



PHOENIX  
COLLEGE

GO FAR, CLOSE TO HOME.

**STUDENT DAILY PLANNER  
2008-2009**

Dr. Anna Solley  
President

1202 West Thomas Road  
Phoenix, AZ 85013  
602.285.7500

---

This planner belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

## MY CLASSES

### Fall semester

Class	Days/Times	Location	Teacher Name

### Spring semester

Class	Days/Times	Location	Teacher Name

### Summer semester

Class	Days/Times	Location	Teacher Name

## TABLE OF CONTENTS

Phoenix College 2008-2009 Academic Calendar . . . . .	inside front cover
Welcome to Phoenix College . . . . .	5
Phoenix College Vision, Mission, Goals, and EEO Statement . . . . .	6
Strategic Directions . . . . .	7
PC Basics our Core Values . . . . .	8
Campus Map . . . . .	inside back cover
Telephone Directory . . . . .	9
CAMPUS FREQUENTLY CALLED NUMBERS . . . . .	9
DEPARTMENT DIRECTORY . . . . .	10
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT . . . . .	12
MCCCD ADMINISTRATION . . . . .	13
STUDENT COMPLAINTS POLICIES AND PROCESSES . . . . .	38
Absences . . . . .	16
Academic Advisement Center . . . . .	14
Accidents on Campus . . . . .	22
Achieving a College Education (ACE Program) . . . . .	15
Address and Name Change . . . . .	16
Admissions, Registration, and Records . . . . .	16
Alumni and Development . . . . .	19
Athletics . . . . .	19
ATM (Automated Teller Machine) . . . . .	19
Book Board . . . . .	31
Bookstore . . . . .	20
Bus Service/Passes/Schedule . . . . .	20, 31
Cafeteria (Bear's Cave) . . . . .	20
Career Services . . . . .	20
Cashiers (fee/tuition payment) . . . . .	21
Child Care . . . . .	21
Clubs and Organizations . . . . .	29
College Safety . . . . .	21
Computer Commons . . . . .	22
Counseling . . . . .	22
Creative Writing . . . . .	23
Custom Training and Education (CTE) . . . . .	24
Dental Clinic . . . . .	24
Dining Services (Cafeteria) . . . . .	20

Disabled Student Parking Permit . . . . .	22
Disability Resource Center . . . . .	24
Emergencies on Campus (College Safety) . . . . .	21
Employment (student) . . . . .	20
Fair use and copyright. . . . .	36
Fannin Library . . . . .	25
Financial Aid . . . . .	25
GED and Make-Up Tests . . . . .	14
Grade Point Average (GPA) . . . . .	16
Graduation Information . . . . .	16
Grants . . . . .	26
Health Enhancement Department . . . . .	26
Honors Program . . . . .	27
Housing Information . . . . .	31
ID Cards (Cub Cards) . . . . .	30
Information Boards and Kiosks . . . . .	31
Insurance (student) . . . . .	31
International Student Center . . . . .	27
Job Placement . . . . .	21
Library (Fannin) . . . . .	25
Lost and Found . . . . .	22
MATH.ZONE . . . . .	27
Mascot ("Bumstead Bear") . . . . .	19
Parking Decals . . . . .	22
Pedestrian Safety . . . . .	22
Placement Testing . . . . .	14
Recruitment and Retention . . . . .	28
Registration . . . . .	17
Resource pages . . . . .	34
Schedule Change (drop/add) . . . . .	16
Scholarship . . . . .	28
Special Services . . . . .	24
Student Life and Leadership . . . . .	29
Success Center (tutoring services). . . . .	32
Testing Services . . . . .	14
Transcripts . . . . .	18
Transfer Center . . . . .	15
Veterans Services . . . . .	32
Welcome Center/Information Center . . . . .	32

## WELCOME TO PHOENIX COLLEGE!



Since 1920, students like you have helped make Phoenix College a premier urban community college, and we are excited to embrace you as a valued member of our family. Whether you are looking to express your interests, explore your options, or find your focus, you have come to the right place to realize your dreams!

Rich history, tradition, and diversity make Phoenix College (PC) truly unique among colleges in Arizona

and the nation. For more than 88 years, students of every age and background have contributed a broad range of ideas, passions, skills, and talents that create the tapestry of Phoenix College's family. More than 50 languages are spoken on our campus by students representing over 100 countries, reflecting the diversity of our multicultural central city community. Our students are also diverse in age and life experience, with recent high school graduates learning alongside adults returning to college or acquiring new skills.

With a warm, collegiate atmosphere, PC is your starting point for the pursuit of educational, professional, and personal goals. Our students enjoy the college's history while reaping the benefits of pursuing their educational goals in a cutting-edge learning environment where the opportunities continue to expand. Among these opportunities is a spectacular new Fine Arts building slated to open in Spring 2009, providing new spaces to gather, create, connect, and, most importantly, learn.

PC's uniquely talented and dedicated faculty, administrators, and staff share a commitment to the highest academic standards and are ready to encourage you to go far, close to home. The campus is a hub of activity where you can enjoy numerous extra curricular activities including student government, an internet radio club, championship intercollegiate athletics, performing groups in theatre, dance, and music, and more than 30 student clubs.

Both inside and outside the classroom, PC presents abundant opportunities for learning, leadership, fellowship, and creative and intellectual expression. I am confident that you will soon fill this calendar with many rewarding experiences that will make the time you spend at Phoenix College a truly memorable passage in your life.

Warm regards,

Anna Solley, Ed.D.  
President

# PHOENIX COLLEGE VISION, MISSION, GOALS, AND EEO STATEMENT

## Vision

Phoenix College will be the premier provider of learning opportunities for our community to go far, close to home.

## Mission

Phoenix College delivers teaching and learning experiences that inspire the lifelong pursuit of educational, professional, and personal goals for our diverse urban community.

## Mission Goals

We support our mission through a rich tradition of:

- University Transfer Education
- General Education
- Workforce Development
- Developmental Education
- English as a Second Language
- Continuing and Community Education
- Community Partnerships
- Student Support Services
- Global Engagement

## Equal Opportunity Statement

It is the policy of Phoenix College and the Maricopa County Community College District to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disabled, or veteran status. Additionally, it is the policy of Maricopa County Community College District to provide an environment for each Maricopa job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disabled, or veteran status.

Inquiries regarding the equal opportunity policies, the filing of grievances or the requesting of a copy of the procedures covering discrimination complaints may be directed to the Vice President of Student Affairs at (602) 285-7228.

## STRATEGIC DIRECTIONS

### Maximizing Access

- Anticipate, plan and implement technology changes to maximize educational delivery and college infrastructure.
- Develop and implement an Enrollment Management Plan that addresses student access barriers and increases annual FTSE.

### Enhancing Learning Environments and Delivery Options

- Explore and develop new programs and services to meet the needs of our diverse community.
- Provide excellent teaching and learning experiences supported by student outcomes assessment and program review.
- Improve and expand the physical learning environment to increase efficiency and support additional learning opportunities.

### Enhancing Collaboration and Increasing Partnerships

- Expand community outreach and internal and external partnerships based on identified needs and opportunities.

### Pursuing Revenue Sources and Promoting Cost Effectiveness

- Review financial management strategies to maximize resources.
- Pursue alternative funding sources.

### Recruiting, Developing and Retaining a Quality and Diverse Workforce

- Hire quality, diverse faculty and staff.
- Provide professional development opportunities and training for all employees.

### Maintaining a Strong Identity

- Develop marketing strategies that promote an image that continuously demonstrates the strengths of the college.
- Expand internal and external communication.

## PC BASICS - OUR CORE VALUES

At Phoenix College we embrace our vision and achieve our mission through application of our core values - the PC Basics. Our core values guide us in decision making and reflect our rich legacy of teaching and learning.



### Engagement

We connect with our campus and community through clear and frequent communications, collaborations, and the valuing of differences.



### Excellence

We promote quality teaching and learning experiences that prepare individuals for life, work, and leadership.



### Innovation

We support learning, discovery, informed risk taking, and an entrepreneurial spirit that creates new possibilities.



### Respect

We value deliberation, tolerance, and our obligation to treat each other with dignity, fairness, and civility.



### Stewardship

We are committed to prudent management of our resources.



### Integrity

We are committed to the highest principles of academic, professional, and personal conduct.

# MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT ADMINISTRATION

## GOVERNING BOARD

Dr. Donald Campbell, President  
Ms. Colleen Clark, Secretary  
Mr. Scott Crowley, Member  
Mr. Jerry D. Walker, Member  
Mrs. Linda B. Rosenthal, Member

## CHANCELLOR

Dr. Rufus Gasper

## VICE CHANCELLORS

Dr. Steven Helfgot  
Ms. Debra Thompson  
Mr. Al Crusoe  
Dr. Maria Harper-Marinick  
Mr. Darrel Huish

## COLLEGE PRESIDENTS

Chandler-Gilbert Community College  
Dr. Maria Hesse

Estrella Mountain Community College  
Dr. Ernie Lara

GateWay Community College  
Dr. Eugene Giovannini

Glendale Community College  
Dr. Velvie Green

Mesa Community College  
Dr. Shouan Pan

Paradise Valley Community College  
Dr. Paul Dale (Interim)

Phoenix College  
Dr. Anna Solley

Rio Salado College  
Dr. Linda Thor

Scottsdale Community College  
Dr. Jan Gehler

South Mountain Community College  
Dr. Kenneth Atwater

# MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Chandler-Gilbert Community College  
2626 E. Pecos Road  
Chandler, AZ 85225  
(480) 732-7000

CGCC Williams Campus  
6001 S. Power Road, Bldg 410  
Mesa, AZ 85206  
(480) 988-8000

District Support Services Center  
2411 W. 14th Street  
Tempe, AZ 85281  
(480) 731-8000

Estrella Mountain Community College  
3000 Dysart Road  
Litchfield Park, AZ 85350  
(623) 935-8000

GateWay Community College  
108 N. 40th Street  
Phoenix, AZ 85034  
(602) 392-5000

Glendale Community College  
6000 W. Olive Avenue  
Glendale, AZ 85302  
(623) 845-3000

Glendale Community College North  
5727 W. Happy Valley Road  
Glendale, AZ 85302  
(623) 845-4000

Maricopa Skill Center, Central Phoenix  
1245 E. Buckeye Road  
Phoenix, AZ 85034  
(602) 238-4300

Maricopa Skill Center, SW at EMCC  
3000 Dysart Road  
Litchfield Park, AZ 85350  
(623) 535-2800

Mesa Community College  
1833 W. Southern Ave  
Mesa, AZ 85202  
(480) 461-7000

Mesa Community College at Red Mountain  
2305 N. Power Road  
Mesa, AZ 85215  
(480) 654-7200

Paradise Valley Community College  
18401 N. 32nd Street  
Phoenix, AZ 85032  
(602) 787-6500

Phoenix College  
1202 W. Thomas Road  
Phoenix, AZ 85013  
(602) 285-7500

Phoenix College Downtown  
640 N. 1st Avenue  
Phoenix, AZ 85003  
(602) 223-4000

Rio Salado College  
2323 W. 14th Street  
Tempe, AZ 85281  
(480) 517-8000

Scottsdale Community College  
9000 E. Chaparral Road  
Scottsdale, AZ 85256  
(480) 423-6000

South Mountain Community College  
7050 S. 24th Street  
Phoenix, AZ 85040  
(602) 243-8000

SMCC Guadalupe Center  
9233 S. Avenida de Yaqui  
Guadalupe, AZ 85283  
(602) 243-8217

## TELEPHONE DIRECTORY

All area codes are (602), unless otherwise noted. To dial a number from an on-campus phone, dial the last 5 digits of the phone number.

### Administration

Dr. Anna Solley, President	285-7433
Mr. Jesse De Anda, Vice President of Student Affairs	285-7229
Ms. Casandra Kakar, Vice President of Academic Affairs	285-7117
and Vice President of Workforce Development	285-7732
Dr. Sharon Halford, Associate Dean of Workforce Development	285-7434
Mr. Wilbert Nelson, Associate Dean of Academic Affairs	285-7174

## CAMPUS FREQUENTLY CALLED NUMBERS

(Use Area Code (602) off campus - Dial last 5 digits on campus)

Admissions and Records	285-7777
Advisement	285-7110
Assessment (Testing)	285-7844
Bookstore	285-7489
Campus Safety	285-7254
Cashier/Fiscal	285-7518
Computer Commons	285-7285
Counseling	285-7392
Disability Support	285-7477
Duplicating (IKON)	285-7462
Financial Aid	285-7410
Fitness Center	285-7296
Information and Welcome Center	285-7500
Technology Help	285-7200
Library	285-7473
Maintenance	285-7246
Student Affairs	285-7228
Student Life and Leadership	285-7231
Success Center (tutoring services)	285-7486
Switchboard/Information	285-7800

## CAMPUS DEPARTMENTS

ACE Program	HC Lower	285-7391
Admissions and Records	AR	285-7777
Advisement Center	LC South	285-7110
Alumni and Development	OSE 106	285-7667
American Sign Language	LC West	285-7190
Applied Arts and Human Sciences	DB 303	285-7294
Applied Business	B 239	285-7845
Art Gallery	F Lobby	285-7284
Art/Photography	F110	285-7277
Athletics	G100	285-7175
Biology	DB202	285-7100
Bookstore	HC Lower	285-7489
Business	B330	285-7387
Business Computer Lab	B301	285-7161
Cad Lab	E220	285-7224
Cafeteria	HC Upper	285-7669
Career Services/Job Placement	LC West	285-7420
Cashier/Fiscal Office	AR West	285-7522
Chemistry	C316	285-7138
Child Care	Osborn	285-7291
College Safety	D NE Corner	285-7254
Com/Am. Sign Lang./Theatre/Film	H221	285-7319
Community EduTech	PC Downtown	285-7371
Computer Lab	North DB317	285-7264
Counseling	HC Upper	285-7392
Creative Writing	B149	285-7345
Culinary Café (Reservations)	Osborn	285-7764
Customized Training and Education (CTE)	PC Downtown	285-7605
Dental Assisting	R106	285-7327
Dental Clinic	R145	285-7323
Dental Hygiene	R	285-7325
Disability Resource Center	LC West	285-7477
Disability Resource Center TDD/TTY	LC West	285-7477
Educational Opportunity Center (EOC)	HC upper	285-7548
EMT/Fire Science	PSB10	285-7207
Emergencies on Campus	D NE Corner	285-7911
English Humanities	B149	285-7347
ESL Coordinator	B137	285-7864
Family Advocate Office	Osborn	285-7638
Family Care Center	Osborn	285-7291
Financial Aid	HC Upper	285-7410
Fiscal Office and Cashiers	AR West	285-7518
Fitness Center	G	285-7296
Food Service Administration	DB/OSS	285-7765
Foreign Language	B245	285-7845

Gerontology	C313	285-7587
Graphic Arts Computer Lab	F201	285-7750
Graduation	AR East	285-7513
Health Core Curriculum	G115	285-7735
Health Enhancement	G178	285-7611
Health Information Management	C226	285-7350
Health Professions and Nursing Advisor	LC South	285-7427
Help Desk (Computer Services)	D103	285-7200
H.I.T Lab	E224	285-7150
Honors Program	DB317	285-7305
Hoop of Learning	D102	285-7787
Industrial Technology	E112A	285-7529
Information Center (Welcome Center)	AR Lobby	285-7800
International Student Center	HC Upper	285-7424
Interpreter Prep Program (SLG)	H212	285-7290
Learning Center		see Success Center
Learning Center Tech Development	LIB Lower	285-7444
Legal Studies	B264A	285-7216
Liberal Arts	A126	285-7651
Library Circulation	LIB	285-7473
Library Policy	LIB	285-7748
Mathematics	A243	285-7151
Math Computer Lab	E221	285-7746
Math Tutoring Lab	A232	285-7167
Media Services	D123	285-7479
Music	M108	285-7876
Nursing	C124	285-7133
OE/OE Computer Lab (Main)	B228	285-7361
Open Computer Lab	LIB Lower	285-7285
Physics	E114	285-7244
Psychology	DB317	285-7259
Reading	H221	285-7319
Recruitment and Retention	D102	285-7415
Scholarship	HC Upper	285-7666
Science and Math Computer Lab	E221	285-7746
Student Life and Leadership	HC Lower	285-7231
Success Center (tutoring services)	B228	285-7486
Switchboard		285-7500
Teacher Prep Charter High School	OSE105	285-4100
Testing Center	LC South	285-7844
Theater Box Office	T Lobby	285-7300
Title V Program	LIB Lower	285-7871
Transfer Center	LC South	285-7602
Veteran Assistance	AR East	285-7504
Web CT Student Hotline	LIB Lower	285-7428
Weight Room	G 2	285-7814

## Log on to the new online Student Center at

**My**.maricopa.edu



## How Do I...

### REGISTER FOR CLASSES

1. Click **Add a Class** under **Academics** tab
2. Select **Term** (semester), **Program** (credit/non-credit), and **College** from the drop down menu
3. Select **Search for Class** (follow directions above) or enter **Class Number**
4. Click **Select Class** button for open classes
5. Click **Next**
6. Click **Proceed to Step 2 of 3** or repeat steps to add additional classes
7. Click **Finish Enrolling** when done adding classes

### MAKE A PAYMENT

1. Click **Make a Payment**
2. Make the payment using credit card or select payment plan option
3. Print the payment confirmation

### VIEW MY GRADES

1. Click **Grades** under **Academic** tab
2. Most recent grades will display
3. Select **Change** button to view grades from other **Terms** (semesters) or **Locations**, then click Continue button
4. Click **Printer Friendly Version** box
5. Right click mouse to **Print**

### UPDATE MY CONTACT AND ADDRESS INFORMATION

1. Click on **Contact Information Box** under **Personal Information** tab
2. Update information
3. Click **Save**
4. Click **Ok**

## First Time Users Start Here...

### SET UP MY ONLINE STUDENT ACCOUNT

- Click **First Time Users Start Here** on My.maricopa.edu
- Follow instructions provided

### LOGIN

- Click **Login** on My.maricopa.edu
- Enter your **Maricopa Enterprise ID (MEID)**
- Enter **Password**
- Click **Sign in**
- Click **Student Center**

### Getting Help...

- Click the **Help** link in the online Student Center
- Click **Help** tab on My.maricopa.edu for tutorials, search features and more
- Call 1-888-994-4433, available 24 hours a day, 7 days a week

My.maricopa.edu



## CAMPUS INFORMATION

Please note: Phoenix College departments may have different hours of operation during the summer months and breaks. Contact individual departments for more information.

### Academic Advisement Center

LC Building, south entrance  
(602) 285-7110 or (602) 285-7862  
[www.pc.maricopa.edu/advisement](http://www.pc.maricopa.edu/advisement)

Hours of operation during fall and spring semesters:  
Monday – Friday 8:00 a.m. – 7:00 p.m.

The Academic Advisement Center is a central advising, referral, and information unit to assist students in developing a course of study. The Center provides advising services to prospective, decided, and undeclared students who need assistance in program planning, course selection, and class scheduling. Walk-in times are available for students who would like to meet with an academic advisor.

Advisement is highly recommended for all students and required for students who are:

- Receiving financial aid or veterans' benefits
- Registering for EMT, FSC, LAS, and special permission classes

Students may obtain a listing of advisors in the Advisement Center located in the LC Building (South Entrance).

Meeting degree or transfer requirements is the responsibility of the student.

### Testing Center

LC Building, south entrance  
(602) 285-7844  
[www.pc.maricopa.edu/testing](http://www.pc.maricopa.edu/testing)

Hours of operation during fall and spring semesters:  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

Placement testing is located in the Testing Center. Photo ID and at least 2 hours of testing time is needed in order to take English, Reading, ESL, and Mathematics placement tests. You will receive course placement recommendations to take to a program advisor in the Advisement or Counseling Centers.

Placement testing is free. If you plan to register for an English, reading, English as a Second Language, or Math course, testing must be completed prior to registration. Please see the current schedule for more details.

The Testing Center also proctors make-up instructor exams and quizzes. General Educational Development (GED) is available for a fee by appointment only. Photo ID is required. For more information call 602-285-7844.

### Transfer Center

LC Building, west entrance  
(602) 285-7110 or (602) 285-7862  
[www.pc.maricopa.edu/transfer](http://www.pc.maricopa.edu/transfer)

The Transfer Center provides information and support to assist you in the transfer process. Services include:

- Information and materials for Arizona public, private, out-of-state, and non-traditional colleges and universities
- Opportunities to meet with university representatives at PC
- Transfer events, such as Transfer Fair, university information and application workshops, and Transfer Awareness Week events
- Field trips to university information events and tours
- Assistance with transfer process, including understanding admission requirements, academic planning and referrals
- Pre-professional information and resources
- Online links to transfer and advisement resources
- Transfer Student Ombudsperson (TSO) assists students experiencing difficulty in the transfer process

### Transfer Planning

It is important to begin right away to plan for a successful transfer. Students who have selected a major and transfer college or university will be able to plan most efficiently. Students who are not certain about their major have the opportunity to work with the Career Services to explore options or research your college or university. There are many things you should consider when deciding where to transfer, including admissions and academic requirements. Make sure that your major is offered in the timeframe and format that you need.

Take responsibility for understanding your academic requirements. Your academic advisor will assist you, but you know your priorities, needs and goals better than anyone. Ask questions and keep all of your check sheets and transfer materials together in a folder or file and be sure to keep a copy of your check sheet with you in case you need to talk with an advisor about changing your schedule or future planning. Keep track of dates; know when you should apply to your university. Generally, students applying to Arizona State University, Northern Arizona University or University of Arizona should apply 10-12 months prior to transferring. There may be a separate application process to be admitted to your major. Understand what is required and when it is due and apply for financial aid and scholarships as early as possible. Finally, if you should encounter any difficulty in the transfer process, be sure to contact the Transfer Center for assistance.

### Achieving a College Education (ACE Program)

Hannelly Center (HC-3), lower level  
(602) 285-7391

Phoenix College Achieving a College Education (PC ACE) Program is a scholarship based early outreach and college preparation program for high school students. The PC ACE Program recruits sophomores from five Phoenix Union High Schools. High School sophomores who will have earned 8 high school credits by the end of their sophomore year are eligible to apply for the PC ACE Program. Please call for more information.

## Admissions, Registration, and Records

AR Building  
(602) 285-7777  
(602) 285-7500 (Information Center)  
www.pc.maricopa.edu/services

Hours of operation during fall and spring semesters:

Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

Admissions and Records is where students submit the Student Information and Registration forms to register for their classes. All student records are kept in this office.

Services:

- Registration
- Add/Drop/Withdrawal
- Transcript evaluation
- Enrollment verification
- Education records
- Graduation requests
- Final graduation evaluation/check out
- Veteran's Certification
- Transcript Request
- Residency

### Absences

If an emergency arises and you are unable to attend class:

- Notify your instructor(s) directly.

### Address and Name Change

It is important to keep the college informed of any change in your name, address, e-mail address, or telephone number. To make a change, choose one of these options.

- Submit a Change of Information card in the Admissions and Records Office.
- Update your information on the web at www.pc.maricopa.edu
- Mail your request to the Admissions and Records office
- Fax your request to Admissions and Records at (602) 285-7813

### Schedule Change (Drop/Add)

You may drop/add a class after you have registered, but not later than the posted deadline listed in the class schedule each semester. Complete the schedule change form in the Admissions and Records Office.

### Grade Point Average (GPA)

Grade Point Average (GPA) is calculated by first multiplying the point value of a grade by the semester credit units of the course, then adding the total points of all courses, and finally dividing this sum by the total semester credit units. Point values:

A = 4, B = 3, C = 2, D = 1, F = 0, and Y = 0.

Grades of F and Y adversely affect the GPA. Grades of P, Z, and W do not affect the GPA.

Example:

PED 101 1 sem. cr. units A = 4 pts  
ENG 101 3 sem. cr. units C = 6 pts  
CPD 102 2 sem. cr. units D = 2 pts  
Total: 6 sem. cr. units = 12 pts  
12 ÷ 6 = 2.00 GPA

### Graduation Information

Degree/Certificate Requirements:

You may graduate under the degree/certificate requirements as listed in the college catalog that is in effect at the time you began continuous enrollment within a Maricopa Community College, at any of the three state universities, or any of the state-directed community colleges.

Applications for Degrees/Certificates:

- Pick up an application in the Admissions and Records Office.
- Apply one semester before you plan to graduate, so you may have time to complete missing assignments.
- Complete the form and submit it to the cashier with the required fee by the deadline published in the Phoenix College catalog.

Awarding Degree/Certificates:

Upon completion of requirements, students are awarded degrees/certificates at the end of each term: summer, fall, and spring.

Commencement:

The ceremony for degree recipients is held only at the end of the spring semester. However, graduates of the previous summer and fall terms are invited to participate.

### Registration

Specific instructions for registration are published each semester in the class schedule.

When registration begins, you:

- Must meet the prerequisite and advisement requirements before attempting to register
- May register at the Admissions and Records Office during regular office hours, by telephone, or on-line

You will not be permitted to complete registration if you owe a debt to the Maricopa Colleges; clear the debt at the Cashiers Office.

### Official Withdrawal

A withdrawal is official as of the date received in the Admissions and Records Office. Failure to attend selected courses may or may not result in your withdrawal from courses or eligibility for refund. Please call (602) 285-7502. Students who officially drop or withdraw from courses in the Admissions and Records Office within the refund deadlines are eligible for a refund of appropriate tuition and fees. Refunds are processed and distributed by the Cashiers Office. Refund distribution is not always automatic. Refunds may be requested in person or by phone at (602) 285-7522.

### Refund Guidelines

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

<u>Length of class</u>	<u>Official Withdrawal Deadlines for 100% Refund*</u>
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

\* Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund.

### **Admissions, Registration, and Records** *continued from previous page*

Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines.

Refund policy for non-credit classes: Unless otherwise specified, students must drop non-credit classes prior to the class start date to be eligible for a 100% refund.

Cancelled Classes: When a class is cancelled by the college, a 100% refund will be made.

Other refunds: Students withdrawing from college for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official:

1. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
2. Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.
3. Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from the college or courses for one of the above reasons may result in a partial refund of tuition, provided courses have not been completed.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

#### Obtaining a Refund

Refunds of check payments will be made only after 10 days after posting of the applicable payment(s). Earlier processing is possible under presentation of evidence of successful clearance of the payment. Such evidence may include a cancelled check, bank statement, etc. **Do not bypass the refund process by placing a 'stop payment' on a check made payable to the college** (see Fees and Debt Policy in the current College Catalog). Refunds of credit card payments are made only to the credit card on which the original payment was processed. Refunds of cash and check payments are made and issued only in check form. No refunds of cash are available. **All refunds in the form of a check will be mailed.** Refunds sent by mail will be sent to the address of record on file with the College.

#### Transcripts

Transcripts are issued upon written request to the Admissions and Records Office. A student may also request transcripts on-line.

Complete the Transcript Request form, and pay \$5 at the Cashiers Office for each official transcript.

Submit the request form to an Admission and Records technician. There is no charge for official transcripts sent between Maricopa Community Colleges or for an unofficial transcript.

Requests for over-the-counter transcripts are usually processed immediately. When requesting transcripts to be mailed, please allow up to 5 working days for processing.

If you wish to transfer to another college or university, request that your transcript be sent directly to the Admissions Office of that school. Transcripts are generally not considered "official" if they are hand carried by the student.

Official Transcripts will not be issued if you have a debt at any Maricopa Community College; clear the debt at the Cashiers Office prior to requesting transcripts.

### **Alumni and Development**

Home of the Phoenix College Alumni Association and Request Appearances for Phoenix College mascot "Bumstead Bear"  
Osborn Campus, room OSE 106  
(602) 285-7337 or (602) 285-7652 or (602) 285-7667  
[www.pc.maricopa.edu/alumni](http://www.pc.maricopa.edu/alumni)  
[www.pc.maricopa.edu/development](http://www.pc.maricopa.edu/development)

Hours of operation during fall and spring semesters:  
Monday – Friday 8:00 a.m. – 5:00 p.m.

The office of Alumni and Development provides an array of support services including Alumni Relations and Development. The department is home to the Phoenix College Alumni Association (PCAA) and its affiliated groups like the Half-Century Club, which celebrates alumni who graduated or attended the college fifty or more years ago, and all official Alumni Chapters. The PCAA provides excellent opportunities throughout the year for alumni to maintain or rekindle their ties to Phoenix College. Volunteers are the lifeblood of the PCAA; whether it is mentoring students, fundraising for scholarships, or serving on the board of directors, alumni are regularly sought throughout the year. For more information, or to sign up to receive the free PCAA newsletter, Bear Connection, please call the office or visit the Phoenix College web site.

The department also supports Development and Donor Relations for the college. For assistance with establishing a scholarship, or to learn about charitable giving opportunities through the college, please call the office. Phoenix College collaborates with the Maricopa Community College Foundation, a 501(c)(3) nonprofit organization, as determined and defined by the IRS, for the purposes of receiving charitable contributions designated for Phoenix College and its affiliated programs, departments and organizations.

#### Phoenix College Mascot

To be considered for the position of the PC Mascot – "Bumstead", or as a mascot handler, stop by our table at the Student Involvement Fair on September 3, 2008. Position tryouts and interviews are held each semester (September and February). A scholarship is available for mascots who complete all requirements.

To request appearances by "Bumstead" at your club events contact the office of Alumni and Development. Appearances are contingent upon mascot availability.

#### **Athletics**

G Building  
(602) 285-7175  
[www.pc.maricopa.edu/athletics](http://www.pc.maricopa.edu/athletics)

Hours of operation during fall and spring semesters:  
Monday – Friday 7:00 a.m. – 4:00 p.m.

The Athletic Department is responsible for developing, promoting and administering student success through competitive athletic programs. Phoenix College supports fourteen NJCAA sanctioned sports each year involving over 350 students. The department provides academic and financial aid counseling in addition to the Student Athlete Scholastic Success Program for all student athletes which promotes academic success, honors diversity, and enhances



### **Athletics** continued from previous page

the physical, emotional and social maturation of the athletic student. Phoenix College has an average minimum 3.0 GPA for all of the teams. Please contact the department office for further information at (602) 285-7175. All regular season games are accessible at no cost to Phoenix College students and employees. Come and cheer on the Bears!

### **ATM (Automated Teller Machine)**

A Desert Schools Federal Credit Union ATM is located off of the West Parking lot between the AR building and the A building.

### **Bookstore**

Hannelly Center (HC), lower level  
(602) 285-7489  
www.phoenix.bkstr.com

Hours of operation during fall and spring semesters:

Monday – Thursday	8:00 a.m. – 7:30 p.m.
Friday	8:00 a.m. – 3:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

The bookstore stocks textbooks, trade books, general supplies, and miscellaneous items. Check your class schedule for extended hours during the first weeks of school.

### **Bus Service**

There are two bus stops serving Phoenix College: one on Thomas Rd (eastbound and westbound) and one on 15th Avenue (northbound and southbound). Bus schedules are available in the Office of Student Life and Leadership, lower level of the Hannelly Center.

Semester and monthly bus pass subsidies are available for students enrolled in at least 12 credit hours per semester. Supplies are limited. For more information, please contact the Office of Student Life and Leadership at (602) 285-7231.

### **Cafeteria “The Bear Cave”**

Hannelly Center (HC), upper level  
(602) 285-7669, Please call for information about catering services  
www.pc.maricopa.edu/cafeteria

Hours of operation during fall and spring semesters:

Monday – Thursday	7:00 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 2:00 p.m.

### **Career Services**

LC Building, west entrance  
(602) 285-7420 or (602) 285-7951 (fax)  
www.pc.maricopa.edu/careerservices

Hours of operation during fall and spring semesters:

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.

Career Services provides resources to help you make informed career decisions and services to prepare you for a job including:

- Career interest assessments
- Current labor market information, including job descriptions, salaries, qualifications needed, and job outlooks
- Resume preparation information
- Interviewing techniques

- Job search strategies
- Virtual Career Services at [www.phoenixcollege.edu/careerservices](http://www.phoenixcollege.edu/careerservices)
- On and off campus job listing
- Maricopa Career Network and on-line job listing service
- Computer lab for job search and career planning
- Career Fairs
- Career Work Experience program

### **Cashiers**

AR Building  
(602) 285-7522 - main  
(602) 285-7884 - fax  
www.pc.maricopa.edu/cashier

Hours of operation during fall and spring semesters:

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.

At the Cashiers Office you may:

- Pay tuition and fees, parking citations, and other payments
- Obtain answers in reference to tuition statement and fee payments
- Pay transcript and graduation application fees

### **e-Cashier Payment Plan**

For student convenience we now have a student tuition payment plan. With e-Cashier, students have between four to six monthly payments depending on when the student signs up for the plan. Visit [www.phoenixcollege.edu](http://www.phoenixcollege.edu) and select the e-cashier logo for additional information.

A picture ID is required for all transactions at the Cashiers Office.

### **Child Care** (Family Care Center and Head Start Center)

Osborn Campus  
(602) 285-7292  
www.pc.maricopa.edu/childcare

The Phoenix College Family Care and Head Start Center offers quality early childhood programs for children between 2-5 years of age. Parents must be currently enrolled in a minimum of 3 credits at Phoenix College.

The program offers services Monday – Friday from 7:00 a.m. – 3:00 p.m., and follows the Phoenix College calendar. A minimum daily attendance of 3 hours is required. The Head Start class meets Monday – Friday from 8:00 a.m. – 12:00 p.m.

The center is accredited by the National Association for the Education of Young Children, licensed by the Arizona Department of Health Services, and accepts child care assistance from the Department of Economic Security. Please call the above number for further information and registration dates.

### **College Safety**

D Building, north entrance  
(602) 285-7254  
On campus emergency: Dial 57911 from a campus phone.  
www.pc.maricopa.edu/safety

Hours of operation during fall and spring semesters:  
Campus safety is open 24 hours per day, 7 days per week.

**College Safety** continues on next page

### **College Safety** *continued from previous page*

Phoenix College wants you to “Be Safe! Be Alert!” To help ensure your safety, always be aware of your surroundings. When walking to the parking lots, always have your keys in hand. If you are here after the campus closes, do not walk alone; call the Safety Office at (602) 285-7254 for an escort. In case of emergency, use the safety telephones placed around campus and in the parking lots. Safety phones are marked by a blue light. It is not necessary to dial a number; just pick it up. you can also dial 5-7911 from any campus phone.

#### Accidents on Campus

All accidents must be reported immediately to the Public Safety Office. If the switchboard is closed, call (602) 285-7254.

#### Disabled Student Parking Permit

Vehicles parked in handicapped spaces are required to display a state handicapped plate or placard. Vehicles without a valid permit will receive a \$50 penalty and will be towed.

#### Parking Decals

- Parking decals are required.
- Register your vehicle and pick up the decal in the Public Safety Office.
- Public safety officers can identify the vehicle owner by checking the license plate number.

#### Pedestrian Safety

To help insure the safety of pedestrians on campus, please walk your bicycles when traveling between classes. Bicycles must be parked in existing racks provided throughout campus; bikes should be secured with a Kryptonite-type lock to prevent theft.

Driving motor vehicles, motorized cycles, and bicycles on pedestrian paths and sidewalks is prohibited.

Skateboards, skates, and roller blades are prohibited on Phoenix College property.

All out-of-county and out-of-state students must sign affidavits which state their vehicles are in compliance with Arizona state emissions inspection guidelines. Vehicles not in compliance may not be parked on college property.

#### Lost and Found

Articles found on campus and left with Lost and Found will be held for a maximum of 90 days, during which time they may be claimed by the owner.

### **Computer Commons**

Fannin Library, lower level  
(602) 285-7292  
[www.pc.maricopa.edu/cc](http://www.pc.maricopa.edu/cc)  
[commons@pcmail.maricopa.edu](mailto:commons@pcmail.maricopa.edu)

Hours of operation during fall and spring semesters:  
Monday – Thursday 7:30 a.m. – 10:30 p.m.  
Friday 7:30 a.m. – 4:30 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.

The Computer Commons is equipped to serve the general computing needs of the Phoenix College campus and offers a variety of computing resources to students, faculty, and staff. The lab features Windows computers, a variety of software, and knowledgeable staff.

Students may use the Computer Commons for free. However, there is a charge to print. The Computer Commons is committed to maintaining an academic atmosphere conducive to optimal learning.

For more information, call our Help Desk at 602-285-7285, email us at [commons@pcmail.maricopa.edu](mailto:commons@pcmail.maricopa.edu), or visit our website at [www.pc.maricopa.edu/cc](http://www.pc.maricopa.edu/cc).

### Computer Commons Resources

- Windows Computers
- Technology Assistance
- Scanning Capabilities
- Word processing and spreadsheet software
- Access to research databases
- Internet access
- CD-burners
- 100 MB of server space
- USB—for flash drives or thumb drives
- FTP your folder from home
- Color printing available for a fee
- Black and white printing available for a fee
- Foreign Language Lab

### Counseling

Hannelly Center (HC), upper level, northwest corner  
(602) 285-7392  
[www.pc.maricopa.edu/counseling](http://www.pc.maricopa.edu/counseling)

Hours of operation during fall and spring semesters:  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 4:00 p.m.

The Counseling Department is located in the northwest corner of the Hannelly Center. Counseling is available to all students by appointment or on a walk-in basis.

The Counseling Department offers counseling in the areas of:

- Personal issues
- Crisis counseling
- Study skills
- Life skills
- Stress and relaxation training
- Career counseling
- Choosing a major or career

Professional counselors are available to provide career counseling to assist students in learning more about careers, changing careers, occupational testing and interpretation, resume writing techniques, and general job information.

Professional counselors provide academic counseling and assist students in the selection of appropriate classes related to college majors or careers. Other services provided are:

- Referral to campus and community resources
- Career and personal development classes

### Creative Writing

B Building  
(602) 285-7347  
[www.pc.maricopa.edu/creativewriting](http://www.pc.maricopa.edu/creativewriting)

Phoenix College offers a Creative Writing program for interested students. The Creative Writing Center is located in Bldg B room 159. For more information contact Dr. Marty Etchartat or the English Department at (602) 285-7347.

### **Custom Training and Education (CTE)**

PC Downtown Center  
(602) 223-4050  
www.phoenixcollege.edu/cte

Hours of operation during fall and spring semesters:  
Monday – Friday 8:00 a.m. – 5:00 p.m. or by appointment.

The focus of the Custom Training and Education department is the creation, coordination and delivery of training services and programs designed to meet the special needs of the private, public and small business sectors in the community. CTE provides several educational services including needs assessments, course design, language training, facilitation services and unique course delivery options. Campus Community Service Projects are another activity of CTE as well as delivery of programs under Lifelong Learning.

### **Dental Clinic**

R Building  
(602) 285-7323  
www.pc.maricopa.edu/dental

The Dental Clinic offers preventative dental services which include a complete set of x-rays, teeth cleaning, oral examination (oral cancer screening, periodontal evaluation, limited exam for decay), sealants if needed, and oral hygiene instructions.

Nominal fees are charged to cover operating expenses. Fees are collected prior to treatment. Payment is the responsibility of the patient.

For further information or to schedule an appointment call (602) 285-7323.

### **Disability Resource Center (DRC)**

Special Services  
LC Building  
(602) 285-7477 or (602) 285-7409 (TTY)  
www.pc.maricopa.edu/drc

Hours of operation during fall and spring semesters:  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 8:00 a.m. – 4:30 p.m.

The DRC provides student support geared to the needs of students with disabilities.

Services offered are:

- Academic pre-advisement (general)
- Adaptive technology
- Registration assistance
- Interpreters for people who are deaf/hard of hearing
- Academic accommodations\*
- Assistance with alternate textbook orders
- Elevator keys
- Alternate seating arrangements

\*Students with disabilities must be registered with the Disability Resource Center (DRC) Office in order to receive formal and timely accommodations. Some accommodations may require 4-6 weeks prior notice.

### **Fannin Library**

(602) 285-7600  
(602) 285-7368 (fax)  
www.pc.maricopa.edu/library

Hours of operation during fall and spring semesters:  
Monday – Thursday 7:30 a.m. – 10:00 p.m.  
Friday 7:30 a.m. – 4:00 p.m.  
Saturday 9:00 a.m. – 5:00 p.m.

The Phoenix College Library provides support for the instructional programs, promotes the development of information literacy, and encourages life-long learning in the Phoenix College community. Students must present a Phoenix College student ID card (see Student Life and Leadership) to check out materials and access electronic resources from home.

Services:

- Research assistance in person and online
- Instruction in the use of resources in a variety of formats
- Wireless computer access
- 2 wireless laptops to check out within the building
- Information literacy instruction and library tours
- Student study areas
- Group presentation practice room with data projection equipment
- Collaborative study rooms
- Inter-library loans
- Photocopiers and printers
- Resources for research
- Activate ID into library card for borrowing privileges
- Online catalog of MCCC libraries
- Access to catalogs of other Valley libraries
- Reference, legal, and circulating book collections
- Newspapers, journals, and magazines
- Video and DVD collections
- Electronic databases available from most sites on campus as well as remotely
- Books on tape and CD

### **Financial Aid**

Hannelly Center (HC), upper level  
(602) 285-7410 or (602) 285-7425 (fax)  
www.pc.maricopa.edu/faid

Hours of operation during fall and spring semesters:  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday (Aug. 8 - Sep. 26) 8:00 a.m. – 12:00 p.m.

The role of the Financial Aid Office is to assist students in obtaining resources to help pay education costs. Applications for financial aid and detailed information concerning various programs, criteria and maximum amounts may be obtained from the Financial Aid Office.

To apply for grants, loans and Federal Work-Study, you must complete and submit the Free Application for Federal Student Aid or the Renewal Application to the federal processor for each academic year. You must also have a high school diploma, GED certificate, or pass a test approved by the US Department of Education; be enrolled in an eligible degree or certificate program at Phoenix College; be a US citizen or eligible non-citizen; have a valid social security number; be registered with the Selective Service, if required; and not be in default on a federal loan or owe repayment of a federal grant.

### **Financial Aid** *continued from previous page*

Some of the programs require awards be made to students who have calculated financial need, as determined through the Free Application for Federal Student Aid process. Federal regulations state that a student must meet and maintain Satisfactory Academic Progress standards (SAP), as determined by the institution, to receive aid. These standards are applicable even for semesters of enrollment when a student did not receive federal aid. SAP guidelines are available upon request in the Financial Aid Office.

Students enrolled on a full or part-time basis may apply for federal financial aid. Those enrolled in less than 6 credit hours within a semester may be considered for a Pell Grant. The US Department of Education has the following major student financial aid programs which are managed by the Financial Aid Office:

Grants - financial aid you don't have to pay back

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Leveraging Education Assistance Grants
- Bureau of Indian Affairs and other tribal scholarships/grants
- Academic Competitiveness Grant
- Maricopa Grant Program

Loans - financial aid you borrow to help pay education costs- that must be repaid

- Federal Subsidized Loans
- Federal Unsubsidized Loans
- Plus Loans
- Perkins Loan

Employment - work to earn money to help pay education costs

- Federal College Work-Study

To maximize Pell grant eligibility, students must be registered for all classes they intend to take in the semester by:

Fall 2008 – September 02, 2008  
Spring 2009 – January 27, 2009  
2009 Summer I Day Session – June 03, 2009  
2009 Summer Evening Session – June 03, 2009

### **Health Enhancement**

G Building, South Gym, and C Building (2nd Floor)  
(602) 285-7295  
[www.pc.maricopa.edu/healthenhancement](http://www.pc.maricopa.edu/healthenhancement)

Fitness Center hours of operation during fall and spring semesters:

Monday – Thursday	5:30 a.m. – 9:00 p.m.
Friday	5:30 a.m. – 8:00 p.m.
Saturday	7:00 a.m. – 4:00 p.m.
Sunday	9:00 a.m. – 1:00 p.m.

We offer classes in Exercise Science, Recreation, Health and Wellness, the Fitness Center, and activities classes such as yoga, Pilates, kickboxing, martial arts, aerobics, senior fitness, and cardiac rehab. In addition, we offer Healthcare Occupations Programs such as medical assisting, patient care tech, phlebotomy, histology, clinical lab sciences, laboratory technician, gerontology, assisted living and therapeutic massage. The Health Enhancement Department Offices are located in the South Gym and the 2nd floor of the C Building; the reception area is in the South Gym near the woman's locker room entrance, on the east side of the building.

### **Honors Program**

Dalby Building (DB), room DB317  
(602) 285-7305  
[www.pc.maricopa.edu/honors](http://www.pc.maricopa.edu/honors)  
[honors@pcmail.maricopa.edu](mailto:honors@pcmail.maricopa.edu)

Students with a cumulative GPA of 3.25 or higher are eligible for scholarships and fee waivers, may enroll in Honors classes, and may participate in special Honors educational and social events.

### **Information Boards/Kiosks**

All materials posted on college bulletin boards must be approved for posting by the Office of Student Life and Leadership, Hannelly Center lower level. Materials not approved will be removed. For more information or a copy of the complete posting policy, please contact the Office of Student Life and Leadership at (602) 285-7231.

### **International Student Center**

Hannelly Center (HC), upper level room HC-2  
(602) 285-7424  
[www.pc.maricopa.edu/international](http://www.pc.maricopa.edu/international)

Hours of operation during fall and spring semesters:

Monday – Friday 8:00 a.m. – 6:00 pm

The International Student Center provides services to students from diverse countries, cultures, and languages. The Center is committed to providing quality services that support the educational goals and enhance student life opportunities for its international community. Services offered are:

- ESL and general academic advisement
- International student orientation (F-1 students)
- Admission and registration assistance
- Application processing
- Citizenship/Immigration Services referrals
- I-20 application information and processing
- Designated School Official (DSO) services for student visa holders
- International Club support by serving as staff advisor to its student leaders
- TOEFL information
- Foreign Credential Evaluation information
- Study Abroad information

For further information, please call 602-285-7424.

### **Library (see Fannin Library)**

#### **MATH.ZONE**

Liberal Arts Building (A) room 232  
(Math Study and Tutoring Area)  
(602) 285-7151

Hours of operation during fall and spring semesters:

Monday – Thursday 8:00 a.m. – 8:00 pm  
Friday 8:00 a.m. – 4:00 pm

The MATH.ZONE provides math tutors free of charge to students.

## Recruitment and Retention

D Building, room D102  
(602) 285-7415  
[www.pc.maricopa.edu/recruit](http://www.pc.maricopa.edu/recruit)

Hours of operation during fall and spring semesters:  
Monday – Friday 7:00 a.m. – 6:00 p.m.

The Office of Recruitment and Retention performs outreach and recruitment services, provides campus tours by appointment, sponsors new student orientations each semester and is responsible for college retention programs. The Office of Recruitment and Retention also welcomes comments and concerns regarding your experiences here at Phoenix College.

Appointments are recommended for college and program information, assistance with admission, assessment, advisement, financial aid, campus tours and assistance with problems affecting enrollment.

## Scholarships

Hannelly Center, upper level  
(602) 285-7666  
[www.pc.maricopa.edu/scholarships](http://www.pc.maricopa.edu/scholarships)

Hours of operation during fall and spring semesters:  
Monday – Thursday 8:00 a.m. – 7:00 p.m.  
Friday 9:00 a.m. – 4:30 p.m.

The staff in the office of Scholarship Relations can help you find scholarship opportunities and assist you with the process. Thanks to the generous support of alumni, employees, retirees, business partners, and friends of the College, there are a number of private scholarship opportunities available throughout the year to Phoenix College students.

Students are encouraged to learn about scholarship opportunities online at [www.pc.maricopa.edu/scholarship](http://www.pc.maricopa.edu/scholarship) or visit Hannelly Center and check out the scholarship board for a listing of current scholarships and applications.

## SCHOLARSHIP WORKSHOPS

Several times throughout the year, PC offers free comprehensive Scholarship Workshops designed to provide students with valuable information addressing such items as:

Writing your personal statement  
Tips on applying for scholarships  
What is financial need?

What are some of the best places to find scholarship leads?

For more information, or to schedule a workshop for your class, student club, or outside organization, call (602) 285-7666 or email your request to [scholarships@pcmail.maricopa.edu](mailto:scholarships@pcmail.maricopa.edu).

## Student Government (see Student Life and Leadership)

The Phoenix College Student Representatives (PCSR) is the student governance structure at PC. For more information on how you can get involved, please visit [www.pc.maricopa.edu/studentlife/pcsr](http://www.pc.maricopa.edu/studentlife/pcsr), or call (602) 285-7231.

## Student Life and Leadership

Hannelly Center (HC), lower level  
(602) 285-7231  
[www.pc.maricopa.edu/studentlife](http://www.pc.maricopa.edu/studentlife)

Hours of operation during fall and spring semesters:  
Monday – Thursday 8:00 a.m. – 7:00 pm  
Friday 8:00 a.m. – 4:30 pm

The mission of Student Life and Leadership is to serve the needs of students in leadership development, campus and community involvement, and group interaction. Participation in student activities teaches students how to be successful in organizing programs, setting goals, solving problems, budgeting, managing, and making decisions. The opportunity to work in group situations assists students in understanding social relations, networking and forming friendships, and appreciating diversity.

### Services and Programs:

- Student ID cards (Cub Card)
- Student Planner
- Student insurance information
- Bus subsidies for full time students
- Student Government
- Student clubs and organizations
- Employee/student carpool parking applications/permits
- Bears' Den Student Center
- Leadership training and retreats
- Housing information
- Game check-out (board games, cards, etc)
- Movie days
- Campus events, such as Homecoming, Bear Day, and cultural events

To become involved, contact Student Life and Leadership at 602-285-7231.

### Clubs/Organizations

Clubs range from professional or technical organizations and cultural clubs to clubs just for fun. A brochure listing all chartered and recognized clubs is available in the Office of Student Life and Leadership in the Hannelly Center.

All on-campus club events must reserve space through the Office of Student Life and Leadership. Facility request forms may be obtained in the Office of Student Life and Leadership. All activities off-campus must be cleared through the Office of Student Life and Leadership and must adhere to college and district rules and regulations to be considered a college and district sanctioned event. For information about forming a new Phoenix College student organization, contact the Office of Student Life and Leadership.

### Student Leadership and Involvement Opportunities (throughout campus)

- AWARE
- Advocates Knocking Down Barriers
- American Society of Interior Design (ASID)
- Amnesty International
- ASL PAH (American Sign Language)
- Asociacion Latina Estudiantil (ALE)
- Business Club
- Black Student Union (BSU)
- Chess Club
- Christian Club
- Dental Assisting Students' Association (DASA)
- Ebony and Ivory

## ***Student Life and Leadership*** *continued from previous page*

- Future Teachers Club
- International Club
- John Paul Theatre Troupe
- Latin Dance Club
- Meriadoc Society (Classical Studies)
- Model United Nations
- Movimiento Estudiantil Chicanos de Aztlan (MEChA)
- Native American Student Association (NASA)
- Rainbow Spectrum
- Phoenix College Ambassadors (Recruitment and Retention Office)
- Phoenix College Internet Radio Club
- Phoenix College Student Representatives (Student Government)
- Phi Theta Kappa (International Honor Society)
- Pre-Pharmacy Club
- Student American Dental Hygienist Association (SADHA)
- Student Nurse Organization (SNO)
- Ursa Majors Science Club
- Young Democrats

### Student ID cards

The PC Cub Card is the official Phoenix College ID card. It is the cardholder's proof of affiliation with the college. Students must have their PC Cub Card with them while at Phoenix College. This card may be used to:

- Check out library materials and access databases from off campus
- Access the Success Center (tutoring services) and use their materials
- Enter athletic and fine art events at student rates
- Use the Fitness Center upon registering for fitness courses
- Sell back used textbooks to the Bookstore
- Check out games or equipment in the Student Life and Leadership area
- Print or copy in the Computer Commons or the Fannin Library

To obtain a PC Cub Card, individuals must be enrolled in a current semester and present a photo ID from a government agency (primary forms of ID) or two forms of other government issued non-photo identification (secondary forms of ID) as proof of identity. Cardholders are responsible for picking up cards in person.

Examples of acceptable primary forms of ID:

- Driver's license
- Passport
- Student or Work Visa, Green card
- State ID cards
- Military ID cards

Examples of acceptable secondary forms of ID:

- Official Birth Certificate
- Social Security Card
- Official High School ID
- Marriage or other licenses

There is a replacement fee of \$5.00 for a lost or stolen Cub Card. Replacement fee must be paid in the Phoenix College Cashier's Office. No reimbursements will be given for lost or stolen cards. Only the person pictured on the card is authorized to use the card to make purchases or conduct other business with the card. Cards are not transferable from one person to another. The PC Cub Card remains the property of Phoenix College and must be surrendered to an authorized official upon request. Account information is subject to

the same FERPA (Family Educational Rights and Privacy Act) regulations as other student records. Account holders will have the ability to check their balance information via a website account or from any CMC machine (Card Management Center) currently located in the Computer Commons and Fannin Library main level.

### Student Government

The Phoenix College Student Representatives (PCSR) is the student governance structure at PC. For more information on how you can get involved, please visit [www.pc.maricopa.edu/studentlife/pcsr](http://www.pc.maricopa.edu/studentlife/pcsr), or call (602) 285-7231.

### Discount Bus Passes

Semester and monthly bus pass subsidies are available to all students enrolled in at least 12 credit hours per semester. Supplies are limited. Current bus schedules are also available. Bus vouchers are not available during the summer.

### Carpool Parking Permits

Students and/or staff who carpool to campus may be eligible for priority parking spaces. Carpool permits are required, and applications are available in the Office of Student Life and Leadership.

### Housing Information

Two services are provided by the Office of Student Life and Leadership to assist you in finding housing:

- The Housing Boards list available apartments, rooms, and houses. Housing Boards are located in the Office of Student Life and Leadership and throughout campus.
- The Apartment Guide (available on the Student Life website) lists nearby apartment complexes.

### Book Board

The Book Board, located in the upper level of Hannelly Center, may be used to buy/sell your books:

- Complete one card for each book (cards are provided in the Office of Student Life and Leadership).
- Place the completed card under the correct subject heading.

### Information Boards/Kiosks

Several boards are available on campus for the posting of materials:

- Items to be posted must be stamped in the Office of Student Life and Leadership
- Items are to be posted only on designated information boards
- Outdated and unstamped items will be removed
- For detailed posting policies contact the Office of Student Life and Leadership

### Student Insurance

Student sickness/accident and insurance information may be obtained through the Office of Student Life and Leadership. The necessary forms for filing an accident claim are also available.

### Emergency Mobile Alerts

Sign up for Clear Text Mobile Alerts to be notified when an emergency situation occurs at Phoenix College. You can also choose to be in the know about priority registration, scholarship updates, or student life events like Homecoming, Bear Day, and Commencement. If you prefer, you can also sign up to get this information by e-mail. Visit [www.phoenixcollege.edu](http://www.phoenixcollege.edu) and click on "Students" or enter the "Buzzzz" communication portal on the front page.

### **Success Center**

Building B, room 228  
(602) 285-7486  
[www.pc.maricopa.edu/success](http://www.pc.maricopa.edu/success)

Hours of operation during fall and spring semesters:

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

The Success Center provides tutoring services, resources, and programs to support students at Phoenix College so they develop skills essential for successful learning. Students improve their study habits and receive assistance through success coaching, study skills development, multimedia materials, and homework help in academic subjects. Students work with success coaches, meet with classmates, and attend workshops in order to strengthen their academic experience at Phoenix College while becoming independent learners.

**Testing Services (see Academic Advisement Center)**

**Transfer Center (see Academic Advisement Center)**

**Tutoring (see Success Center)**

### **Veterans Services**

Admissions and Records Building (AR)  
(602) 285-7504  
[www.pc.maricopa.edu/veterans](http://www.pc.maricopa.edu/veterans)

Hours of operation during fall and spring semesters:

Monday - Thursday	8:00 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 4:30 p.m.

The Veterans Service Office offers all veterans assistance with educational benefits, registration and transcript information, tutorial assistance, referral for personal, career and academic counseling, and other miscellaneous veterans' information.

### **Welcome Center/Information Center**

AR Building  
(602) 285-7500  
[www.pc.maricopa.edu/ar](http://www.pc.maricopa.edu/ar)

Hours of operation during fall and spring semesters:

Monday - Thursday	7:00 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 4:30 p.m.

The Welcome and Information Center is located in the lobby area of the Admissions and Records building. Its primary purpose is to help you find out what is happening on campus and to answer your questions.

The center provides directions and campus maps, catalogs, schedules, enrollment forms and program brochures. Information on most campus activities such as field trips, guest speakers, special films, changes in schedules, and general information is also available.



**New Locations**

**Career Services**  
LC Building, west entrance  
(602) 285-7420  
[www.pc.maricopa.edu/careerservices](http://www.pc.maricopa.edu/careerservices)

**Scholarship Relations**  
Hannelly Center, upper level  
(602) 285-7666  
[www.pc.maricopa.edu/scholarships](http://www.pc.maricopa.edu/scholarships)

**The Learning Center and the Math & Science Center have combined to serve you in one convenient location, now called the Success Center.**

**Success Center**  
Building B, room 228  
(602) 285-7486  
[www.pc.maricopa.edu/success](http://www.pc.maricopa.edu/success)

## RESOURCE PAGES

### Frequently Asked Questions

**Q:** Do I need a parking permit? **A:** Yes, you can obtain a free parking permit in the College Safety Office.

**Q:** How can I find my classroom? **A:** Campus maps are located in the kiosk display cases, are available in all departments and online at: [www.pc.maricopa.edu/map](http://www.pc.maricopa.edu/map).

**Q:** Where can I eat on campus? **A:** The “Bear Cave” Cafeteria is located in the Hannelly Center.

**Q:** Is childcare available for my child(ren)? **A:** Yes, please contact the Family Care Center at (602) 285-7291 for more information.

**Q:** I want to attend classes at night; how safe is the campus? **A:** We feel the campus is a safe place all the time. The College Safety Office is open 24 hours a day, and has security cameras and emergency phones in the parking lots. They will gladly escort students to their cars, if requested.

**Q:** Is there an ATM machine on campus? **A:** Yes, the ATM is located on the west side of campus between the A building and the Information Center and is owned and maintained by Desert Schools Credit Union.

**Q:** Can I use the Fitness and Wellness Center? **A:** Yes, but you need to be enrolled in a fitness class, for credit or non-credit, or pay a monthly fee.

**Q:** Where do I get my books? **A:** You can purchase your books through the PC Bookstore, located in the lower level of the Hannelly Center, or through various online booksellers, including Amazon.com.

**Q:** What is the difference between the Catalog and the Schedule? **A:** The Catalog contains information about the college and its programs, policies and regulations; the Schedule lists the classes offered during the current semester.

**Q:** Is tutoring available on campus? **A:** Tutoring is free for Phoenix College students and tutors are available to help in most subjects. For tutoring hours and study resources, please visit the Success Center (tutoring services) in the B Building.

**Q:** How do I log on the computer? **A:** Registered students can establish a computer login at [www.pc.maricopa.edu/accounts](http://www.pc.maricopa.edu/accounts). For more information, contact the Computer Commons at 602-285-7285.

**Q:** How do I apply for financial aid? **A:** You can apply for financial aid by filling out the FAFSA form at the Financial Aid Office, located in the Hannelly Center. For more information, please call (602) 285-7410.

**Q:** I am expecting to receive financial aid, but I need to purchase my books now. What do I do? **A:** Students who have already submitted federal financial aid applications and forms to the PC Financial Aid Office may contact the Financial Aid Office to determine whether they are eligible to use a Bookstore charge permit to purchase, if financial aid funds have not already been disbursed.

**Q:** I am not expecting financial aid, but I have a job. Can I get a short term loan to pay for books? **A:** At this time, PC does not maintain a short term loan program.

**Q:** How can I find out about job opportunities on campus? **A:** Visit the Career Services in the LC Building, or call (602) 285-7420.

**Q:** When is the last date I can drop a class and still get a full refund? **A:** Please refer to the refund deadlines listed in the Schedule.

**Q:** How do I go about getting involved in clubs and student government on campus? **A:** Visit the Student Life and Leadership Office in the lower level of the Hannelly Center, and pick up information on over 30 different student clubs. You can also get the latest information on the PC Student Representatives (Student Government). You can also find out about joining an existing club or how to start a new club. No experience needed! For more information, please contact Student Life and Leadership at (602) 285-7231.

**Q:** Do I need a student ID? **A:** Yes, you can get your student ID (Cub Card) from the Office of Student Life and Leadership (located in the lower level of the Hannelly Center). Your first ID is free! You will need a student ID card in order to be able to use the library or computer labs, print or photocopy any materials on campus, or to use the fitness center (if you are registered for a fitness class).

**Q:** Do I need a Social Security number to enroll? What is my student ID number? **A:** You do not need a Social Security number to enroll. Your student ID number is assigned by the Admissions and Records Office.

**Q:** Can I take the bus to campus? **A:** Yes. To find the bus schedule, you may pick up a Bus Book from the Office of Student Life and Leadership. Discounted semester and monthly bus passes are available at the Student Life and Leadership Office for students who are taking 12 or more credits.

**Q:** Is student insurance available? **A:** Yes, students can purchase an insurance plan. You may pick up the student insurance brochure from the Office of Student Life and Leadership.

**Q:** Are computers available for personal and academic use? **A:** Yes, computers are available for your personal or academic use in the Library, in the Computer Commons, the Bears’ Den (Student Life and Leadership), and in several other computer labs throughout campus.

**Q:** May I post flyers around campus? **A:** Yes, submit posting material to the Office of Student Life and Leadership to be stamped for approval. Student Life employees will hang the flyers. Please call Student Life at (602) 285-7231 to find out how many flyers will be accepted.

**Q:** If I become ill or injured on campus, where do I find help? **A:** Call the College Safety Office at (602) 285-7254. Emergency phones are available in all parking lots.

**Q:** Where is “Lost and Found”? **A:** At the College Safety Office, located at the NE corner of the D building.

**Q:** What are the Library and Computer Lab hours? **A:** During the semester, the Library is open Monday - Thursday, 7:30 a.m. - 10 p.m.; Friday, 7:30 a.m. - 4:30 p.m.; and Saturday, 9 a.m. - 5 p.m. The Computer Commons hours are: Monday - Thursday 7:30 a.m. - 10 p.m.; Friday, 7:30 a.m. - 4 p.m.; and Saturday, 9 a.m. - 5 p.m.

**Q:** I have a problem with a faculty member. What should I do? **A:** Follow the steps of the Student Grievance policy listed in the Catalog on page 26.

**Q:** Where do students go for help with personal problems? **A:** PC's Counseling Services Center offers a wide variety of individual and group services, training opportunities and workshops. Please call (602) 285-7392.

**Q:** What if a student has a physical or learning disability? **A:** Services, resources, and support are available in the Disability Resource Center. For more information, stop by the DRC in the LC Building, or call (602) 285-7478.

**Q:** Are there opportunities for volunteering and community service? **A:** Yes, there are. Some of the PC faculty may even offer such a learning opportunity as a part of their classroom teaching. Additional experience can be gained through participating in one of the club community service projects throughout the year. Call (602) 285-7231 for information about club volunteer opportunities.

**Q:** How do I check my grades online? **A:** [1] Go to **My.maricopa.edu** [2] Under the Student tab, enter your Enterprise ID. If you have not already established your ID and Password, you will need to set these up and [3] once logged in, you can view your academic history under the Academics tab.

#### To print your grades

1. Verify a printer is connected to your computer.
2. Select "Print" on your browser navigation bar.
3. A print menu will appear.
4. Click the "OK" button.

**Q:** I have a question not answered on this sheet. Where can I get an answer? **A:** Contact the Welcome Center at (602) 285-7500.

**Note:** If you have already established a PIN through the automated phone system, use the same PIN to access your student records via the web.

## FAIR USE AND COPYRIGHT

Fair Use refers to one-time educational uses, such as making a copy of a reading on reserve or using a portion of a video clip in a class presentation.

Generally, you may use portions of copyrighted material without seeking permission if:

- The use is for an assignment in a class
- The use is only for the course term
- You give credit to the original author of the copyrighted material in your final product (ie, paper, slideshow presentation, collage)
- The amount used is only a small portion of the copyrighted work

Works in the Public Domain, such as most government information and works with expired copyright, are not subject to copyright restrictions.

#### Guidelines for Photocopying Print Material

##### Acceptable

- A chapter from a book
- An article from a magazine, journal, or newspaper
- A chart, graph, diagram, drawing, cartoon, or picture from a book, magazine, journal, or newspaper
- Multiple copies of a reading to distribute to each member of your study group

##### Unacceptable

- Making copies of a book to substitute for purchasing the required class text
- Making copies of readings or images to sell
- Making a large number of copies to distribute on campus for a non-class activity
- Copying the same work from semester to semester

#### Guidelines for Fair Use with Multimedia Presentations

Important Note: In a class, your work has a limited audience - - the instructor and classmates. Fair Use applies when only a limited number of copies of your paper or project are distributed. If you post your work on the Internet, for the whole world to see, Fair Use no longer applies and you need to seek permission from the copyright owner.

Here are four guidelines as starting points to help you apply Fair Use. They do not describe the outer limits of Fair Use, and they are not laws.

#### 1. Integrating Text

##### Recommended

- An entire poem less than 250 words
- Articles, stories, or essays less than 2,500 words
- Up to 10% or 1,000 words, whichever is less, of a longer work
- 1 chart, picture, diagram, graph, cartoon, or picture per book or magazine, journal, or newspaper issue.

#### 2. Integrating Images

##### Recommended

- Single image, photograph or illustration in its entirety
- No more than 10% or 15 images, whichever is less, from a collection of photographs or illustrations
- No more than 5 images by an artist or photographer

#### 3. Integrating Music/Music Video

##### Recommended

- Up to 10% of a copyrighted musical composition may be reproduced, performed or displayed, but not more than a total of 30 seconds

#### 4. Integrating Motion Media (Video, DVD, CD, QuickTime Movie)

##### Recommended

- Up to 10% or 3 minutes, whichever is less

For additional information, contact the Reference Desk at the Library at 602-285-7470 or refer to the Fair Use Principles guidelines from the MCCC Legal Services Department (<http://www.dist.maricopa.edu/legal/ip>).