

2007-2008 Student Planner



PHOENIX
COLLEGE

GO FAR, CLOSE TO HOME.

A Maricopa Community College

PHOENIX COLLEGE

2007-2008 ACADEMIC CALENDAR

Phoenix College may modify start dates in order to meet special needs. Dates listed which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable. **See below for fee delete date information.**

FALL SEMESTER 2007

Note: Subject to the 2007-2008 Catalog

| | |
|---------------------------------|--|
| Monday, March 19 | Registration Begins* |
| Saturday, August 18 | Classes Begin |
| Monday, September 3 | Observance of Labor Day |
| Friday, October 5 | Application deadline for December 2007 Graduation* |
| Friday, October 5 | Last Day for Withdrawal without Instructor's Signature |
| Monday, November 12 | Observance of Veterans' Day |
| Thursday-Sunday, November 22-25 | Thanksgiving Holiday |
| Monday, November 26 | Last Day Student Initiated Withdrawal Accepted |
| Sunday, December 9 | Last Day of Regular Classes |
| Monday-Thursday, December 10-13 | Final Exams** |
| Friday, December 14 | Mid-Year Recess Begins for Students |
| Friday, December 14 | Fall Semester Ends |
| December 24 through January 1 | Winter Break (Campus Closed) |

SPRING SEMESTER 2008

| | |
|----------------------------|--|
| Saturday, January 12 | Classes Begin |
| Monday, January 21 | Observance of M L King Birthday |
| Monday, February 18 | Observance of Presidents' Day |
| Friday, February 29 | Application deadline for May 2008 Graduation* |
| Friday, February 29 | Last Day for Withdrawal without Instructor's Signature |
| Monday-Sunday, March 10-16 | Spring Break |
| Monday, April 21 | Last Day Student Initiated Withdrawal Accepted |
| Sunday, May 4 | Last Day of Regular Classes |
| Monday-Thursday, May 5-8 | **Final Exams |
| Friday, May 9 | Commencement |
| Friday, May 9 | Spring Semester Ends |
| Monday, May 26 | Observance of Memorial Day |

SUMMER SEMESTER 2008:

Please refer to the 2008 spring schedule book for dates

*For specific information concerning registration dates, class start dates, application for graduation dates, and final exam dates, consult the class schedule.

**The Exam Schedule is also located in the class schedule PDF. Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.

Fee Delete Dates: Those dates set by the College to drop students from classes for failure to pay their tuition. Students enrolled in regular 16 week courses must pay their tuition by the date indicated on their course schedule invoice. If payment does not occur by the due date, the student's enrollment may be cancelled. Fee deletes will be held each Wednesday night up to the 45th day of the semester for full semester classes. It is the responsibility of the student to drop any course or courses if it is not their intention to attend. Failure to do so may result in a debt or grade for a course regardless of non-attendance. Students who have received a scholarship or financial aid award may not have their enrollment cancelled. For more information, contact the Admissions and Records office.

For courses starting after the 45th day of courses, fee delete will occur every Wednesday night through the end of the semester.



PHOENIX
COLLEGE

GO FAR, CLOSE TO HOME.

STUDENT DAILY PLANNER

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 |
|-------|------------|----------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
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Summer

| Class | Days/Times | Location | Teacher Name |
|-------|------------|----------|--------------|
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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 87 years, students of every age and background have contributed a broad range of ideas, passions, skills, and talents that create the rich tapestry of Phoenix College's diverse family. More than 50 languages are spoken on our campus by students representing over 100 countries, reflecting the rich 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 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, campus newspaper, 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 rich and 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, (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
phoenixcollege.edu/pcbasics



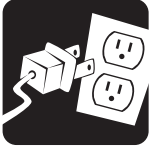
Agility

Seek and act on opportunities for creative improvement.



PC Pride

Celebrate our historical and cultural legacy while building our future.



Engage

Listen, connect, and provide real-time solutions. Be accessible.



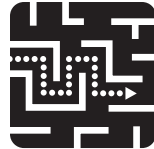
Integrity

Be your best self.



Enjoy

Find joy in what you do and be 100% present.



Seek Solutions

Own the moment and pursue to the optimal conclusion.



Exceed Expectations

Create a WOW experience; good enough is not enough.



Responsive Communication

Listen, lead and guide the student and each other.



Respect

Treat each other and our students with value and dignity.



Commitment

Each person contributes to a safe and successful learning environment through support of the college mission.



Innovate

Create possibilities.

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.

| | |
|---|----------------|
| Information and Welcome Center | (602) 285-7500 |
| Campus Safety | (602) 285-7254 |
| Administration: | |
| Dr. Anna Solley, President | (602) 285-7433 |
| Dr. James Moore, Vice President of Administrative Services | (602) 285-7524 |
| Jesse DeAnda, Vice President of Student Affairs | (602) 285-7229 |
| Dr. Derek Mpinga, Vice President of Academic Affairs | (602) 285-7117 |
| Cassandra Kakar, Vice President of Workforce Development | (602) 285-7732 |
| Dr. Debbie Kushibab, Dean of Student Affairs | (602) 285-7856 |
| Dr. Sharon Halford, Associate Dean of Workforce Development | (602) 285-7434 |
| Wilbert Nelson, Associate Dean of Academic Affairs | (602) 285-7174 |

CAMPUS FREQUENTLY CALLED NUMBERS

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

| | |
|-----------------------------|----------|
| Admissions & Records | 285-7502 |
| Advisement | 285-7110 |
| Assessment (Testing) | 285-7844 |
| Bookstore | 285-7489 |
| 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 |
| Technology Help | 285-7200 |
| Learning Center | 285-7486 |
| Library | 285-7473 |
| Maintenance | 285-7246 |
| Media Services | 285-7479 |
| Security | 285-7254 |
| Student Affairs | 285-7228 |
| Student Life and Leadership | 285-7231 |
| Switchboard/Info | 285-7800 |

Campus Departments

| | | |
|--------------------------------------|-------------|----------|
| ACE Program | HC Lower | 285-7391 |
| Admissions and Records | AR | 285-7502 |
| Advisement Center | LC South | 285-7110 |
| Alumni and Development | OSE 106 | 285-7667 |
| American Sign Language | LC West | 285-7190 |
| Applied Arts & 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 Planning/Job Placement | HC Upper | 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) | | 285-7764 |
| Customized Training and Education | 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 & 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 | C | 285-7350 |
| Health Professions and Nursing Advisor | | 285-7427 |
| Help Desk | 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 | AR Lobby | 285-7800 |
| International Student Center | HC Upper | 285-7424 |
| Interpreter Prep Program (SLG) | H212 | 285-7290 |
| Learning Center | LC West | 285-7486 |
| 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 |
| Nat'l Inst For Leadership Dev (NILD) | E103 | 285-7727 |
| Nursing | C124 | 285-7133 |
| OE/OE Computer Lab (Main) | B228 | 285-7361 |
| Open Computer Lab | LIB Lower | 285-7285 |
| Physics | E114 | 285-7244 |
| Project Success | HC Upper | 285-7392 |
| Psychology | DB317 | 285-7259 |
| Reading | H221 | 285-7319 |
| Recruitment and Retention | D102 | 285-7415 |
| Science and Math Computer Lab | E221 | 285-7746 |
| Student Life and Leadership | HC Lower | 285-7231 |
| 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 |

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

MARICOPA COMMUNITY COLLEGE DISTRICT ADMINISTRATION

GOVERNING BOARD

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

CHANCELLOR

Dr. Rufus Glasper

VICE CHANCELLORS

Dr. Steven Helfgot
Debra Thompson
Al Crusoe
Dr. Maria Harper-Marinick

COLLEGE PRESIDENTS

Chandler-Gilbert Community College
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. Wayne Giles, Interim

Paradise Valley Community College
Dr. Mary Kathryn Kickels

Phoenix College
Dr. Anna Solley

Rio Salado College
Dr. Linda Thor

Scottsdale Community College
Dr. Arthur DeCaboater

South Mountain Community College
Dr. Kenneth Atwater

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

Learning Center (LC) South Entrance

(602) 285-7110 or (602) 285-7862

www.pc.maricopa.edu/departments/advisement

Hours of operation during fall and spring semesters:

Monday-Thursday 7:30 a.m.-7:00 p.m.

Friday 7:30 a.m.-4:30 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 Learning Center (South Entrance).

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

Testing Center

Learning Center Building (LC) South Entrance

(602) 285-7844

www.maricopa.edu/departments/testing

Hours of operation during fall and spring semesters:

Monday-Thursday 7:30 a.m.-7:00 p.m.

Friday 7:30 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 on registering for an English, Reading, English as a Second Language, or math course testing must be completed prior to registering in a Math, English, or Reading course. 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 I.D. is required. For more information call 602-285-7844.

Transfer Center

Learning Center Building (LC) West Entrance
(602) 285-7110 or (602) 285-7862
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
- Fieldtrips 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 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 that 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

Information Center (AR)
(602) 285-7502
(602) 285-7500 (Information Center)
www.pc.maricopa.edu/services

Hours of operation during fall and spring semesters:

| | |
|-----------------|---------------------|
| Monday-Thursday | 7:30 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:

- 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

$12 \div 6 = 2.00$ 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 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 & 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 & 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.

Debts owed to any MCCC 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 & Development/Scholarship Relations

Osborn Campus, room OSE 106
(602) 285-7337 or (602) 285-7666 or (602) 285-7667
www.pc.maricopa.edu/alumni

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, Development and Scholarship & Donor Relations. 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. Students are invited to become involved in the PCAA by joining "PC Pride," the new Student Alumni Association.

The department also supports Development and Scholarship & 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.

Students are encouraged to visit the scholarship board located inside Hannelly Center on the main campus for a listing of current scholarships, or call or visit the Office of Alumni & Development/Scholarship Relations at the Osborn campus (OSE-106) for more information. Applications for most current scholarships are available in the self-serve dispensers below the scholarship board in Hannelly Center. Students may also access the current Phoenix College Scholarship Booklet online at <http://www.pc.maricopa.edu/scholarship>.

Athletic Department

G Building
(602) 285-7175
www.pc.maricopa.edu/athletics

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 the physical, emotional and social maturation of the athletic student. Phoenix College has an average minimum of a 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 all 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, located in the lower level of the Hannelly Center (HC).

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
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. |

Please call for information about catering services

Career Services

Hannelly Center (HC126) Upper Level
(602) 285-7420 or (602) 285-7951 (fax)
www.pc.maricopa.edu/careercenter

Hours of operation during fall and spring semesters:

| | |
|-----------------|---------------------|
| Monday-Thursday | 7:30 a.m.-7:00 p.m. |
| Friday | 7:30 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 Center at www.phoenixcollege.edu/careercenter
- 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 | 7:30 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 and select the e-cashier logo for additional information.

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

Child Care

Osborn Campus
Family Care Center and Head Start Center
(602) 285-7292

The Phoenix College Family Care and Head Start Center offers quality early childhood programs for children 2 years of age to 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 am – 3:00 pm, 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 am – 12:00 pm.

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 (See Public Safety)

Computer Commons

Fannin Library, Lower Level
(602) 285-7285
www.pc.maricopa.edu/cc
commons@pcmail.maricopa.edu

Hours of operation during fall and spring semesters:

| | |
|-----------------|------------------|
| Monday-Thursday | 7:30 am-10:00 pm |
| Friday | 7:30 am-4:30 pm |
| Saturday | 9:00 am-5:00 pm |

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, or visit our website at 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 Department

Hannelly Center (HC) Upper Level, Northwest Corner
(602) 285-7392
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. Career and personal development classes are also offered.

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

- Unofficial graduation check
- Unofficial transcript evaluation
- Referral to campus and community resources

For appointments or information call (602) 285-7392.

Creative Writing

Business/English Building (B)

(602) 285-7347

www.pc.maricopa.edu/enhlishhumanities/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 regarding this program you may contact Dr. Marty Etchartat or the English Department at (602) 285-7347.

Custom Training and Education

PC Downtown

(602) 285-7371

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

Dental Program Building (R)

(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.

The Disability Resource Center (DRC)

Special Services

Learning Center Building (LC)

(602) 285-7477 or (602) 285-7409 (TTY)

www.pc.maricopa.edu/drc

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/departments/library

Hours of operation during fall and spring semesters:

| | |
|-----------------|------------------------|
| Monday-Thursday | 7:30 a.m. - 10:00 p.m. |
| Friday | 7:30 a.m. - 4:30 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 I.D. 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 I.D. into library card for borrowing privileges
- Online catalog of MCCD 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
finaid@pcmail.maricopa.edu

Hours of operation during fall and spring semesters:

| | |
|-----------------|---------------------|
| Monday-Thursday | 7:30 a.m.-7:00 p.m. |
| Friday | 7:30 a.m.-3:00 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.

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 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

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

- Federal Subsidized Loans
- Federal Unsubsidized Loans
- Plus Loans

Employment - work to earn money to help pay education costs

- Federal College Work-Study

Health Enhancement Department

G Building, South Gym, and C Building (2nd Floor)

(602) 285-7295

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

Honors Office

Dalby Building (DB), room DB317

(602) 285-7305

www.pc.maricopa.edu/honors

honors@pmail.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/departments/international

Hours of operation during fall and spring semesters:

| | |
|---------------|------------------|
| Monday-Friday | 8:00 am- 5:00 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

Services (continued):

- 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.

Learning Center

Learning Center Building (LC)

(602) 285-7486

www.pc.maricopa.edu/learningcenter

Hours of operation during fall and spring semesters:

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

The Learning Center, located in the LC Building, provides free tutoring and other support services for all PC students to help in the development of academic skills essential to successful learning. Our goal is to provide a friendly learning environment where students can work with tutors, meet with classmates, and attend workshops in order to strengthen their academic experience at Phoenix College.

To receive tutoring, a student must be enrolled at Phoenix College in the class for which tutoring is requested. Please stop by and ask about our tutoring hours, resources, workshops, and ESL Conversation Circles. Tutoring is available for many PC courses, depending upon tutor availability, and there are many resources for improving your study strategies and English listening/speaking/writing skills. All you need to check in at the Learning Center is your Phoenix College Cub Card (Student ID card-see Student Life and Leadership).

Library (see Fannin Library)

Math + Science Center

Fannin Library, Second Floor

(602) 285-7907

www.pc.maricopa.edu/msc

Hours of operation during fall and spring semesters

| | |
|-------------------|-----------------------|
| Monday – Thursday | 8:00 a.m.- 9:00 p.m. |
| Friday | 8:00 a.m.- 12:00 p.m. |
| Saturday | 9:00 a.m.- 1:00 p.m. |

The Math + Science Center, located on the upper level of Fannin Library, provides free support to help in the development of academic skills essential to successful learning. Resources, workshops, special events, and tutoring services are customized for math, chemistry, biology, physics, and healthcare curricula. Additionally, it is the aim of the Center to maintain a friendly, supportive, and non-threatening learning environment. To receive tutoring, a student must be enrolled at Phoenix College in the math, science, or health care class for which tutoring is requested. Current hours of operation, up-to-date tutoring schedules, and a complete inventory of resources are available at www.pc.maricopa.edu/msc.

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 am- 8:00 pm |
| Friday | 8:00 am- 4:00 pm |

The Math.Zone provides math tutors free of charge to students.

Public Safety

D Building (North Entrance)
(602) 285-7254

On campus emergency: Dial 57911 from a campus phone.
www.pc.maricopa.edu/information/safety

Hours of operation during fall and spring semesters:

Campus safety is open 24 hours per day, 7 days per week.

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 or 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.

Beginning January 1, 1989 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.

Recruitment and Retention

D Building, room D102

(602) 285-7415

www.pc.maricopa.edu/service/recruit

Hours of operation during fall and spring semesters:

| | |
|-----------------|-----------------------|
| Monday-Thursday | 7:30 a.m. - 5:00 p.m. |
| Friday | 7:30 a.m. – 4:30 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 (see Alumni Relations)

Student Government (see Student Life and Leadership)

Student Life and Leadership

Hannelly Center (HC) Lower Level

(602) 285-7231

www.pc.maricopa.edu/studentlife

Hours of operation during fall and spring semesters:

| | |
|-----------------|------------------|
| Monday-Thursday | 7:30 am- 7:00 pm |
| Friday | 7:30 am- 4:00 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 is prevalent, which assists students in understanding social relations, networking and forming friendships, and appreciating diversity.

Services & 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 events must take place on Sophomore Square. 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 & Involvement Opportunities (throughout campus)

- Adults Who Are Returning to Education (AWARE)
- American Society of Interior Design (ASID)
- Amnesty International
- ASL PAH (American Sign Language)
- Asociacion Latina Estudiantil (ALE)
- Black Student Union (BSU)
- Chess Club
- Christian Club
- Creative Eye Camera Club
- Dental Assisting Students' Association (DASA)
- Ebony and Ivory
- 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 learning centers 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 & 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.pcmaricopa.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:

- Item 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.

Testing Services (see Academic Advisement Center)

Transfer Center (see Academic Advisement Center)

Veterans Services

Admissions and Records Building (AR)
(602) 285-7504

Hours of operation during fall and spring semesters:

| | |
|-----------------|----------------------|
| Monday-Thursday | 9:00 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)
(602) 285-7500
www.pc.maricopa.edu/services/ar/

Hours of operation during fall and spring semesters:

| | |
|-----------------|---------------------|
| Monday-Thursday | 7:00 a.m.-7:00 p.m. |
| Friday | 8:00 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.

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.

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

Q: Is there 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 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 Learning Center (in the LC Building) and the Math + Science Center (2nd floor of the library).

Q: How do I log on the computer? **A:** Registered students can establish a computer log in at 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 PC Financial Aid Office may contact the Financial Aid Office to determine whether 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 Resource Center in the Hannelly Center, 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: Can I register or view my grades online? **A:** Yes, from the PC home page, click on “get grades.”

Q: How do I go about getting involved in clubs and student government on campus? **A:** Visit the Student Life & 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 & 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 & 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 & Leadership. Discounted semester and monthly bus passes are available at the Student Life & Leadership Office for those 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 & Leadership.

Q: Are there 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 & 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 & 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 AM-10 PM; Friday, 7:30 AM-4:30 PM; and Saturday, 9 AM- 5 PM. The Computer Commons hours are: Monday-Thursday 7:30 AM-10 PM; Friday, 7:30 AM-4 PM; and Saturday, 9 AM-5 PM.

Q: I have a problem with a faculty member; who do I go to? **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 Learning Center, 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: I have a question not answered on this sheet, where do I ask for its answer? **A:** Contact the Information Center at (602) 285-7500.

How do I check my grades online?

1. Go to the Phoenix College homepage at www.pc.maricopa.edu.
2. From the Phoenix College homepage, click on "Get Grades" under the Quick Links menu on the left hand side of your screen.
3. Under the Student Services menu, Click on the "Proceed to Login Page" button.
4. Enter your student ID number and PIN number. If you have already established a PIN through the automated phone system, use the same PIN to assess your student records via the web. If you have forgotten your PIN, you may contact the records office at (602) 285-7502 for information on how to reset your PIN.
5. Select "Grades" from the Student Records menu .
6. Select Semester, click "Continue."
7. System will verify that you have no holds on your record.
8. A screen will display your student grades.
9. If you need grades for another semester, click "Another Term's Grade."
10. To return to the main menu, click "Back to Menu" on the navigation bar.

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.

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 MCCCDC Legal Services Department (<http://www.dist.maricopa.edu/legal/ip>).

STUDENT COMPLAINT POLICIES AND PROCESSES

These procedures are subject to change by MCCCDC officials. To view the current version of these processes, please visit <http://www.maricopa.edu/gvpolicy/adminregs/appendices/S-6.htm>, <http://www.maricopa.edu/gvpolicy/adminregs/appendices/S-8.htm>, and www.maricopa.edu/legal/harassment/index.htm.

I. Instructional Grievance Process (AR 2.3.5)

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to follow:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.
3. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
4. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
5. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

Note: The appeal process for grades expires one year from the date the grade was issued.

II. Non-Instructional Complaint Resolution Process (AR 2.3.12)

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center dean and/or associate dean, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.

5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

III. Discrimination Complaint Procedures for Students

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to discrimination or sexual harassment in the academic environment by a faculty member, administrator, campus visitor or other student is urged to report such conduct to the dean of student services (or designee) at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCD), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes. All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCD's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel at 480-731-8876.

Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, national origin, citizenship, age disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

MCCCCD Administrative Review Process: Request for Reconsideration

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCCD policy may Report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment.

Upon receipt of the Report, the Vice President of Student Affairs or designee will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the Report.

External Filing of Discrimination Complaint

MCCCCD encourages students to use the MCCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695 • Fax: 303-844-4303 • TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

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| 15 | 16 | 17 | 18 Classes Begin/ New Student Orientation |
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NOTES:

AUGUST 2007

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July

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July

WEDNESDAY

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AUGUST 2007

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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SUNDAY

12

MONDAY

13

TUESDAY

14

WEDNESDAY

15

Men's Soccer vs. Southwestern 8:00 p.m.

THURSDAY

16

FRIDAY

17

SATURDAY

18

Classes Begin

New Student Orientation 8:00 a.m.-12:00 p.m.

AUGUST 2007

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SUNDAY

19

MONDAY

20

Late Registration and Drop/Add

TUESDAY

21

Late Registration and Drop/Add

Interested in Student Government? Visit Student Life lower level (HC)!

WEDNESDAY

22

Late Registration and Drop/Add

Women's Soccer vs. Chandler-Gilbert 4:30 p.m.

THURSDAY

23

Late Registration and Drop/Add

FRIDAY

24

Late Registration and Drop/Add

SATURDAY

25

Men's Soccer vs. Chandler-Gilbert 7:00 p.m.

AUGUST 2007

| S | M | T | W | T | F | S |
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SUNDAY

26

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MONDAY

27

Have you enrolled in all classes for fall 2007 Pell Grants?

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TUESDAY

28

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square.

Call 602-285-7231 for info.

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WEDNESDAY

29

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square.

Call 602-285-7231 for info.

Student Life & Leadership Open House: Find out how you can get involved on campus! Bears Den Patio, 12:00-2:00 p.m.

Women's Volleyball vs. Arizona Western 7:00 p.m.

THURSDAY

30

Get involved! Pick up a PC Student Representatives application in Student Life!

FRIDAY

31

SATURDAY

1

September

Women's Soccer vs. South Mountain 4:30 p.m.

Men's Soccer vs. South Mountain 7:00 p.m.

Men's/Women's Cross Country schedule begins: see Athletics for details

SEPTEMBER

| SUNDAY | MONDAY | TUESDAY |
|--------|--------|---------|
|--------|--------|---------|

Monthly Goals

| | | |
|----|---|----|
| | | |
| 2 | 3 | 4 |
| | Observance of Labor Day (no classes) | |
| 9 | 10 | 11 |
| | | |
| 16 | 17 | 18 |
| | | |
| 23 | 24 | 25 |
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| 30 | | |
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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

| | | | |
|----|----|----|----|
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| 12 | 13 | 14 | 15 |
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| 26 | 27 | 28 | 29 |

NOTES:

SEPTEMBER 2007

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

SUNDAY

2

MONDAY

3

Observance of Labor Day (no classes)

TUESDAY

4

WEDNESDAY

5

Black Student Union Welcome to New Members Meeting, 12:00 p.m., HC-4

Women's Volleyball vs. Yavapai 7:00 p.m.

THURSDAY

6

FRIDAY

7

Scenes from the Hispanic Zone (Teatro Bravo) 7:00 - 10:00 p.m.

Bulpitt Auditorium

SATURDAY

8

Women's Soccer vs. Paradise Valley 9:00 a.m.

Men's Soccer vs. Paradise Valley 11:30 a.m.

Football vs. Mesa Community College 7:00 p.m.

SEPTEMBER 2007

| S | M | T | W | T | F | S |
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SUNDAY

9

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MONDAY

10

Graduating in December? Apply now for graduation at Admissions & Records

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TUESDAY

11

Go to www.pc.maricopa.edu/vote to vote for your PC Student Representatives

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SEPTEMBER 2007

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
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| 30 | | | | | | |

SUNDAY

16

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MONDAY

17

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TUESDAY

18

Constitution Day event: Visit www.pc.maricopa.edu/studentlife for more info

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WEDNESDAY**19**

Women's Soccer vs. Glendale 4:30 p.m.

Honors Forum Lecture: Gold, Gods & Glory: The Global Dynamics of Power.

Speaker: Robin Wright, 7:00 p.m., Bulpitt Auditorium

THURSDAY**20**

FRIDAY**21**

Women's Volleyball vs. Eastern Arizona 7:00 p.m.

SATURDAY**22**

Football vs. Arizona Western College 7:00 p.m.

SEPTEMBER 2007

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

SUNDAY

23

MONDAY

24

TUESDAY

25

WEDNESDAY

26

Historically Black College and University (HBCU) Fair

THURSDAY

27

Play production of "La Ronde" by Arthur Schnitzler 7:30 p.m. John Paul Theatre mainstage

FRIDAY

28

Women's Volleyball vs. Pima 7:00 p.m.

Play production of "La Ronde" by Arthur Schnitzler 7:30 p.m.

John Paul Theatre mainstage

SATURDAY

29

Women's Soccer vs. Pima 4:30 p.m.

Men's Soccer vs. Pima 7:00 p.m.

Play production of "La Ronde" by Arthur Schnitzler 7:30 p.m.

John Paul Theatre mainstage

OCTOBER

SUNDAY
MONDAY
TUESDAY

Monthly Goals

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|----|---|----|
| | 1 | 2 |
| 7 | 8 | 9 |
| 14 | 15 | 16 |
| 21 | 22 | 23 |
| 28 | 29 | 30 |
| | Homecoming Week Oct. 29 - Nov. 3 JamBEARee 2007 | |
| | | |

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

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| 17 | 18 | 19 | 20 |
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| 31 | | | |

NOTES:

OCTOBER 2007

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SUNDAY

30

September

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MONDAY

1

Get ready for midterms! Free tutoring in the Learning Center and
Math+Science Center

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TUESDAY

2

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WEDNESDAY**3**

THURSDAY**4**

Play production of "La Ronde" by Arthur Schnitzler 7:30 p.m. John Paul Theatre mainstage

FRIDAY**5**

Play production of "La Ronde" by Arthur Schnitzler 1:00 p.m. and 7:30 p.m. John Paul Theatre mainstage
Last Day to apply for December 2007 Graduation
Last Day for Withdrawal without Instructor's Signature

SATURDAY**6**

Men's Soccer vs. Yavapai 6:00 p.m.
Play production of "La Ronde" by Arthur Schnitzler 7:30 p.m. John Paul Theatre mainstage

OCTOBER 2007

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SUNDAY

7

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MONDAY

8

Schedule an appointment with an advisor: Spring Registration begins soon!

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TUESDAY

9

Leadership Movie Series Part I 12:00 p.m. Bears Den (lower level HC)

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WEDNESDAY

10

Leadership Movie Series Part II 12:00 p.m. Bears Den (lower level HC)

Women's Soccer vs. Scottsdale 4:30 p.m.

Men's Soccer vs. Scottsdale 7:00 p.m.

THURSDAY

11

Celebración de la Cultura Latina, 7:00 - 9:30 p.m., Bulpitt Auditorium

FRIDAY

12

Arizona Inter-Tribal Student Leadership Conference sponsored by

NASA 8:00 a.m.-3:00 p.m. Bulpitt Auditorium

Women's Volleyball vs. Glendale 7:00 p.m.

SATURDAY

13

Women's Soccer vs. Mesa 4:30 p.m.

Men's Soccer vs. Mesa 7:00 p.m.

OCTOBER 2007

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY**17**

Honors Forum Lecture: Gold, Gods & Glory: The Global Dynamics of Power.

Speaker: Farooka Gauhari, 7:00 p.m., Bulpitt Auditorium

THURSDAY**18**

FRIDAY**19**

Women's Volleyball vs. South Mountain 7:00 p.m.

SATURDAY**20**

Women's Soccer vs. Cochise 4:30 p.m.

Men's Soccer vs. Arizona Western College 6:00 p.m.

OCTOBER 2007

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

Empty Bowls Fundraiser Luncheon 11:00 a.m.-2:00 p.m. Sophomore Square

THURSDAY

25

FRIDAY

26

Women's Volleyball vs. Mesa 7:00 p.m.

SATURDAY

27

Football vs. New Mexico Military 7:00 p.m. Hoy Field at Hogan Stadium

OCTOBER 2007

| S | M | T | W | T | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SUNDAY

28

MONDAY

29

Homecoming JamBEARee 2007: Kickoff

TUESDAY

30

Homecoming JamBEARee 2007: Campus Decorating Contest

WEDNESDAY

31

Homecoming JamBEARee 2007: Spirit Fest

THURSDAY

1

November

Homecoming JamBEARee 2007

FRIDAY

2

November

Homecoming JamBEARee 2007

SATURDAY

3

November

Homecoming JamBEARee 2007: Celebrate Community Day & Homecoming
Football Game PC vs. Scottsdale Community College 7:00 p.m. Hoy Field

NOVEMBER

| SUNDAY | MONDAY | TUESDAY |
|--------|--------|---------|
|--------|--------|---------|

Monthly Goals

| | | |
|----|---|----|
| | | |
| 4 | 5 | 6 |
| 11 | 12 Observance of Veterans' Day (no classes) | 13 |
| 18 | 19 | 20 |
| 25 | 26 | 27 |
| | | |

| WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|----------|--------|----------|
|-----------|----------|--------|----------|

| | | | |
|----|----------------------|----------------------|---|
| | 1 | 2 | 3 Homecoming JamBEARee 2007: Celebrate Community Day & Homecoming Football Game PC vs. Scottsdale Community College 7:00 p.m. Hoy Field at Hogan Stadium |
| 7 | 8 | 9 | 10 |
| 14 | 15 | 16 | 17 |
| 21 | 22 | 23 | 24 |
| | Thanksgiving Holiday | Thanksgiving Holiday | |
| 28 | 29 | 30 | |

NOTES:

NOVEMBER 2007

| S | M | T | W | T | F | S |
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| | | | | 1 | 2 | 3 |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

SUNDAY

4

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MONDAY

5

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square.

Call 602-285-7231 for info.

Don't forget to register for Spring 2008 classes!

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TUESDAY

6

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square.

Call 602-285-7231 for info.

Men's Basketball vs. Grand Canyon JV 7:30 p.m.

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WEDNESDAY

7

Donate to the "Language Feeds Knowledge Food Drive" sponsored by the Foreign Language Dept. Donation drop offs throughout campus available

Nov 7- Nov 21, 2007.

THURSDAY

8

Hispanic Lecturer 12:00 - 1:00 p.m. Dome Conference Room

FRIDAY

9

Women's Basketball vs. Tucson Sol 7:00 p.m.

SATURDAY

10

Football vs. Pima Community College 7:00 p.m. Hoy Field at Hogan Stadium

NOVEMBER 2007

| S | M | T | W | T | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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SUNDAY

11

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MONDAY

12

Observance of Veteran's Day (no classes)

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TUESDAY

13

Donate to the "Language Feeds Knowledge Food Drive" (Foreign Language Dept.) Donation drop offs throughout campus available until Nov 21, 2007.

Leadership Movie Series Part I 12:00 Bears Den (lower level HC)

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WEDNESDAY

14

Leadership Movie Series Part II 12:00 Bears Den (lower level HC)

Honors Forum Lecture: Gold, Gods & Glory: The Global Dynamics of Power.

Speaker: Jeffrey Birnbaum, 7:00 p.m., Bulpitt Auditorium

THURSDAY

15

Play production of "Memorial" by Charles LaBorde 7:30 p.m.

Theatre One (T-101)

FRIDAY

16

Play production of "Memorial" by Charles LaBorde 7:30 p.m.

Theatre One (T-101)

SATURDAY

17

Play production of "Memorial" by Charles LaBorde 7:30 p.m.

Theatre One (T-101)

NOVEMBER 2007

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

SUNDAY

18

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MONDAY

19

Don't forget to register for Spring 2008 classes!

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TUESDAY

20

Women's Basketball vs. Southwestern 5:30 p.m.

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WEDNESDAY

21

Last day to donate to the “Language Feeds Knowledge Food Drive” sponsored by the Foreign Language Dept.

THURSDAY

22

Observance of Thanksgiving Holiday (no classes)

FRIDAY

23

Observance of Thanksgiving Holiday (no classes)

SATURDAY

24

Observance of Thanksgiving Holiday (no classes)

NOVEMBER 2007

| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

SUNDAY

25

Observance of Thanksgiving Holiday (no classes)

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MONDAY

26

Last day student initiated withdrawal accepted

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TUESDAY

27

Get ready for finals! Free tutoring in the Learning Center and
Math+Science Center

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WEDNESDAY

28

THURSDAY

29

Play production of "Memorial" by Charles LaBorde 7:30 p.m.

Theatre One (T-101)

FRIDAY

30

Play production of "Memorial" by Charles LaBorde 1:00 p.m.

and 7:30 p.m. Theatre One (T-101)

SATURDAY

1

December

Women's Basketball vs. Western 5:30 p.m.

Men's Basketball vs. Western 7:30 p.m.

Play production of "Memorial" by Charles LaBorde 7:30 p.m. Theatre One

| WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|-----------|----------|--------|----------|
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| 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 |
| Final Exams | | Fall semester ends/Mid-year recess begins for students | |
| 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 |
| Winter Break (campus closed) | Winter Break (campus closed) | Winter Break (campus closed) | Winter Break (campus closed) |

NOTES:

DECEMBER 2007

| S | M | T | W | T | F | S |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

2

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MONDAY

3

Have you applied for 2008-2009 scholarships?

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TUESDAY

4

Did you register for Spring 2008 classes yet?

Leadership Movie Series Part I 12:00 p.m. Bears Den (lower level HC)

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WEDNESDAY

5

Leadership Movie Series Part II 12:00 p.m. Bears Den (lower level HC)

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THURSDAY

6

Las Posadas 7:00 - 9:00 p.m. Sophomore Square/ Bear's Den Patio

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FRIDAY

7

Last day to submit request for Fall only loan

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SATURDAY

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DECEMBER 2007

| S | M | T | W | T | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

9

Last day of regular classes

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MONDAY

10

Final exams

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TUESDAY

11

Final exams

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WEDNESDAY

12

Final exams

Women's Basketball vs. Glendale 5:30 p.m.

Men's Basketball vs. Glendale 7:30 p.m.

THURSDAY

13

Final exams

FRIDAY

14

Fall semester ends/Mid-year recess begins for students

SATURDAY

15

Women's Basketball vs. Eastern 5:30 p.m.

Men's Basketball vs. Eastern 7:30 p.m.

DECEMBER 2007

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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SUNDAY

16

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MONDAY

17

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TUESDAY

18

Women's Basketball vs. Hesston 5:30 p.m.

Men's Basketball vs. Hesston 7:30 p.m.

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WEDNESDAY

19

THURSDAY

20

FRIDAY

21

SATURDAY

22

DECEMBER 2007

| S | M | T | W | T | F | S |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

23

MONDAY

24

Winter break (campus closed)

TUESDAY

25

Winter break (campus closed)

WEDNESDAY

26

Winter break (campus closed)

THURSDAY

27

Winter break (campus closed)

FRIDAY

28

Winter break (campus closed)

SATURDAY

29

Winter break (campus closed)

JANUARY

SUNDAY MONDAY TUESDAY

Monthly Goals

| | | |
|----|--|--|
| | | 1 Winter Break (campus closed) |
| 6 | 7 | 8 |
| 13 | 14 | 15 |
| 20 | 21 Observance of Martin Luther King Birthday (no classes) | 22 |
| 27 | 28 | 29 |
| | | |

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

| | | | |
|----|----|----|----|
| 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 |
| 30 | 31 | | |

Classes Begin

NOTES:

JANUARY 2008

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

SUNDAY

30

December

Winter break (campus closed)

MONDAY

31

December

Winter break (campus closed)

TUESDAY

1

Winter break (campus closed)

WEDNESDAY

2

Complete the 2008-2009 Free Application for Federal Student Aid (FASFA)

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THURSDAY

3

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FRIDAY

4

Women's Basketball vs. Luke Air Force 5:30 p.m.

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SATURDAY

5

Women's Basketball vs. Western Texas 5:30 p.m.

Men's Basketball vs. Howard 7:30 p.m.

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JANUARY 2008

| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

SUNDAY

6

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MONDAY

7

Student ID cards available for students enrolled in Spring Classes

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TUESDAY

8

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WEDNESDAY

9

THURSDAY

10

FRIDAY

11

SATURDAY

12

Classes begin

Women's Basketball vs. Mesa 5:30 p.m.

Men's Basketball vs. Mesa 7:30 p.m.

JANUARY 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

SUNDAY

13

MONDAY

14

TUESDAY

15

WEDNESDAY

16

Women's Basketball vs. Cochise 5:30 p.m.

Men's Basketball vs. Cochise 7:30 p.m.

THURSDAY

17

FRIDAY

18

SATURDAY

19

JANUARY 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

SUNDAY

20

MONDAY

21

Observance of Martin Luther King, Jr.'s Birthday (no classes)

TUESDAY

22

Are you enrolled in all classes for Spring 2008 Pell Grant?

WEDNESDAY**23**

Women's Basketball vs. Scottsdale 5:30 p.m.

Men's Basketball vs. Scottsdale 7:30 p.m.

THURSDAY**24**

FRIDAY**25**

SATURDAY**26**

Women's Basketball vs. Yavapai 2:00 p.m.

Men's Basketball vs. Yavapai 4:00 p.m.

JANUARY 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
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SUNDAY

27

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MONDAY

28

Men's Basketball vs. Southwestern 7:30 p.m.

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TUESDAY

29

Women's Softball vs. Central Arizona 2:00 p.m.

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WEDNESDAY

30

THURSDAY

31

FRIDAY

1

February

SATURDAY

2

February

Women's Basketball vs. Chandler 5:30 p.m.

Men's Basketball vs. Chandler 7:30 p.m.

FEBRUARY

SUNDAY

MONDAY

TUESDAY

Monthly Goals

| SUNDAY | MONDAY | TUESDAY |
|--------|--|---------|
| | | |
| 3 | 4 | 5 |
| 10 | 11 | 12 |
| 17 | 18 Observance of Presidents' Day (no classes) | 19 |
| 24 | 25 | 26 |
| | | |

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

| | | | |
|----|----|----|----|
| | | 1 | 2 |
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| 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | |

NOTES:

FEBRUARY 2008

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| 24 | 25 | 26 | 27 | 28 | 29 | |

SUNDAY

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MONDAY

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TUESDAY

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WEDNESDAY

6

BSU Black History Month Kick-Off Festival

Women's Basketball vs. South 5:30 p.m.

Men's Basketball vs. South 7:30 p.m.

THURSDAY

7

Have you completed the 2008-2009 Free Application for Federal
Student Aid (FASFA)?

FRIDAY

8

Men's Baseball vs. College of Southern Idaho 5:00 p.m.

SATURDAY

9

Women's Softball vs. Yavapai 12:00 p.m.

FEBRUARY 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
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| 24 | 25 | 26 | 27 | 28 | 29 | |

SUNDAY

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MONDAY

11

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TUESDAY

12

Men's Baseball vs. Cochise 12:00 p.m.

Women's Softball vs. GateWay 2:00 p.m.

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WEDNESDAY

13

THURSDAY

14

PC Ambassador Annual Valentine's Day Fundraiser. For details, contact a PC Ambassador or call Diana Martinez at 602-285-7821

FRIDAY

15

Men's Baseball vs. Chandler 3:00 p.m.

SATURDAY

16

Women's Basketball vs. Pima 5:30 p.m.

Men's Basketball vs. Pima 7:30 p.m.

FEBRUARY 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | |

SUNDAY

17

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MONDAY

18

Observance of President's Day (no classes)

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TUESDAY

19

Schedule an appointment with an advisor: Summer & Fall Registration begins soon!

Men's Baseball vs. Central 12:00 p.m.

Women's Softball vs. Eastern Arizona 2:00 p.m.

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WEDNESDAY

20

Honors Forum Lecture: Gold, Gods & Glory: The Global Dynamics of Power

Speaker: Bobby Seale, 7:00 p.m., Bulpitt Auditorium

THURSDAY

21

Play production of "The Car" by Carol Wright Krause 7:30 p.m.

Theatre One (T-101)

FRIDAY

22

Play production of "The Car" by Carol Wright Krause 7:30 p.m.

Theatre One (T-101)

Men's/Women's Track Schedule begins: see Athletics for details

SATURDAY

23

Women's Softball vs. Mesa 12:00 p.m.

Play production of "The Car" by Carol Wright Krause 7:30 p.m.

Theatre One (T-101)

FEBRUARY 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
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| 24 | 25 | 26 | 27 | 28 | 29 | |

SUNDAY

24

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MONDAY

25

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square.

Call 602-285-7231 for info.

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TUESDAY

26

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square.

Call 602-285-7231 for info.

Men's Baseball vs. Yavapai 12:00 p.m.

Women's Basketball vs. Central 5:30 p.m.

Men's Basketball vs. Central 7:30 p.m.

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WEDNESDAY

27

BSU Black History Month Luncheon

THURSDAY

28

Play production of "The Car" by Carol Wright Krause 7:30 p.m.

Theatre One (T-101)

FRIDAY

29

Men's Baseball vs. South 3:00 p.m.

Play production of "The Car" by Carol Wright Krause 1:00 p.m. and 7:30 p.m.

Theatre One (T-101)

BSU African/African-American Reunion

Last day for withdrawal without an instructor's signature

Last day to apply for May 2008 graduation

SATURDAY

1

March

Play production of "The Car" by Carol Wright Krause 7:30 p.m.

Theatre One (T-101)

MARCH

| SUNDAY | MONDAY | TUESDAY |
|--------|--------|---------|
|--------|--------|---------|

Monthly Goals

| | | |
|---------------------------------|---------------------------------|---------------------------------|
| | | |
| 2 | 3 | 4 |
| 9 | 10 Spring Break (no classes) | 11 Spring Break (no classes) |
| 16 Spring Break (no classes) | 17 | 18 |
| 23 | 24 | 25 |
| 30 | 31 | |

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

| | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | | 1 |
| 5 Bear Day 2008 | 6 | 7 | 8 |
| 12 Spring Break (no classes) | 13 Spring Break (no classes) | 14 Spring Break (no classes) | 15 Spring Break (no classes) |
| 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 |

NOTES:

MARCH 2008

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

2

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MONDAY

3

Get ready for midterms! Free tutoring in the Learning Center and
Math+Science Center

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TUESDAY

4

Men's Baseball vs. Pima 12:00 p.m.
Women's Softball vs. Paradise Valley 2:00 p.m.

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WEDNESDAY

5

Bear Day 2008, 10:00 a.m.-2:00 p.m. Sophomore Square

THURSDAY

6

Phoenix Symphony afternoon performance Bulpitt Auditorium

FRIDAY

7

A Celebration of Languages 9:00 a.m. - 1:00 p.m. Bulpitt Auditorium

SATURDAY

8

MARCH 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

9

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MONDAY

10

Spring Break (no classes)

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TUESDAY

11

Spring Break (no classes)

Women's Softball vs. Pima 2:00 p.m.

Men's Baseball vs. Hesston 6:00 p.m.

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WEDNESDAY

12

Spring Break (no classes)

Women's Softball vs. Tallahassee 2:00 p.m.

Men's Baseball vs. Illinois Central 6:00 p.m.

THURSDAY

13

Spring Break (campus closed)

Men's Baseball vs. Grays Harbor 5:00 p.m.

FRIDAY

14

Spring Break (campus closed)

SATURDAY

15

Spring Break (campus closed)

Men's Baseball vs. Big Bend 5:00 p.m.

MARCH 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

16

Spring Break (campus closed)

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MONDAY

17

Men's Baseball vs. Iowa Western 6:00 p.m.

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TUESDAY

18

Men's Baseball vs. Mesa 3:00 p.m.

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WEDNESDAY

19

Honors Forum Lecture: Gold, Gods & Glory: The Global Dynamics of Power.

Speaker: Ira Rifkin, 7:00 p.m., Bulpitt Auditorium

THURSDAY

20

FRIDAY

21

Men's Baseball vs. Bellevue 6:00 p.m.

SATURDAY

22

Men's Baseball vs. Bellevue 12:00 p.m.

MARCH 2008

| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

SUNDAY

23

MONDAY

24

Don't forget to register for Fall 2008 classes!

TUESDAY

25

Latin American Film Festival 7:00 - 10:00 p.m. Bulpitt Auditorium

WEDNESDAY

26

Men’s Baseball vs. GateWay 3:00 p.m.

Latin American Film Festival 7:00 - 10:00 p.m. Bulpitt Auditorium

THURSDAY

27

Latin American Film Festival 7:00 - 10:00 p.m. Bulpitt Auditorium

FRIDAY

28

Latin American Film Festival 7:00 - 10:00 p.m. Bulpitt Auditorium

SATURDAY

29

Women’s Softball vs. South Mountain 12:00 p.m.

Men’s Basevall vs. Scottsdale 12:00 p.m.

Latin American Film Festival 7:00 - 10:00 p.m. Bulpitt Auditorium

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

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NOTES:

APRIL 2008

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

SUNDAY

30

March

MONDAY

31

March

TUESDAY

1

WEDNESDAY

2

Men's Baseball vs. Glendale 3:00 p.m.

THURSDAY

3

Apply to be a PC Student Ambassador! Contact Diana Martinez at
602-285-7821 for more info.

FRIDAY

4

SATURDAY

5

Women's Softball vs. Chandler Gilbert 12:00 p.m.

Men's Baseball vs. Mesa 3:00 p.m.

APRIL 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

SUNDAY

6

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

11

Men's Baseball vs. GateWay 12:00 p.m.

SATURDAY

12

Foreign Language High School 9:00 a.m. – 12:00 p.m.

Bulpitt Auditorium Competition

APRIL 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

SUNDAY

13

MONDAY

14

Get ready for finals! Free tutoring in the Learning Center and
Math+Science Center

TUESDAY

15

WEDNESDAY

16

Men's Baseball vs. Scottsdale 3:00 p.m.

Honors Forum Lecture: Gold, Gods & Glory: The Global Dynamics of Power.

7:00 p.m., Bulpitt Auditorium

THURSDAY

17

Play production of "A Melodrama" 7:30 p.m. John Paul Theatre mainstage

FRIDAY

18

Men's Baseball vs. Glendale 3:00 p.m.

Play production of "A Melodrama" 7:30 p.m. John Paul Theatre mainstage

SATURDAY

19

Women's Softball vs. Glendale 12:00 p.m.

Play production of "A Melodrama" 7:30 p.m. John Paul Theatre mainstage

APRIL 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

SUNDAY

20

MONDAY

21

Last day student initiated withdrawal accepted

TUESDAY

22

Men's Baseball vs. Mesa 3:00 p.m.

WEDNESDAY

23

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square. Call 602-285-7231 for info.

THURSDAY

24

Blood Drive, 10:00 a.m.-2:00 p.m., Sophomore Square. Call 602-285-7231 for info.

Women's Softball vs. Scottsdale 2:00 p.m.

Men's Baseball vs. GateWay 3:00 p.m.

Play production of "A Melodrama" 7:30 p.m. John Paul Theatre mainstage

FRIDAY

25

Play production of "A Melodrama" 1:00 p.m. and 7:30 p.m.

John Paul Theatre mainstage

SATURDAY

26

Men's Baseball vs. Glendale 12:00 p.m.

Play production of "A Melodrama" 7:30 p.m. John Paul Theatre mainstage

APRIL 2008

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

SUNDAY

27

MONDAY

28

Did you register for Summer & Fall classes yet?

TUESDAY

29

WEDNESDAY

30

THURSDAY

1

May

FRIDAY

2

May

SATURDAY

3

May

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

| | | | |
|-------------|-------------|--------------------------------------|----|
| | 1 | 2 | 3 |
| 7 | 8 | 9 | 10 |
| Final Exams | Final Exams | Commencement Spring Semester Ends | |
| 14 | 15 | 16 | 17 |
| 21 | 22 | 23 | 24 |
| 28 | 29 | 30 | 31 |

NOTES:

MAY 2008

| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SUNDAY

4

Last day of regular classes

MONDAY

5

Final Exams

Cinco de Mayo

TUESDAY

6

Final Exams

WEDNESDAY

7

Final Exams

THURSDAY

8

Final Exams

FRIDAY

9

Commencement Ceremony

Spring Semester Ends

SATURDAY

10

MAY 2008

| S | M | T | W | T | F | S |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SUNDAY

11

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MONDAY

12

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TUESDAY

13

Priority date to apply for 2008-2009 aid

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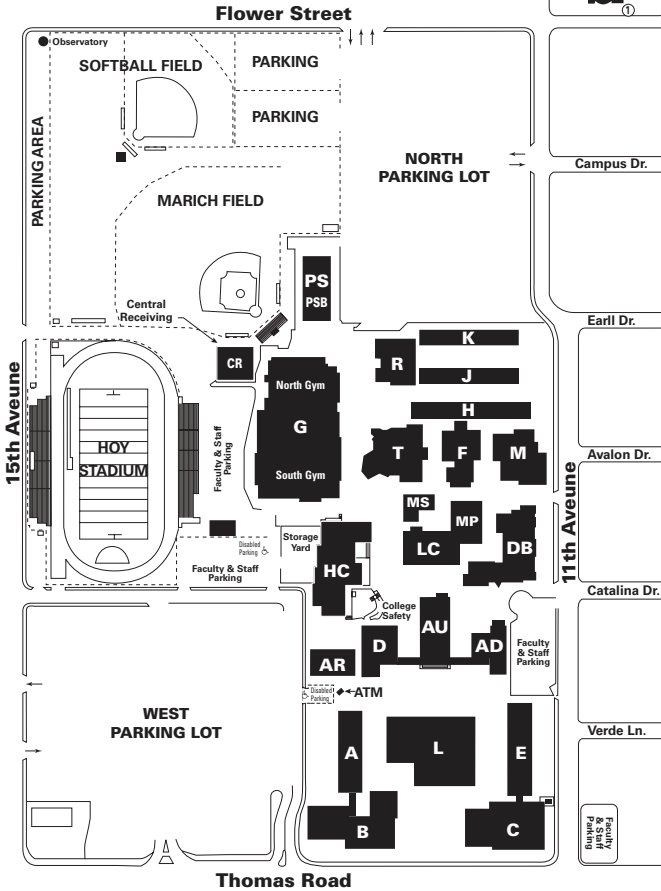
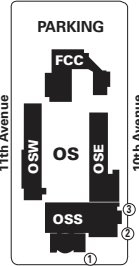
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PHOENIX COLLEGE CAMPUS MAP



1202 West Thomas Road
Phoenix, Arizona 85013
phoenixcollege.edu



LEGEND:

| | | |
|--|--|----------------------------------|
| AD Administration Offices | A Liberal Arts Building | J Classrooms |
| AR Admissions and Records | B Business/English Building | K Classrooms and Services |
| AU Bulpitt Auditorium | C Science Building | L Fannin Library |
| CR Central Receiving | DB Dalby Building | M Music Building |
| D Computer Services Building | E Noble Engineering | PS Public Service Building (PSB) |
| HC Hannelly Center | F Fine Arts Building | R Dental Programs Building |
| LC Learning Center Building | G Gymnasium, North/South Gym | T John Paul Theatre |
| OS Osborn Center (OSE, OSW, OSE) | H Reading Communication, American Sign Language & Theatre/Film | |
| FCC Family Care and Head Start Center (OSN) | | |

Compliments of The Office of Student Life and Leadership

602.285.7231

www.phoenixcollege.edu



PHOENIX
COLLEGE

GO FAR, CLOSE TO HOME.

PHOENIX COLLEGE
1202 West Thomas Road
Phoenix, AZ 85013
602.285.7800

PC DOWNTOWN
640 North 1st Avenue
Phoenix, AZ 85003
602.223.4000



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COMMUNITY
COLLEGES®**

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are EEO/AA Institutions.