



Dear Student:

In order to better serve you while attending NAU and completing the Degree Completion Program it is imperative that you are aware of and responsible for all of the requirements within the program. I have created this information sheet with a list of requirements and/or important information that will assist you. Please read and sign this document and return the original to me. I will require a signed copy in your file within your first semester of study at NAU.

Some of this information pertains to your transcript evaluation which will take place through the Undergraduate Office once you have been admitted and enrolled into your first course. The evaluation will take approximately 3-4 weeks after enrollment. Some of these requirements will happen automatically based on transfer credits but if they are not met by transfer hours it is your responsibility to make sure they are met.

- **University requirement-** 4.0 credit hours of Foundation College Composition English. If you have taken English 101 and 102 you should meet this requirement. If you are short your English hours you can petition any additional English courses that you have previously taken by contacting the English Department directly at <http://www.cal.nau.edu/english/> and completing the 'English 105 English Composition waiver'. If you need to petition any English courses you are **required** to do so during your first semester at NAU.
- **Program requirement-** 3.0 hours of introductory statistics. The program requires that you complete 3.0 hours of an introductory statistics course. If you have completed a statistics course already it must be evaluated through NAU to make sure that it is equivalent to our statistics 270 course. If you have not completed a statistics course you are welcome to do so through another institution and have it transferred to NAU. This course **must** be approved through the NAU math department. You will be required to create an email and send it to me with the following information: the course title, course description, course syllabus and where you plan to take the course from. If all of this information is not provided I will not forward your email to the math department. The math department can not do a thorough review of your course without all of the above information. All transferrable statistics courses must be completed with a C or better in order for NAU to accept it. You are welcome to take statistics 270 through NAU online. Be aware that while this course does meet the statistics requirement it will not count towards your required 30 hours of upper division coursework at NAU. Statistics 270 through NAU does have a pre-requisite of Intermediate Algebra.
- Here is the link for the **Liberal Studies Program**, <http://www2.nau.edu/~d-ugstudy/libstu/index.html>. The university will require you to complete 35 hours of liberal studies coursework. These 35 hours may come through as transfer hours. You are welcome to review this website to see how your previous hours might come through to the university.
- You must complete a **minimum of 30 hours of upper division credits** at NAU in order to be eligible to receive your degree. Of the required 30 hours only 18 hours are DH courses. You will be required to complete DH 416, DH371, DH474, DH 450, a junior writing course DH 373W and DH 495C (Senior Capstone), and one 3 hour DH elective, such as DH440, DH402 or BBA 303. **All DH courses must be passed with a C or higher to move forward.** The remaining 12 hours usually fall into the liberal studies section of your coursework. Please refer to the attached blank Unofficial Curriculum Check Sheet and the Liberal Studies link above.
- Undergraduate Admissions will **NOT** evaluate your transcripts until you register for a class at NAU. We recommend that you begin with DH 416 and DH 440. These classes will give you a good understanding of the online environment at NAU and dental

hygiene as a profession. Both classes will count towards the 18 dental hygiene credits that you will need towards graduation.

- Once you are admitted to NAU and enrolled in a class, Undergraduate Admissions will do a **transfer credit evaluation** on your transcripts. When the evaluation is complete, I will send you an Unofficial Curriculum Check Sheet that will outline what classes you will need to complete to receive your degree.
- The **Academic Requirements report** located through LOUIE is an extended version of the Unofficial Curriculum Check Sheet that I send out. This report will show you what the program requirements are, what you have completed and what you have left to complete. It will show you how the university accepted your transfer hours and much more. I **strongly** recommend that you take the time to compare your check sheet to your Degree Progress report to get a better idea of what your responsibilities are. This will also give you the opportunity to ask questions, discuss concerns or see if there are any discrepancies between the report and the check sheet that I give you.
- Once you are admitted into the university and have an email account I will invite you into the **Online DH Forum**. The DH Forum in Vista has been created to help our students develop a sense of community and ultimately accomplish their academic goals at NAU. It is **important** that you visit the Forum to see what textbooks will be required for your DH courses and get the books ordered and delivered prior to the first day of class. In the Forum you can also view announcements for recent news, use the Calendar to learn about upcoming events and deadlines, join discussions to share information, and take Surveys to give the department important feedback about the program.
- Please be aware that I do not process **tuition** or fees. This process is handled through the Bursar's office. If you have questions about tuition and fees please contact the Bursar's office at 928-523-3122 or you can visit their website at <http://home.nau.edu/bursar/> for additional information.
- **Attention Out of State Students: Special Tuition Rate** Out of state students may be eligible for a special tuition program called World Wide University or WWU. As a WWU student you will be charged 1.5 times in-state tuition and pay all fees except the Recreation Bond Fee. Each semester you will be required to calculate the WWU tuition when enrolling in a class through LOUIE where you can choose to go to the WWU Eligibility page. At the bottom of the 'View My Schedule', click on the 'WWU' link. At this page you can read the information on WWU eligibility, and then click on the 'Check Eligibility' button. Your eligibility status will be displayed. If you are eligible, click on the 'Account Summary' link. This should recalculate your tuition and fees. If you have any questions or issues with the WWU calculation you will need to contact the Registrar's office for assistance (928-523-5490). **Remember this calculation is required each semester of enrollment.**
- Junior Writing Experience: DH 373W you will start a lengthy project that will carry over into DH 495C. You will start this project over the summer or sometime before you begin 495C where your final write-up will be presented and a power point will be shown to your classmates during the semester that you actually take DH 495C.. The program began implementing this change to give you a longer period of time to gather the data and apply your idea in a more realistic time frame. For those of you choosing to do it in one semester, it is doable as that is how it has always been prior to this new schedule. Your research will not be as in depth but you will still need to submit all the pieces of the project.
- It is your responsibility to submit all paperwork for **graduation** and pay any fees to the Bursar's office. The graduation application is usually due the semester prior to your actual graduation in order for your name to appear in the Graduation Program. Please feel free to contact me for any additional information on the graduation process.

Students Signature

Print Students name

While I am here to assist as best I can, it is your responsibility to make sure that you submit all official transcripts to the Undergraduate Office, are enrolled in classes, make sure that your tuition is calculated properly, make sure that you complete all required courses and that you are aware of all the above requirements for the program.

Congratulations on your acceptance! I look forward to working with you!
Sincerely,

Juli Glade, RDH BS

Please return signed version to: Department of Dental Hygiene, Attn: Juli Glade, PO Box 15065, Flagstaff, AZ 86011-5065. or you may fax it to 928-523-6195.