164 and GPH113	<b>8</b>	
<b>Social and Behavioral Sciences (SB) Choose Three</b>		
ASB102 or COM110 or COM263 or or ECN211 or ECN212 or GCU121 or HES100 or POS110 or PSY101 or PSY240 or PSY260 or PSY266 or SOC101 or SOC212	<b>9</b>	
	<b>44-47</b>	
<b>General Electives</b> Complete a minimum of 13 to 24 credits (approximately 8 3-credit classes) examples listed below:		
<b>CCL Quality Customer Service: COM110 &amp; GBS175 &amp; TQM101 &amp; GBS233 &amp; TQM230 &amp; COM263 OR SOC212 (17 credits/7 classes)</b>		
<b>CCL Small Business Start Up: MGT253 &amp; MKT271 &amp; SBS213 &amp; SBS214 &amp; SBS220 &amp; SBS230 (12 credits/6 classes)</b>		
<b>CCL I Addiction and Substance Use Disorder: ASD100 &amp; ASD102 &amp; ASD110 &amp; ASD120 &amp; ASD145 &amp; ASD150 &amp; ASD161 &amp; ASD165 &amp; BHS205. CCL II: ASD220 &amp; ASD226 &amp; ASD236 &amp; ASD245 &amp; ASD250 &amp; ASD275 &amp; PSY2XX or SOC2XX or ASD285XX</b>		
<b>CCL Workforce Development: WFR110, WFR112, WFR114, WFR116, WFR118, WFR120 (13 credits/6 classes)</b>		
<b>CCL Sustainable Foods: FON163 &amp; FON161 &amp; CUL101 &amp; CUL102 (12 credits/4 classes)</b>		

\* Placement test or course prerequisite

*Please also note, other 1-3 credit computer courses may apply, please work with the Incarcerated Re-Entry Distance Learning*



# SMALL BUSINESS START-UP

Want to start your own business? The Small Business Start-Up 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 8 percent from 2014 to 2024, about the average for all occupations.

▲ 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, petsitting, 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 Start-Up (SBS) Certificate of Completion (CCL)

*Use this to track process toward certificate of completion.*

COURSE NAME	TEXTBOOK	PROCTORED	COURSE CREDITS
MGT253 <b>Owning and Operating a Small Business</b>	Yes	No	3
MKT271 <b>Principles of Marketing</b>	Yes	No	3
SBS213 <b>Hiring and Managing Employees</b>	Yes	No	1
SBS214 <b>Small Business Customer Relations</b>	Yes	No	1
SBS220 <b>Internet Marketing for Small Business</b>	Yes	No	2
SBS230 <b>Financial and Tax Management for Small Business</b>	Yes	No	2
<i>This certificate can be completed in 2 or more years with dedication and motivation.</i>			<b>TOTAL CREDITS</b>
			<b>12</b>

The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

*Important information about the educational debt, earnings, and completion rates of students who attend this program is available at [www.riosalado.edu/geprograms](http://www.riosalado.edu/geprograms).*

# WORKFORCE DEVELOPMENT: INTRODUCTION TO SUSTAINABLE FOOD SYSTEMS

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 9 percent from 2016 to 2026, about as fast as the average for all occupations.

▲ **9%**  
From 2016 to 2026

## EARNINGS

Pay ranges below are the median salary levels for 2016. They are estimates and cannot be considered a guarantee of pay rate or employment.

Food Prep Workers and Cooks

**\$21,000–\$23,000** per year

Chefs and Head Cooks

**\$43,000** 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 Fundamentals: Culinary Basics	No	No	3
CUL102 Culinary Fundamentals: Hot Foods	No	No	3
FON161 Sustainable Food Production Systems	No	No	3
FON163 Sustainable Kitchen Practices	No	No	3
<b>TOTAL CREDITS</b>			<b>12</b>

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.

*Important information about the educational debt, earnings, and completion rates of students who attend this program is available at [www.riosalado.edu/geprograms](http://www.riosalado.edu/geprograms).*

# WORKFORCE DEVELOPMENT AND COMMUNITY RE-ENTRY

Rio Salado offers a certificate in Workforce Development that 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.

## WHAT CAN I DO WITH MY CERTIFICATE?

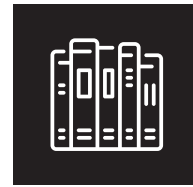
The 13 credits you earn for the certificate can be applied toward an:



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



**Associate in  
Arts Degree**



**Associate in General  
Studies Degree**

## WHY EARN A DEGREE?

- **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:

**\$798** Per Week    **\$41,496** Per Year

### Average Salary with a Bachelor's Degree\*

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

**\$1,137** Per Week    **\$59,124** Per Year

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

## Workforce Development and Community Re-Entry (WFR) Certificate of Completion (CCL)

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 <b>Personal Skill Development</b>	Yes	No	3
WFR112 <b>Family Reunification</b>	Yes	No	3
WFR114 <b>Social Skill Development</b>	No	No	1
WFR116 <b>Substance Abuse Education</b>	No	No	1
WFR118 <b>Job Readiness</b>	Yes	No	3
WFR120 <b>Job Retention</b>	Yes	No	2
<i>This certificate can be completed in 2 or more years with dedication and motivation.</i>			<b>TOTAL CREDITS</b>
			<b>13</b>

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.

*Important information about the educational debt, earnings, and completion rates of students who attend this program is available at [www.riosalado.edu/geprograms](http://www.riosalado.edu/geprograms).*

**Workforce Development and Community Re-Entry (WFR) Associate of Applied Science (AAS) and (CCL)  
Degree Completion Check Sheet: Total Credits 64–67 Overall GPA 2.00**

<b>Student Information</b>		
Student Name: _____	Student ID: _____	
<b>Workforce Development Certificate of Completion</b>	<b>Grade/Semester Completed</b>	<b>Credits</b>
WFR110 – Personal Skill Development		<b>3</b>
WFR112 – Family Reunification		<b>3</b>
WFR114 – Social Skill Development		<b>1</b>
WFR116 – Substance Abuse Education		<b>1</b>
WFR118 – Job Readiness		<b>3</b>
WFR120 – Job Retention		<b>2</b>
<b>Total Credits</b>		<b>13</b>
<b>General Studies Requirements</b>	<b>Grade/Semester Completed</b>	<b>Credits</b>
<b>First Year Composition</b>		
<b>ENG101* placement test or course prerequisite</b>		<b>3</b>
<b>ENG102* placement test or course prerequisite</b>		<b>3</b>
<b>Communication</b>		
COM110		<b>3</b>
<b>Mathematics</b>		
<b>MAT 112* or higher placement test or course prerequisite</b>		<b>3</b>
<b>Critical Reading</b>		
<b>CRE101* placement test or course prerequisite</b>		<b>3</b>
<b>Humanities and Fine Arts</b>		
ENH251 or ENH291 or PHI101 or REL100 or REL101		<b>3</b>
<b>Natural Sciences</b>		
AGS164 or GPH113		<b>4</b>
<b>Social and Behavioral Sciences (SB)</b>		
ASB102 or COM263 or ECN211 or ECN212 or GCU121 or HES100 or POS110 or PSY101 or PSY240 or PSY260 or PSY266 or SOC101 or SOC212		<b>3</b>
<b>Total Credits</b>		<b>25</b>
<b>Restricted Elective Courses and Certificate of Completion (CCL)</b>		
26–29 industry/job specific elective credits, must include a minimum of 9 credits with a common prefix.		
<b>CCL I Addiction and Substance Use Disorder:</b> ASD100 & ASD102 & ASD110 & ASD120 & ASD145 & ASD150 & ASD161 & ASD165 & BHS205. <b>CCL II:</b> ASD220 & ASD226 & ASD236 & ASD245 & ASD250 & ASD275 & PSY2XX or SOC2XX or ASD285XX		
Any Communication Course(s) COM110, COM263		
<b>CCL Quality Customer Service:</b> COM110 & GBS175 & TQM101 & GBS233 & TQM230 & <b>COM263 OR SOC212 (17 credits/6 class)</b>		
<b>CCL Small Business Start Up:</b> MGT253 & MKT271 & SBS213 & SBS214 & SBS220 & SBS230 <b>(12 credits/6classes)</b>		
<b>CCL Sustainable Foods:</b> FON163 & FON161 & CUL101 & CUL102 <b>(12 credits/4 classes)</b>		
Any American National Government POS110		
Any Psychology Course(s) PSY101, PSY230, PSY240, PSY260, PSY266		
Any Sociology Courses(s) SOC101, SOC212		

Other Usable Prefixes: ABA, ABC, ACC, ADA, AGB, AGL, AGS, APT, AUT, BLT, BPC, CIS, CNS, ELA, FON, GTC, IEC, IND, REC, SUN, WLD, WWM

*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

## 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. Recordkeeping/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. Recordkeeping 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><b>ASD236: Relapse, Recovery and Addiction</b></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><b>Prerequisites:</b> None</p>	<p><b>ASD245: Co-Occurring Disorders</b></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><b>Prerequisites:</b> None</p>
<p><b>ASD250: Group Interventions</b></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><b>Prerequisites:</b> None</p>	<p><b>ASD275: Advanced Theory and Techniques in Addiction Disorders</b></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><b>Prerequisites:</b> ASD220, ASD226, ASD245 and ASD250 with a grade of C or better, or permission of Instructor.</p>
<p><b>ASD285AA: Treatment for Stimulant Use Disorders Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285AA may be repeated for a total of four (4) credit hours.</p>	<p><b>ASD285BB: Adolescent Substance Abuse Treatment Seminar – 1 credit</b></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><b>Prerequisites:</b> None <b>Course Notes:</b> ASD285BB may be repeated for a total of four (4) credit hours.</p>
<p><b>ASD285CC: Addiction Review Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285CC may be repeated for a total of four (4) credit hours.</p>	<p><b>ASD285DD: Motivation for Change in Substance Abuse Treatment Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285DD may be repeated for a total of four (4) credit hours.</p>
<p><b>ASD285EE: Domestic Violence and Substance Abuse Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285EE may be repeated for a total of four (4) credit hours.</p>	<p><b>ASD285FF: Street Drugs Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285FF may be repeated for a total of four (4) credit hours.</p>
<p><b>ASD285GG: Addictive and Medical Plants Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285GG may be repeated for a total of four (4) credit hours.</p>	<p><b>ASD285HH: Intervention and Treatment for Addictions and Substance Use Disorders Seminar – 1 credit</b></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. <b>Prerequisites:</b> None <b>Course Notes:</b> ASD285HH may be repeated for a total of four (4) credit hours.</p>

**AGRICULTURAL SCIENCES (AGS)****AGS164: Plant Growth and Development – 4 credits**

Principles of growth in relation to seed germination, emergence, growth and reproduction processes of plants and the environmental influences on plant growth processes.

**Prerequisites:** None

**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  COM1100: Introduction to Human Communication – 3 credits**

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process.

**Prerequisites:** None

**COM110  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**

Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds.

**Prerequisites:** None

**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  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

**ECN212  ECN2202: Microeconomic Principles – 3 credits**

Microeconomics 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

**ENGLISH (ENG)****ENG081: Preparatory Academic Writing II – 3 credits**

Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes.

**Prerequisites:** Appropriate writing placement test score, or a grade of "C" or better in ENG071 or ESL077, or permission of Department or Division.

**ENG091: Preparatory Academic Writing III – 3 credits**

Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity.

**Prerequisites:** Appropriate writing placement test score, or a grade of "C" or better in ENG081 or ESL087, or permission of Department or Division.

**ENG101  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.

**ENG102  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.

**ENGLISH HUMANITIES (ENH)****ENH251: Mythology – 3 credits**

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures.

**Prerequisites:** None

**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

**GENERAL BUSINESS (GBS)****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 or Department/Division.

**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

**GPH113: Introduction to Physical Geography – 4 credits**

Spatial and functional relationships among climates, landforms, soils, water, and plants.

**Prerequisites:** None

**HEALTH RELATED (HCC, HCR, HES)****HES100: Healthful Living – 3 credits**

Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles.

**Prerequisites:** None

**MANAGEMENT (MGT)****MGT253: Owning and Operating a Small Business – 3 credits**

Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics.

**Prerequisites:** None

**MARKETING (MKT)****MKT271: Principles of Marketing – 3 credits**

An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs.

**Prerequisites:** None

**MATHEMATICS (MAT)****MAT082: Basic Arithmetic – 3 credits**

Primary emphasis on conceptual understanding of and solving problems involving whole numbers, integers, mathematical operations, decimals, decimal operations, fractions, percentages, angles and geometric figures. Use of systems of measure, similarity, proportionality and the Pythagorean theorem. Focus on mathematical language, connections, patterns and reasoning, and additive and multiplicative reasoning.

**Prerequisites:** Satisfactory score on district placement exam.

**Course Notes:** Students may receive credit for only one of the following: (MAT051 and MAT052 and MAT053 and MAT054), or MAT081, or MAT082.

**MAT092: Introductory Algebra – 3 credits**

Emphasis on meanings related to variable, equality, inequality, equivalence. The use of additive and multiplicative reasoning in solving linear equations and inequalities in one variable. Validation of solution(s) through a reasonable mathematical defense. Transfer and apply knowledge through a process of sense making and reasonableness in mathematical problems and practical application situations. Recognize patterns and organize data to represent situations where output is related to input. Understand the concept of function and be able to represent functions in multiple ways, including tables, algebraic rules, graphs and contextual situations, and make connections among these representations. Read, represent, and interpret linear function relationships numerically, analytically, graphically and verbally and connect the different representations. Model and solve real world problems involving constant rate of change.

**Prerequisites:** An appropriate mathematics placement score, OR a grade of "C" or better for MAT081, or MAT082, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT051, MAT052, MAT053, and MAT054)

**Course Notes:** Student may receive credit for only one of the following: MAT055 and MAT056 and MAT057, or MAT090, or MAT091, or MAT092

<p><b>MAT112: Mathematical Concepts and Applications – 3 credits</b></p> <p>A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical geometry, statistics, finance, and unit conversions.</p> <p><b>Prerequisites:</b> An appropriate mathematics placement score, OR a grade of “C” or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of “C” or better in each of the following courses: MAT055, MAT056, and MAT057).</p>	<p><b>MAT122: Intermediate Algebra – 3 credits</b></p> <p>Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions.</p> <p><b>Prerequisites:</b> An appropriate mathematics placement score, OR a grade of “B” or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of “B” or better in each of the following courses: MAT055, MAT056, and MAT057). Course Notes: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.</p>
<p><b>MAT142 <small>SUN#</small> MAT1142: College Mathematics – 3 credits</b></p> <p>College-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry.</p> <p><b>Prerequisites:</b> An appropriate mathematics placement score, OR a grade of “B” or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of “B” or better in each of the following courses: MAT055, MAT056, and MAT057), or a grade of “C” or better in MAT120, or MAT121, or MAT122. Course Notes: Students may receive credit for only one of the following: MAT140, MAT141, or MAT142.</p>	<p><b>MAT151 <small>SUN#</small> MAT1151: College Algebra/Functions – 4 credits</b></p> <p>Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, modeling and solving real world problems, and defining and illustrating sequences and series.</p> <p><b>Prerequisites:</b> A grade of “C” or better in MAT120, or MAT121, or MAT122, or satisfactory score on District placement exam. Course Notes: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.</p>
<p><b>MAT187 <small>SUN#</small> MAT1187: Pre-calculus – 5 credits</b></p> <p>A pre-calculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus.</p> <p><b>Prerequisites:</b> Grade of B or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Course Notes: Strongly recommended that students have some knowledge of trigonometry. Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.</p>	<p><b>MAT221: College Calculus with Analytic Geometry I – 4 credits</b></p> <p>Limits, continuity, differential and integral calculus of functions of one variable.</p> <p><b>Prerequisites:</b> Grade of C or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Notes: Student may receive credit for only one of the following: MAT220 or MAT221.</p>
<b>PHILOSOPHY (PHI)</b>	
<p><b>PHI101 <small>SUN#</small> PHI1101: Introduction to Philosophy – 3 credits</b></p> <p>General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God.</p> <p><b>Prerequisites:</b> None</p>	
<b>POLITICAL SCIENCE (POS)</b>	
<p><b>POS110: American National Government – 3 Credits</b></p> <p>Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States.</p> <p><b>Prerequisites:</b> None</p> <p><b>Course Notes:</b> POS101 may be repeated for a total of two (2) credit hours.</p>	

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

To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal.

**Prerequisites:** None

**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.

**Prerequisites:** PSY101 with a grade of C or better and MAT092 or equivalent, or permission of Instructor.

**PSY240: Developmental Psychology – 3 credits**

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology.

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

**PSY260: Psychology of Personality – 3 credits**

Introduction to theories of personality with emphasis upon application of specific theories towards the understanding of individuals.

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

**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.

**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 (appropriate reading placement test score or a grade of “C” or better in RDG091 or RDG095 or RDG100 or RDG111 or RDG112 or RDG113 or permission of Instructor).

**RELIGIOUS STUDIES (REL)****REL100: 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

**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)****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

**SBS220: Internet Marketing for Small Business – 2 credits**

Focuses on e-Commerce-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site.

**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

**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

**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. TQM201 is recommended.

**WORKFORCE DEVELOPMENT AND COMMUNITY RE-ENTRY (WFR)****WRF110: 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

**WRF112: Re-Entry Skills – Skills 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

**WRF114: 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

**WRF116: 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

**WRF118: 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

**WRF120: 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



# 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 Valley
- 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  
FOR RESIDENCY/TUITION CLASSIFICATION\***

\* 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\***

	Primary Y/N	Percentage	Ethnic Group/Tribe
Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
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

## 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? \_\_\_\_\_

## MILITARY

Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces?

If yes, select all that apply:

I am a current member of the US Armed Forces

**Yes**  **No**

I am a dependent of a member of the US Armed Forces

**Yes**  **No**

I am a former member of the US Armed Forces

**Yes**  **No**

## 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:

Current high school student taking courses (dual or concurrent enrollment)

Personal interest

Current university student taking courses to meet university requirements

Take courses for job skills

Earn a degree/certificate for transfer to another college or university

(do not intend to earn a degree/certificate)

Earn a degree/certificate to enter or advance in the job market

Take courses to transfer

(do not intend to earn a degree/certificate)

## 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](http://www.maricopa.edu/safety). Policies can be found online through [www.maricopa.edu](http://www.maricopa.edu) or you may request a copy from Admissions and Records.*



## 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 MCCCDC college registrars.

#### Section A: STUDENT INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section B: PERSON TO WHOM INFORMATION MAY BE RELEASED**

Please release information from my academic record to the following person:

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

*A picture ID must be presented by the individual authorized to view this student's record.*

**Security PIN:** For telephonic disclosure of FERPA protected information, the person named below will be required to authenticate his/her identity by providing a four-digit FERPA PIN number. You, the student, should choose a FERPA pin number and provide it to your third party contact.

**UNIQUE FERPA PIN:** \_\_\_\_\_

**Section C: RECORDS TO BE RELEASED AND FOR WHAT PURPOSE**

Check one or more boxes below to grant authorization for release of records. Information will not be shared unless the box describing the information sought is checked.

- All financial aid records (records include: status of file, awards and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the Academic, Admissions, Placement/Career Services, Financial Aid, or any similar file).
- All academic/transcript records (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, residency information, and any other documentation contained in the academic record)—including records held by the Admission, Records and Registration, and Cashiers Office.
- All student account records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, record hold information as it relates to parking tickets, library fines, financial aid repayments, and any other accounts receivable information contained in student account records).
- All student conduct records (records include: correspondence to and from student related to conduct issues, conduct investigative reports, and any other information related to student conduct).
- Other (please specify): \_\_\_\_\_

*NOTE: Medical records and services for students with disabilities records are considered medical records and not covered under this FERPA Student Information Release Authorization. A separate release form must be obtained for that information.*

**The information is to be released for the following purposes (check all that apply):**

\_\_\_ family communication about college experience    \_\_\_ admission to educational institution

\_\_\_\_ employment \_\_\_\_ assistance with counseling/treatment \_\_\_\_ other (please specify): \_\_\_\_\_

---

**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

Rev 05.02.2018



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](http://www.maricopa.edu/non-discrimination).





## Self-Pay/Payment Form – In State

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

DOC#: \_\_\_\_\_ Unit: \_\_\_\_\_ Housing: \_\_\_\_\_ Facility: \_\_\_\_\_

Indicate the Certificate of Completion you are Seeking:

- Addictions and Substance Use Disorder Level I (21 credits)
- Addictions and Substance Use Disorder Level II (18 credits)
- Arizona General Education Curriculum Liberal Arts (35–41 credits)
- Quality Customer Service (20 credits)
- Small Business Start-Up (12 credits)
- Workforce Development and Community Re-Entry (13 credits)
- Workforce Development: Introduction to Sustainable Food Systems (12 credits)
- Associate Degree

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. Listed below are the individual costs per class:

- **Tuition per Credit Hour:** \$85.00
- **Course Materials Packet** (includes syllabus, scantrons, and instructor labels): \$15.00 per class
- **Registration Fee:** \$15.00 per semester
- **Cost of books:** Varies

COURSE TITLE AND CREDITS	BOOK PRICE	TAX	TOTAL
#1	\$		\$
#2	\$		\$
Enter Tuition Total (\$85 per credit)			\$
Registration Fee (\$15 per semester)			\$
Course Materials Fee (\$15 per class)			\$
<b>TOTAL AMOUNT DUE</b>			<b>\$</b>

Payment Contact Info: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

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

Please indicated if you are VA \_\_\_\_ Tribal \_\_\_\_

Signature of Inmate

DOC#

Date

### THIS SECTION MUST BE COMPLETED BY CORRECTIONS FACILITY

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please print full name)

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Approval of CEPM/CEPS/Education Coordinator:

Date

*Forms are returned to the student if incomplete or if the student is ineligible to take classes.*



## Self-Pay/Payment Form – Out of State

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

DOC#: \_\_\_\_\_ Unit: \_\_\_\_\_ Housing: \_\_\_\_\_ Facility: \_\_\_\_\_

Indicate the Certificate of Completion you are Seeking:

- Addictions and Substance Use Disorder Level I (21 credits)
- Addictions and Substance Use Disorder Level II (18 credits)
- Arizona General Education Curriculum Liberal Arts (35–41 credits)
- Quality Customer Service (20 credits)
- Small Business Start-Up (12 credits)
- Workforce Development and Community Re-Entry (13 credits)
- Workforce Development: Introduction to Sustainable Food Systems (12 credits)
- Associate Degree

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. Listed below are the individual costs per class:

- **Tuition per Credit Hour:** \$215.00
- **Course Materials Packet** (includes syllabus, scantrons, and instructor labels): \$15.00 per class
- **Registration Fee:** \$15.00 per semester
- **Cost of books:** Varies

COURSE TITLE AND CREDITS	BOOK PRICE	TAX	TOTAL
#1	\$		\$
#2	\$		\$
Enter Tuition Total (\$215 per credit)			\$
Registration Fee (\$15 per semester)			\$
Course Materials Fee (\$15 per class)			\$
<b>TOTAL AMOUNT DUE</b>			<b>\$</b>

Payment Contact Info: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

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

Please indicated if you are VA \_\_\_\_ Tribal \_\_\_\_

Signature of Inmate

DOC#

Date

### THIS SECTION MUST BE COMPLETED BY CORRECTIONS FACILITY

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please print full name)

Address (City, State, ZIP): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Approval of CEPM/CEPS/Education Coordinator:

Date

*Forms are returned to the student if incomplete or if the student is ineligible to take classes.*





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

Name: \_\_\_\_\_ Student Identification (SID): \_\_\_\_\_

ADC: \_\_\_\_\_ Release Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Facility: \_\_\_\_\_

Name of Contact Person / Phone Number on your behalf: \_\_\_\_\_

List Other Funding Sources: \_\_\_\_\_

1. Please select only one certificate you plan to focus on prior to your release. **Choose only one.**

- Addictions and Substance Use Disorder Level I (21 credits)
- Addictions and Substance Use Disorder Level II (18 credits)
- Arizona General Education Curriculum Liberal Arts (35-41 credits)
- Quality Customer Service (20 credits)
- Small Business Start-Up (12 credits)
- Workforce Development and Community Re-Entry (13 credits)
- Workforce Development: Introduction to Sustainable Food Systems (12 credits)
- Associate Degree

2. Are willing to take more than one class a semester if needed to complete program of study? **YES**      **NO**

3. Attach an essay on an additional piece of paper that discusses one or more of the following topics:

- **How will the degree or certificate benefit you upon release?**
- **Have you recently earned a GED and how well did you do?**
- **What problems have you faced while incarcerated and how have you overcome them?**
- **Describe community betterment programs in which you are involved?**

### Acknowledgement

I understand that if I am accepted for a program I will be expected to continue the sequence of course work to complete the program prior to release. Due to limited funds, completion of the scholarship application and course does not guarantee funding.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approval of CEPM/CEPS/Education Coordinator:**

\_\_\_\_\_  
**Date**

See next page for scholarship eligibility requirements.

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 27, 2018





## **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. Reside in a facility within Arizona
2. Not have a degree or certificate
3. Not have a debt or account holds with any Maricopa County Community College
4. Must have earned a "C" or higher in any prior correspondence coursework
5. Must have enough time remaining to complete a certificate prior to release

Scholarship priority is given to students who have demonstrated progress towards a program and who have not dropped or withdrawn from a correspondence course. Students who complete coursework with a "C" or above will not need to reapply for a scholarship. Students who have not taken a class in the last 2 semesters with Rio Salado College must return the Student Admission Application Form with the scholarship application. Incomplete applications will not be accepted. Applicants with life sentence may not be accepted for scholarship assistance.

### **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.*





## Continuation of Courses and Book Return Form

**This Form must be completed to continue with another class.**

Your required textbook is provided for your success as a student. Textbooks are **loaned\*** to you and you are expected to return every book loaned to you in the same condition you received them so a future student will have access to education. **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 (including journals and lab manuals) to the Incarcerated Re-Entry Office. You will need to follow procedures in place with the Property Officer on your unit to have your book/s removed from your property list. If you fail to return the book/s loaned to you, you will not be eligible for future scholarship.

**\*If you are a self-pay student who purchased your book, do NOT return the book but please return this form to enroll in your next class in sequence.**

Name: \_\_\_\_\_ SID#: \_\_\_\_\_ ADC/DOC#: \_\_\_\_\_  
(Please print full name)

COURSE <small>(for example ENG101)</small>	NAME OF BOOK <small>(for example "Four in One")</small>	NAME OF BOOK <small>(for example "Four in One")</small>

My textbook has been returned to the IRE Program and now I am ready to continue with another class. Please consider me for the next class in sequence for certificate listed below:

- Addictions and Substance Use Disorder Level I (21 credits)
- Addictions and Substance Use Disorder Level II (18 credits)
- Arizona General Education Curriculum Liberal Arts (35-41 credits)
- Quality Customer Service (20 credits)
- Small Business Start-Up (12 credits)
- Workforce Development and Community Re-Entry (13 credits)
- Workforce Development: Introduction to Sustainable Food Systems (12 credits)
- Associate Degree

**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 certificate.

*Class selection is based on previous course work, availability of funds, the number of students in a course, and textbook availability.*

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

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

Self-pay       VA       Tribal       Scholarship

\_\_\_\_\_  
**Approval of CEPM/CEPS/Education Coordinator:**

\_\_\_\_\_  
**Date**





## CONTACT US

---



**Rio Salado College**  
Incarcerated Re-Entry  
2323 West 14th Street  
Tempe, AZ 85281



[incarcerated.reentr@riosalado.edu](mailto:incarcerated.reentr@riosalado.edu)



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

---



**RIO SALADO COLLEGE**  
A MARICOPA COMMUNITY COLLEGE



**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](http://www.maricopa.edu/non-discrimination).