

MaricopaNursing/Ottawa University

Concurrent Associate Degree –
Baccalaureate Degree Nursing Program

Together, We Can!

General Program Information



INTRODUCTION

MaricopaNursing/Ottawa University
Associate-Baccalaureate Concurrent Enrollment
Program(CEP)

The MaricopaNursing/Ottawa University Associate-Baccalaureate CEP Program is a program offered through participating community colleges in the Maricopa Community College District and Ottawa University. A limited number of participants are selected from the waitlist of MaricopaNursing students who have met all MaricopaNursing/Ottawa University Associate-Baccalaureate CEP identified eligibility requirements and have applied to the MaricopaNursing/ Ottawa University Associate-Baccalaureate CEP.

Did you know?

- 1) Maricopa and Ottawa University (OU) have created a Concurrent Enrollment Program (CEP) for nursing students to complete coursework for an Associate in Applied Science (AAS) in Nursing and a Bachelor of Science (BSN) in Nursing at the same time.
- 2) The MaricopaNursing/Ottawa University CEP is an educational pathway partnership designed to assist in meeting the Institute of Medicine (IOM) 2010 Future of Nursing goal to increase the percentage of BSN RNs to 80% in Arizona by 2020.
- 3) CEP students will be enrolled in MaricopaNursing and Ottawa University classes at the same time.
- 4) Ottawa University CEP courses will be offered online through the Ottawa University Learning Management Platform (Blackboard). All courses taken through the CEP with Ottawa University must be taken through Ottawa University.
- 5) Ottawa University provides an affordable CEP option with the goal of assisting students to achieve their educational objectives in nursing as a MaricopaNursing student.



ELIGIBILITY

To be considered for participation in the CEP, the following is required:

- Acceptance into the MaricopaNursing pool (waitlist).
- Completion of all MaricopaNursing and Ottawa University prerequisite requirements. The co-requisite requirement may be in progress when applying but completed before starting at OU.
- Meet a minimum GPA (of selected courses) of 2.5 or higher from all schools attended.
- Participate in a Maricopa Nursing Associate/Ottawa University CEP Information Session, either in person or online.

REQUIRED PRE AND CO-REQUISITES:

MaricopaNursing Prerequisites and Co-requisites	Additional Ottawa University Nursing Prerequisites or Co-requisites
First Year Composition (ENG 101 & ENG 102 or ENG 107 & ENG 108) * CRE 101* Critical Reading or test exempt Chemistry (CHM 130, CHM 130LL) [OR HS Chemistry] College Mathematics (MAT 140 or higher) * Introduction to Psychology (PSY 101 or PSY 240)* Human Anatomy & Physiology I and II (BIO 201; BIO 202) * Microbiology(BIO205)* Humanities Elective*	NONE

The following requirements may be taken during the program:

Introduction to Statistics (PSY 230 or MAT 206) or HUS 36000 at OU (counts toward upper-division credit requirements)

Option *Courses used for GPA calculation

-Please Note: Repeated coursework will be accepted for identified Ottawa University prerequisites.

- Students must be accepted into the MaricopaNursing pool (waitlist) to be eligible for the program.
- All students must complete both MaricopaNursing, and Ottawa University Nursing Program pre- and co-requisites as noted above. Repeated coursework will be accepted for all prerequisite courses.
- Students are encouraged to meet with MaricopaNursing and Ottawa University academic advisors to ensure that their pre- and co-requisites meet program requirements.
- All MaricopaNursing/Ottawa University Associate-Baccalaureate CEP nursing courses will be taught at the MaricopaNursing program location or in an online format.
- Both MaricopaNursing, and Ottawa University admissions personnel will make final determinations of transfer credits.
- Students currently enrolled in a MaricopaNursing Program are not eligible to transfer into the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP unless prior authorization is obtained, or the student meets the requirements for another approved entry point with Ottawa University.

REQUIREMENTS FOR GRADUATION

1. Successful completion of all requirements of the MaricopaNursing Associate in Applied Science (AAS) in Nursing and the Ottawa University Concurrent BSN Program.
2. Receipt of RN licensure (within the U.S.) must be submitted to Ottawa University before BSN graduation eligibility is met.
3. Failure to comply with these graduation requirements may result in dismissal from the Ottawa University Concurrent BSN Program.

HEALTH AND SAFETY REQUIREMENTS

MaricopaNursing and Ottawa University Nursing have Health and Safety Requirements that must be met before enrolling and participating in any clinical experiences. Healthcare agencies throughout the state require vaccinations, titers, and other healthcare-related requirements (examples of these requirements are background checks, CPR, drug and nicotine testing, etc.) These requirements are subject to change per healthcare agency contracts with the educational institution. Students must be compliant with agency requirements before and throughout the program.

FREQUENTLY ASKED QUESTIONS: MaricopaNursing/Ottawa University Associate-Baccalaureate CEP

Who can apply to the MaricopaNursing/Ottawa University Associate-Baccalaureate Concurrent Enrollment Program?

All students who have completed the eligibility requirements for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP are eligible to apply.

Where does the program take place?

The MaricopaNursing/Ottawa University Associate-Baccalaureate CEP is currently offered at all participating community colleges in the Maricopa Community College District. All Ottawa University CEP courses are taught in an online format.

Is there a waiting list for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP?

There is no waiting list for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP. If you are not accepted into the program for the semester you applied to, you must reapply for Consideration in a subsequent application cycle.

Do I have to attend a MaricopaNursing CEP Information Session?

Yes. Students must attend an in-person or online informational session to apply for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP. Check the website www.nursing.maricopa.edu for future dates and times of the CEP online sessions.

How do I apply to the Maricopa/Ottawa University Associate-Baccalaureate CEP?

The application and declaration form can be downloaded from the MaricopaNursing website at www.nursing.maricopa.edu. You will submit your completed application at the Maricopa College of first choice. The nursing advisor will review your application and, if complete, will send it to the University advisor for review. Once your application has been reviewed, you will be notified of acceptance or declination.

STEPS TO NURSING

The following are the steps needed to apply to MaricopaNursing for CEP:

Maricopa Nursing Webpage:

<https://www.maricopa.edu/degrees-certificates/special-programs/healthcare-education/nursing>

Step 1: Attend an Informational Nursing Meeting at a Maricopa School.

Sign the Declaration:

https://cdn.maricopa.edu/documents/pdf/MaricopaNursing/Information_Session_Declaration.pdf

Step 2: Schedule a meeting with a Maricopa Nursing Advisor

Step 3: Pre-Requisite Classes (some of these courses have pre-requisites)

- High School Chemistry OR CHEM 130/130LL OR CHEM 130AA
- High School Biology OR BIO 156 OR BIO 181
- BIO 201 (Human Anatomy and Physiology I)
- English 101
- MAT 140 or Higher (College Mathematics)
- NUR 158 OR NCE 150 (Nursing Assisting) OR CNA Certification

Step 4: Register for a Level One Fingerprint Clearance Card

To apply, visit: <https://www.azdps.gov/services/public/fingerprint>

Step 5: Passing Scores on HESI A2 exam

Passing scores: 80% English, 75% Math.

The CEP application process is very competitive and relies heavily on HESI scores.

[Gateway Community College, Phoenix College, and Mesa offer in-person review sessions for the HESI A2 Exam]

Online practice tests are also available at <http://www.studyguidezone.com/hesi-a2.htm>.

Step 6: Apply to the Traditional RN Maricopa Nursing Waitlist. This only needs to be done once!

- This waitlist is non-competitive and on a first-come, first-serve basis. The earlier you are in the pool, the better.
- Applications are taken anytime at any Maricopa School as long as the above steps have been completed.
- The current wait will fluctuate between 18 months to 2 years.

Maricopa Nursing Application (Waitlist):

<https://www.maricopa.edu/degrees-certificates/healthcare-education/maricopa-nursing/application-processes#paragraph-3434>

Step 7: Complete the Co-Requisite Classes needed to apply to CEP.

- BIO 202 (Human Anatomy and Physiology II)
- BIO 205 (Microbiology)
- PSY 101 (Intro to Psychology) ***Ottawa may use either PSY 101 or PSY 240 for GPA Calculation***
- ENG 102
- CRE 101 (critical and evaluative reading) OR Test Exempt
- Humanities elective

Step 8: Apply to the Concurrent Nursing Program (CEP).

<https://www.maricopa.edu/degrees-certificates/special-programs/healthcare-education/nursing/concurrent-enrollment-program-cep>

This application is highly competitive and is based on 5 categories:

- GPA (40%)
- HESI A2 scores (English Composite 35% and Math 15%)
- Degree Holding (Associate = 2.5 pts, Bachelor = 5.0 pts, Master = 7.5 pts, Doctorate = 10 pts)
- Failure or dropout from previous nursing Block (10 pts deducted from overall score)
- Strategy in choosing your Maricopa School (I advise to choose 1 large school and 1 small school)

CEP Applications allowed twice a year. Turn Application into your Number 1 Maricopa School Choice. I suggest putting at least 2 Maricopa schools on the application.

- December – January (Application Deadline, last weekday in January)
- April – May (Application Deadline, last weekday in May)

Unique Qualities of Ottawa University:

- **8-week terms, online classes, flexible schedule**
- **You may graduate with your BSN and RN at the same time.**
- **Pell Grant, Financial Aid, and consortium agreement available**
- **Physical location (15950 N. Civic Center Plaza, Surprise, AZ 85374)**
- **Individualized Support and Free Tutoring**
- **BSN Graduation Rate of 95%**
- **Competitive Tuition (\$324 per credit hour)**
- **Christian Based and Non-Profit**

Ottawa's Nursing Programs:

- [Concurrent Associate Degree - Baccalaureate Degree Nursing Program \(CEP\)](#)
- [Bachelor of Science in Nursing \(RN-BSN\)](#)
- [Master of Science in Nursing \(MSN\)](#)

Enrollment Advisor

Name: Robert Schaeffer

Phone: 623-246-3556

Email: Robert.schaeffer@ottawa.edu

To Book an Appointment: <https://calendly.com/robert-schaeffer-ottawa-enrollment-advising>

Student Services Academic Advisor

Name: Heather Faustich

Phone: 602-749-5204

Email: heather.faustich@ottawa.edu

To Book an Appointment: <https://calendly.com/heather-faustich/advising-session>

What information must I bring to the nursing advisor to apply for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP?

Please bring completed CEP Application; declaration form, HESI A2 scores; and copies of unofficial transcripts from all educational institutions attended.

What do you look for in potential candidates that are applying to the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP?

Student selection will be based on pre- and co-requisite GPA, HESI A2 scores, and prior associate, baccalaureate, or higher degrees. A minimum cumulative pre- and co-requisite GPA of 2.5 is required.

Can the TEAS be used in place of the HESI A2?

No. Students must take the HESI A2 to meet the requirement for CEP participation.

If I am not selected for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP, can I reapply?

You can reapply as long as you meet the current CEP requirements.

Do I need to be admitted to the MaricopaNursing pool and to Ottawa University?

Yes. To be eligible to apply for the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP, you must be in the MaricopaNursing applicant pool. Following acceptance into the MaricopaNursing/Ottawa University Associate-Baccalaureate CEP, you will apply to Ottawa University, and official transcripts from all educational institutions attended must then be submitted to both the MaricopaNursing college location you will attend and to Ottawa University.

If I will not be finished with all my prerequisite and co-requisite courses the semester before I plan to start the program, can I still apply for the MaricopaNursing/Ottawa University Associate- Baccalaureate CEP?

To be eligible to apply, all prerequisite and co-requisite courses must be completed.

How much does the Maricopa/Ottawa University Associate-Baccalaureate CEP cost?

MaricopaNursing:

Tuition costs* for the 36 credits of MaricopaNursing AAS courses = approximately \$3,096. Textbooks, supplies, and course fees are additional.

Ottawa University:

CEP students may transfer up to 80 credits to Ottawa University.

*Tuition at Ottawa University will be \$324 per credit hour. Online courses at Ottawa University have an additional technology/resources fee of \$220 per term. Please meet with an Ottawa University enrollment advisor to calculate total tuition costs. In addition, refer to this tuition webpage for the most updated information: <https://www.ottawa.edu/online-and-evening/tuition-and-financial-aid/tuition-and-fees> [Textbooks, supplies, and course fees are additional.]

*Tuition rates are subject to change – please check the most current information on both institution websites.

If I am receiving financial aid, how will it be disbursed between the two schools?

Because federal regulations require that federal loans can only be disbursed through one college at a time, you must decide which institution will handle your aid. Since Ottawa University is a higher-cost institution, we suggest you allow Ottawa to be your “home” institution for financial aid.

To do this and so your Maricopa credits can be used in your eligibility calculations, you will need to complete and sign an Ottawa University consortium agreement each semester. This will enable Ottawa University to obtain your financial aid and issue any remaining credit balance refunds. Because Ottawa will receive your Financial Aid after the start of each semester, you must plan to pay your Maricopa Nursing Program tuition out of pocket (or by an alternative payment arrangement with Maricopa) and then reimburse yourself with any refund you may receive from Ottawa.

How are classes scheduled?

You will register for your MaricopaNursing classes through the community college nursing department. Course schedules will be sent to you. Ottawa University nursing courses are online. You will be notified of which courses and sections to register for.

When do course (online format) classes start?

The Ottawa University CEP course (online format) courses will be offered for approximately two months before the MaricopaNursing start date, the Ottawa University concurrent courses (taken during the MaricopaNursing blocks) are all offered online.

Where do I go for academic advisement for this program?

Maricopa and Ottawa University enrollment advisors are available for pre-application advisement at Maricopa locations and Ottawa University.

Ottawa University Enrollment Advisor Contact Information:

623-246-3556 | MaricopaCEP@Ottawa.edu

MaricopaNursing Contact Information

Web Page: www.nursing.maricopa.edu

E-mail for general questions: nursing@domail.maricopa.edu

Hot line for general questions: 480-731-8264

Advisement: Following review of the Information and Application Packet, see an Advisor/Admissions Officer at the college of first choice.

MaricopaNursing/Ottawa University

Associate-Baccalaureate Concurrent Enrollment Nursing

Program Course of Study: MN Spring Entry (OU Fall Entry)

The plan of study for fall entry into OU nursing and spring entry into MN nursing is outlined below and must be followed without deviation. In the event that modification of this course of study is absolutely necessary, approval by the Concurrent Program advisor is required. To maintain your status as a Concurrent Program student, you must be enrolled in a course every semester as noted below without exception.

MaricopaNursing and Ottawa University CEP Pre-requisite Requirements

Courses	Course Name	Credits
(MN) BIO201	Human Anatomy and Physiology I	4
(MN) BIO202	Human Anatomy and Physiology II	4
(MN) BIO205	Microbiology	4
(MN) MAT140	College Mathematics	3
(MN) ENG 101	Composition I	3
(MN) ENG102	Composition II	3
(MN) PSY101	Introduction to Psychology	3
(MN) CRE101	CRE101 Critical Reading <u>OR</u> Test exempt	0-3
(MN) CHM130	Chemistry (<u>not</u> required if have H.S. chemistry)	0-4
(MN) _	Humanities Elective	2-3
	Total credits	24-31
	The following requirements may be taken during the program(s):	
(MN) PSY230 or MAT 206 (OU) HUS 36000	Introduction to Statistics (if taken at OU counts toward upper division requirements)	3
(MN) HCR 240 NRSG 32006 (OU)	Human Pathophysiology	3

MN = MaricopaNursing OU = Ottawa University

*** See advisor for specific details and if electives are necessary to fulfill the requirement

MN = MaricopaNursing OU = Ottawa University

MN/OU Courses	Semester 1 Fall	Credits
(OU) LAS 30012	Writing & Critical Thinking (FA 1)	4
(OU) UNV 30001	Academic Success & Personal Significance (FA 1)	2
(OU) NRSNG 30000	Professional Nursing Theory, Roles, & Practice (FA 2)	3
(OU) NRSNG 32006 or 32009	Human Pathophysiology OR Health Assessment (FA 2)	3
		Semester 1: Total 12
MN/OU Courses	Semester 2 Spring	Credits
(MN) NUR 152	MaricopaNursing Block 1	9
(OU) NRSNG 32000 or NRSNG 32009	Clinical Informatics and Technology OR Health Assessment (SP 1 or SP 2)	3
		Semester 2: Total 12
MN/OU Courses	Semester 3 Summer	Credits
(OU) NRSNG 46003	Nursing Research and Evidence Based Practice (ES)	3
(OU) NRSNG 30007	Health Promotion and Teaching Culturally Diverse Populations in Nursing (SU)	4
		Semester 3: Total 7
MN/OU Courses	Semester 4 Fall	Credits
(MN) NUR 172	MaricopaNursing Block 2	9
(OU) NRSNG 46000	Health Care Policy and Regulations (FA 1 or FA 2)	4
		Semester 4: Total 13
MN/OU Courses	Semester 5 Spring	Credits
(MN) NUR 252	MaricopaNursing Block 3	9
(OU) NRSNG 46006	Community Based Nursing (SP 1)	3
		Semester 5: Total 12
MN/OU Courses	Semester 6 Summer	Credits
(OU) NRSNG 46009	Nursing Leadership and Management (SU)	3
(OU) LAS 45012	Global Issues (SU)	4
		Semester 6: Total 7
MN/OU Courses	Semester 7 Fall	Credits
(MN) NUR 283	MaricopaNursing Block 4	9
(OU) NRSNG 49003	Professional Nursing: Integration of Concepts (FA 1 or FA 2)	3
		Semester 7: Total 12
	Graduate from MCCCCD w/AAS Degree; Successfully Pass NCLEX; Graduate from OU w/BSN Degree	120 Minimum for BSN

MCCCCD = Maricopa County Community College District

MN = MaricopaNursing

OU = Ottawa University

FA 1 = Fall 1 (8 weeks)

SP 1 = Spring 1 (8 weeks)

Early summer (8 weeks)

FA 2 = Fall 2 (8 weeks)

SP 2 = Spring 2 (8 weeks)

Summer = Summer (8 weeks)



Next Plan of Entry

MaricopaNursing/Ottawa University
Associate-Baccalaureate Concurrent Enrollment Nursing
Program Course of Study:

The plan of study for summer entry into OU nursing and fall entry into MN nursing is outlined below and must be followed without deviation. In the event that modification of this course of study is absolutely necessary, approval by the Concurrent Program advisor is required. To maintain your status as a Concurrent Program student, you must be enrolled in a course every semester as noted below without exception.

Courses	Course Name	Credits
(MN) BIO201	Human Anatomy and Physiology I	4
(MN) BIO202	Human Anatomy and Physiology II	4
(MN) BIO205	Microbiology	4
(MN) MAT140	College Mathematics	3
(MN) ENG 101	Composition I	3
(MN) ENG102	Composition II	3
(MN) PSY101	Introduction to Psychology	3
(MN) CRE101	CRE101 Critical Reading <u>OR</u> Test exempt	0-3
(MN) CHM130	Chemistry (<u>not</u> required if have H.S. chemistry)	0-4
(MN) _____	Humanities Elective	2-3
	Total credits	24-31
	The following requirements may be taken during the program(s):	
(MN) PSY230 or MAT206 (OU) HUS 36000	Introduction to Statistics	3
(MN) HCR 240 NRSG 32006 (OU)	Human Pathophysiology	3

MN = MaricopaNursing OU = Ottawa University

*** See advisor for specific details and if electives are necessary to fulfill the requirement

MN/OU Courses	Semester 1 Summer	Credits
(OU) LAS 30012	Writing & Critical Thinking (ES)	4
(OU) UNV 30001	Academic Success & Personal Significance (ES)	2
(OU) NRSRG 30000	Professional Nursing Theory, Roles, & Practice (Summer)	3
(OU) NRSRG 32006 OR NRSRG 32009	Human Pathophysiology OR Health Assessment (Summer)	3
		Semester 1: Total 12
MN/OU Courses	Semester 2 Fall	Credits
(MN) NUR 152	MaricopaNursing Block 1	9
(OU) NRSRG 32000 or NRSRG 32009	Clinical Informatics and Technology (FA 1) OR Health Assessment (FA 2)	3
		Semester 2: Total 12
MN/OU Courses	Semester 3 Spring	Credits
(MN) NUR 172	MaricopaNursing Block 2	9
(OU) NRSRG 46000	Health Care Policy and Regulations (SP 1 or SP 2)	4
		Semester 3: Total 13
MN/OU Courses	Semester 4 Summer	Credits
(OU) NRSRG 46003	Nursing Research and Evidence Based Practice (ES)	3
(OU) LAS 45012	Global Issues (ES)	4
(OU) NRSRG 32000 or NRSRG 32009	Clinical Informatics and Technology (FA 1) OR Health Assessment (FA 2)	3
(OU) NRSRG 30007	Health Promotion & Teaching Culturally Diverse Populations (SU)	4
		Semester 4: Total 14
MN/OU Courses	Semester 5 Fall	Credits
(MN) NUR 252	MaricopaNursing Block 3	9
(OU) NRSRG 46006	Community Based Nursing (FA 1)	3
		Semester 5: Total 12
MN/OU Courses	Semester 6 Spring	Credits
(MN) NUR 283	MaricopaNursing Block 4	9
(OU) NRSRG 46009	Nursing Leadership and Management (SP 1)	3
(OU) NRSRG 49003	Professional Nursing: Integration of Concepts (SP 2)	3
		Semester 6: Total 15
	Graduate from MCCCDC w/AAS Degree; Successfully Pass NCLEX; Graduate from OU w/BSN Degree	120 Minimum for BSN

MCCCDC = Maricopa County Community College District

MN = MaricopaNursing

OU = Ottawa University

FA 1 = Fall 1 (8 weeks)

FA 2 = Fall 2 (8 weeks)

SP 1 = Spring 1 (8 weeks)

SP 2 = Spring 2 (8 weeks)

ES=Early Summer (8 weeks)

Summer = Summer (8 weeks)

**STEPS TO SUCCESSFUL COMPLETION of
MaricopaNursing/Ottawa University Associate-Baccalaureate
Concurrent Enrollment Program (CEP)**

STEP 1:	Student wants to pursue MaricopaNursing/Ottawa University Associate-Baccalaureate Concurrent Enrollment Program (CEP).
STEP 2:	Student is referred to advisement regarding course requirements for an associate degree from MaricopaNursing, and to an advisor for the Ottawa University Nursing Program for the BSN.
STEP 3:	Student applies to and is accepted into the MaricopaNursing pool (waitlist).
STEP 4:	Student attends MaricopaNursing Associate-Baccalaureate CEP <u>Information Session in-person or online.</u>
STEP 5:	Student submits CEP application.
STEP 6:	Student submits admission checklist, CEP application, HESI A2 scores, and unofficial transcripts from all educational institutions at college of first choice.
STEP 7:	MaricopaNursing Associate-Baccalaureate CEP Acceptance Committees review applications and select applicants for admission into the Maricopa/Ottawa University Associate-Baccalaureate CEP for the upcoming semester.
STEP 8:	Applicants selected for placement are notified of application status by MaricopaNursing and accept or refuse placement.
STEP 9:	Accepted students apply to Ottawa University Undergraduate Admissions and enroll in LAS 30012: Writing and Critical Thinking and UNV 30001: Academic Success & Personal Significance.
STEP 10:	Student graduates with Associate of Applied Science (AAS) in Nursing from MCCCDC; eligible to take the NCLEX-RN licensure exam.
STEP 11:	Students take NCLEX-RN to obtain registered nurse licensure.
STEP 12:	Students may complete final credits in one or two terms at Ottawa University after obtaining their AAS if did not complete BSN courses before NCLEX-RN exam eligibility.
STEP 13:	Student must submit an official transcript from MCCCDC with AAS degree.
STEP 14:	Receipt of RN licensure (within the U.S.) must be submitted to Ottawa University before graduation eligibility is met.

Ottawa University



Prepare for a Life of Significance



MARICOPA
COMMUNITY COLLEGES

MARICOPA **NURSING**





MARICOPA NURSING

Chandler-Gilbert - Estrella Mountain
GateWay - Glendale - Mesa
Paradise Valley - Phoenix - Scottsdale

Ottawa
University



Prepare for a Life of Significance




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 2411 West 14th Street Tempe, Arizona 85281

 nursing@domail.maricopa.edu

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 Hotline: (480) 731-8264

Ottawa University Enrollment Advisor

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 Email: MaricopaCEP@ottawa.edu