

Pima Community College

2015-2016

Student Handbook & Planning Calendar

People

Innovation

Diversity

Accountability

Quality

Integrity



The 2015-2016 Student Handbook & Planning Calendar is a tool to help you succeed at Pima Community College.

Besides the resources and information in this handbook and at www.pima.edu, staff members are ready to answer all of your questions.

MyPima resources

Just go to www.pima.edu and click on MyPima for the MyPima login page.

To change your personal information

- Click on “Update Personal Information” to view and update your address, phone number and other information.

To access disability resources

- From the “Home” tab select the “Access and Disability Resources” channel

To register and/or pay tuition

- To register, click “Register Online”
- To pay tuition, set up a payment plan, etc., go to MyAccountManager

To check grades and/or print or request transcripts

- Click on “Unofficial/Official Transcripts”
- Select “Unofficial Transcript” to check and print your grades and print your unofficial transcript. Select “Request Official Transcripts” to request and pay for an official transcript.

To check the status of your financial aid

- Use the “Financial Aid” tab



Welcome to PCC's 2015-2016 Student Handbook & Planning Calendar

This handbook is a valuable resource that can guide you to the many services and programs offered at Pima Community College. Consult it if you have a question, or ask our faculty, staff and administrators, who are here to help you.

PCC has a wide range of resources to help you achieve your education goals. To learn more, visit www.pima.edu.

- The college website, www.pima.edu, includes features to help students, such as MyLinks, which allows customization of up to 10 pima.edu Web pages of the user's choosing.
- MyDegreePlan, on MyPima, allows students to view their progress toward completing their degree or certificate.
- Free tutoring (available at all campuses) in a variety of subjects, and Student Success courses puts students on the right path.
- The Student Services Center at each campus helps students navigate a wide range of processes and resources.
- PCC provides information on access to programming and facilities for individuals with disabilities at www.pima.edu/adr.

Whether you are here to pursue a new career or planning to transfer to a four-year college or university, PCC can help. We are delighted that you will be a PCC student!

Open the door to new opportunities.

Note: Though Pima Community College makes every effort to assure that the 2015-2016 Student Handbook & Planning Calendar contains the latest information, it reserves the right to make changes. For up-to-date information on admissions, class schedules, course descriptions, costs, access to disability resources, advising and assessments, visit www.pima.edu.

Pima County Community College District is governed by an elected five-member board. For information on the Board of Governors, see www.pima.edu/about-pima/board-of-governors.

Academic Calendar at a Glance

Note: Information is subject to change without notice, obligation or liability. **Check the Academic Calendar (www.pima.edu/calendars) for the most current dates.**

Fall Semester 2015

Fall Early Registration Payment Deadline.....	Aug. 14
All College Day (College closed).....	Aug. 21
Fall Registration Deadline (for 16-week classes).....	Aug. 25
Fall classes begin* (for 16-week classes).....	Aug. 26
First 8-week session begins †.....	Aug. 26
Labor Day holiday (College closed).....	Sept. 7
Drop/Refund/Audit deadline (for 16-week classes).....	Sept. 8
Graduation Application deadline.....	Oct. 16
Fall first 8-week session ends.....	Oct. 20
Second 8-week session begins †.....	Oct. 21
Veterans Day holiday (College closed).....	Nov. 11
Student Withdrawal deadline (for 16-week classes).....	Nov. 12
Thanksgiving holiday (College closed).....	Nov. 26 – 29
Final exam week.....	Dec. 14 – 20
Second 8-week session ends.....	Dec. 20
Fall semester ends (for 16-week classes).....	Dec. 20
Holiday break (College offices closed).....	Dec. 24 – Jan. 1

Spring Semester 2016

College opens.....	Jan. 2
Spring Early Registration Payment Deadline.....	Jan. 8
Spring Registration Deadline (for 16-week classes).....	Jan. 18
Martin Luther King, Jr. holiday (College closed).....	Jan. 18
Spring Classes begin* (for 16-week classes).....	Jan. 19
First 8-week session begins †.....	Jan. 19
Drop/Refund/Audit deadline (for 16-week classes).....	Feb. 1
Spring Graduation Application Deadline.....	Feb. 24
Rodeo holiday** (College closed).....	Feb. 25 – 26
First 8-week session ends.....	March 13
Spring break (no classes).....	March 14 – 20
Second 8-week session begins †.....	March 21
Student Withdrawal deadline (for 16-week classes).....	April 7
Final exam week.....	May 11 – 17
Second 8-week session ends.....	May 15
Spring semester ends (for 16-week classes).....	May 17
Graduation.....	May 19

Summer Sessions 2016

Summer Early Registration Payment Deadline..... May 20

Session A

Memorial Day holiday (College closed)..... May 30
Session A Registration deadline..... May 30
Classes begin..... May 31
Drop/Refund/Audit deadline..... June 3
Student Withdrawal deadline..... June 23
Summer Graduation Application deadline..... June 24
Independence Day holiday (College closed)..... July 4
Classes end..... July 5

Session B

Session B Registration deadline..... July 5
Classes begin..... **July 6**
Drop/Refund/Audit deadline..... July 11
Student Withdrawal deadline..... July 28
Classes end..... **Aug. 9**

Session C

Memorial Day holiday (College closed)..... May 30
Session C Registration deadline..... May 30
Classes begin..... May 31
Drop/Refund/Audit deadline..... June 6
Summer Graduation Application deadline..... June 24
Independence Day holiday (College closed)..... July 4
Student Withdrawal deadline
• 8-week session..... July 6
• 10-week session..... July 18
Classes end
• 8-week session..... July 25
• 10-week session..... Aug. 10

+ College is closed at noon.

‡ Sessions may begin earlier at Davis-Monthan Air Force Base.

** The College will be open for classes/activities on the Saturday and Sunday following the 2016 Rodeo Holiday.

Last days to register for traditional semester classes: Aug. 25 (Fall 2015) and Jan. 18 (Spring 2016)

- Complete your registration the day before your session begins.
- The College and its offices are closed July 3 and 4 (Independence Day), Aug. 21 (All College Day) and Jan. 18 (Martin Luther King Jr. Day holiday) but you may register and take other actions through your MyPima account.

Make Decisions About Your College Classes, College Major and Future Career

MyDegreePlan

MyDegreePlan offers a road map for your educational journey. You'll spend less time deciphering degree requirements and more time pursuing your academic goals, speeding your time to graduation.

Use MyDegreePlan from on- or off-campus to:

- See how close you are to completing your degree
- Explore alternative degrees or certificates
- Plan the quickest route to reach your goals

Log on to MyPima, go to the Academics tab, Academic Planning section and click on MyDegreePlan to review your progress. At MyDegreePlan, you also may use the "How to Read" and "FAQ" tabs to learn more about this system.

For more assistance, stop by or call a campus Student Services Center to make an advising appointment:

- Community Campus, 206-6408
- Desert Vista Campus, 206-5030
- Downtown Campus, 206-7260
- East Campus, 206-7662
- Northwest Campus, 206-2200
- West Campus, 206-6699

Career Services

Why are you in college? Do you have a specific goal or are you still deciding? Go to MyPima, Click on the Student Resources tab and use the resources provided in the Career Planning section.

- Check out Pima's Student Success (STU) classes, which will help you learn more about yourself and about possible careers or majors that might be a good fit for you.
- Meet with a career counselor for individualized help.
- Visit a campus Student Services Center for information on all kinds of jobs and careers, and helpful websites for exploration of self and relevant career fields.
- Talk with faculty members about their teaching fields.
- Seek information on internships or job shadowing.

Career Preparation

Many people go to college to develop their skills for a future career. The more you do to round out your educational experience, the better chance you'll have at that dream job. Success doesn't happen by itself. Make a plan and chart your own course! The sooner you start, the sooner you will begin to put things into place to help you achieve your goals. Begin with the following steps:

- Assess your interests and skills.
- Learn about and explore possibilities.
- Research a variety of career paths.
- Prepare your job-hunting tools.
- Do your homework:
 - determine which employers would be a good fit for your skills;
 - research each employer that seems a good fit for you to find out what it does and what it needs.
- Determine if you can apply online.

Develop a Cover Letter

Your cover letter is the first contact you'll have with a potential employer or supervisor. It should be addressed to a specific person and attached to your résumé.

- State the job you are interested in and how you learned of the position.
- Describe how your education, skills and experience would be an asset.
- Ask for an interview.
- Note that your résumé is attached.

Develop Your Résumé

Your résumé is a snapshot of the professional you, a calling card to get you into an interview. Put your best foot forward. Make sure your résumé:

- Is truthful. Not only is lying a bad idea, it is the quickest way to lose a job.
- Is clear. Use easily readable fonts, and keep it to one or two pages.
- Highlights your personal strengths, those that fit the requirements of the job. Modify your résumé for each new application, tailoring it to the specifics of the position you're seeking.
- Stands out, professionally speaking, in a stack. Try heavier stock, nice linen paper or a slightly different color hue (stay with the standard size).
- Has clear sections that are easy to scan, and tell enough about you to gain interest.
- Tells the employer how you can help its business.

Note: Inquire at any Student Services Center about uploading your résumé to your account at MyPima.

Interview Tips

Once you get in the door, let yourself shine and show the interviewer why you are the right match for the company and the job.

- Dress professionally.
- Smile and offer a firm handshake.
- Make direct eye contact.
- Be confident and courteous.
- Portray a professional attitude.
- Keep an open posture.
- Clarify questions.
- Speak clearly and to the point.
- Steer clear of questions on salary/benefits.
- Ask when the company will be making a decision.
- Write down the interviewer's name/title.
- Send a thank you note.

Applying for Graduation (www.pima.edu/graduation)

- The semester before you plan to graduate, check your MyDegreePlan to see if you are close to completing your degree. You may be closer than you realize.
- Complete a Graduation Application (linked online at www.pima.edu/graduation) and turn it in at any campus Student Services Center.
- PCC holds one graduation ceremony per year, in the spring. If you are a fall or summer graduate, you also are eligible to participate in spring graduation activities.

Create Your Class Schedule

View the **Schedule of Classes** at www.pima.edu/schedule or at any campus. Carefully check:

- **Section Code** – Course Reference Number (CRN)
- **Location** – It takes time to travel from one location to another
- **Class days and times** – Make sure they don't overlap.
TBA (under class day or time) means "To Be Arranged" by you. You must contact either the lab, the facility or the instructor to arrange your hours.
- **Delivery method** – Decide what type of class you want to take, for example, traditional, self-paced, or online course (see page 8 for explanations of all delivery methods).
- **Start and end date** – Not all classes run the full semester
- **Finalize your schedule** before the semester begins

Section Code (CRN)	Course Prefix & No.	Credit Hours	Location	Class Day(s)	Class Time	Delivery Method	Class Meeting Dates
12055	REA 091	4	Desert Vista Campus	M W	10:00am – 11:50am	Traditional	8/23/14 – 12/14/14
11811	MAT 086	3	Community Campus	TBA	TBA	Web Self-Paced	8/23/14 – 12/14/14
14446	HIS 142	3	West Campus	Th	1:40pm – 2:55pm	Traditional	8/23/14 – 12/14/14
11633	STU 100	1	Desert Vista Campus	W	Noon – 1:50pm	Traditional	10/19/14 – 12/17/14
13373	FAW110F1	1	Northwest Campus	TBA	TBA	Self-Paced Done on Campus	8/23/14 – 12/14/14

Section Code (CRN)	Course Prefix & No.	Credit Hours	Location	Class Day(s)	Class Time	Delivery Method	Class Meeting Dates

Choose Classes for Your Learning Style and Life

Pima courses are offered in a variety of formats. Below, review the many formats by which courses are delivered and determine what works best for you.

Note: Tools to better understand each format are being developed. Be on the lookout for “factors that facilitate success” on www.pima.edu and in MyPima in the Student Resources tab.

- **Traditional/Face-to-face Classroom:**
Students attend classes at a designated physical location and on specified days and times. Students may be required to work online or use specific software to complete assignments.
- **Distance/Online Education:**
Students participate and interact with the instructor and other students in an online environment. Weekly online participation, as defined in the class syllabus, is required. Any required in-person activity, such as taking a proctored exam or attending a class orientation, is offered in alternative formats for students who cannot physically attend.
- **Hybrid:**
Students participate in a blend of traditional face-to-face and online instruction. Students attend classes at a designated physical location on specified days and times and also participate academically online. Weekly participation, as defined in the class syllabus, is required.
- **Self-paced On Campus (“Face-to-face Self-paced”):**
Students work at a designated campus location at their own pace. Instruction is provided during specified hours and students must attend at least once per week.
- **Self-paced Independent:**
Students work independently using study materials prepared by the instructor. Students must meet with the faculty in the defined room during the first week of classes, then must complete at least one academically-related task per week, including during the first week. Faculty provides instructional support during times specified in the syllabus.

Alternative-Timeframe Classes

The **Schedule of Classes** allows you to select many different class timeframes. For this reason it is very important for you to review all start and stop dates for all classes. Options include:

- **5-Week Classes**

5-week classes are accelerated and have specific start and stop dates. Three 5-week sessions are scheduled during each traditional semester.

- **8-Week Classes**

8-week classes are accelerated and have specific start and stop dates. Two 8-week sessions are scheduled during each traditional semester.

- **14-Week Late-Start Classes**

14-week late-start classes begin after the traditional semester starts, last 14 weeks and have specific start and stop dates. All normal course content is covered, so classes are slightly accelerated.

- **Weekend Classes**

All campuses offer classes that allow you to attend only on weekends. This is a great way to complete a degree or to supplement your overall enrollment.

Note: The College plans to expand course offerings; check www.pima.edu, for the most up-to-date options.

Student Success Courses

These courses can help you stay motivated, be more successful in school, learn critical thinking and study skills, make career decisions and more.

*STU 100 College Study Skills	1 credit
STU 102 Personal Finance in College Decision Making	1 credit
*STU 105 Math Success Skills.....	1 credit
*STU 107 University Transfer Preparation.....	1 credit
*STU 109 Making Career Choices	2 credits
*STU 121 Adult College Re-entry Skills.....	3 credits
*STU 150 Becoming a Master Student	3 credits
STU 200 Becoming a Critical Thinker	3 credits
STU 210 Transfer Strategies.....	2 credits
STU 230 Dynamics of Leadership.....	3 credits

*A great choice for first-year or returning students!

Time Management

As you progress through your college experience, you will juggle school, family, employment and other obligations. To be a successful student, you must learn new ways to organize and manage your time. Time management gives you the ability to do the things you want and the things you must do.

The amount of time you need to devote to college is much more than just the time you spend in class. The basic formula for college is to allow at least two hours of study time outside of class for every hour you are in class (2-for-1 formula).

How often you need to study for a class depends on your learning ability for that subject area. A key to success in all college courses is to set aside a few minutes every day to review your notes, what you have read, or your homework assignments. A daily 10- to 30-minute review can make a huge difference in your success in a class.

Use the Planning Calendar to begin managing your time for college. List all of your courses, work schedule, test dates and personal obligations. Then figure the amount of study hours you need using the 2-for-1 formula. Try to spread your study hours out over the week; rarely schedule a study time for longer than three hours. If you need assistance, enroll in a Student Success Class or make an appointment with a College counselor who will be happy to assist you in developing your time management study schedule.

Planning Your Weekly Schedule

See where your time goes on a daily basis.

Weekly Schedule

Writing notes and important dates in your weekly schedule can help you deal with the demands on your time. You can incorporate blocks of time for study, work, recreation and all of the other important details of life.



Connect to Pima Resources

Bookstores

There are bookstores at the Desert Vista, Downtown, East, Northwest and West campuses. You can learn what books you need for your courses by going to your Book List channel in the MyPima Academics tab or clicking on your course's CRN in the online Class Schedule (www.pima.edu/schedule). Because classes held on different campuses may have different textbook requirements, please be sure you are purchasing the books at the location of your classes. For classes held at a location without a bookstore, contact the Student Services Center at Community Campus. Contact any campus bookstore directly about refunds, renting books, buying used textbooks and hours of operation.

Bus and Aztec Shuttle Service

All campuses are near public bus routes. Current bus schedules are available at any campus, online at <http://suntran.com> or by calling SunTran at 520-792-9222.

In addition, the new Aztec Shuttle serves PCC students and employees traveling between PCC's Downtown Campus, West Campus, Desert Vista Campus and The University of Arizona. Riders must show a valid PCC ID. Each shuttle vehicle is equipped with a wheelchair lift. For more information, go to www.pima.edu/current-students/transportation.

Cafés

Fresh food and beverage options are available at the Desert Vista, Downtown, East, Northwest and West campuses. All College locations offer snack and beverage vending.

Career Services

Campus Student Services Centers counselors provide information about careers, job trends, salaries and colleges/universities. In addition, they can help you with résumé writing and interviewing techniques, workshops and job fairs. Other events are scheduled throughout the year.

Clubs and Organizations

PCC has a variety of student clubs and organizations. Contact a campus Student Life Office for more information.

Counseling

Campus Student Services Centers have counselors and advisors who can help you with a variety of enrollment needs, as well as counselors who

are available for individual career counseling, and academic and personal counseling.

Access and Disability Resources

Pima Community College is committed to providing the community with access to programs and services. PCC also is committed to ensuring equal access for students with disabilities by collaborating with staff, faculty and administrators. PCC works with the College community to identify and resolve access barriers to facilities, technology, services and academic programs. Students who may need academic accommodations should meet with a program specialist to identify individual needs. For more information, visit www.pima.edu/adr, adrhelp@pima.edu or 520-206-6688.

Emergency Services

First aid and referral services are available through the Pima Community College Department of Public Safety. Please call 520-206-2700 or 911.

Honors Program

The Honors Program brings together highly motivated students and outstanding instructors in an intensified approach to the traditional academic or occupational disciplines. You must meet specific criteria to qualify. For more information, visit www.pima.edu/honors.

Insurance

Enrolled students may purchase supplementary accident and illness insurance. Forms and information are available at each campus Student Services Center.

Internship (Field Experience)

This program is an opportunity to use job-related skills in certain occupational programs. This is usually arranged in the last semester of your program at PCC. See your faculty program advisor for more information.

Jobs on Campus

Part-time, on-campus jobs are available for students. Work hours can be arranged around your class schedule. You may qualify for campus employment through Federal Work Study. You may apply at MyPima, Financial Aid tab, then click Federal Work Study Jobs.

Libraries

The College provides library services at all campuses. Librarians are available to assist students with research papers, reference questions and course reserve materials. A current bar-coded PCC student ID card is

required to borrow library materials or to access electronic library resources from home. For more information, www.pima.edu/library.

Parking

Parking is free at all Pima Community College campuses. Disability placards may be obtained from the Arizona Department of Transportation Motor Vehicle Division, <http://azdot.gov/mvd/VehicleServices/PlatesandPlacards/disability-symbol>.

Performing Arts

To participate in dance, drama or music, contact the Arts Division at the West Campus, 520-206-6990. For information on tickets, go to www.pima.edu/cfa or call the Center for the Arts box office at 520-206-6986. Discounted rates to performances are available to students with a valid PCC Student ID.

Phi Theta Kappa

The College offers membership in Phi Theta Kappa, an internationally recognized honor society. The members of this society have prestige of membership, leadership opportunities, availability of honor society scholarships and involvement in community projects. For more information, visit any campus Student Life Office.

Police (Department of Public Safety)

The PCC Department of Public Safety is a fully certified law enforcement agency that provides service and assistance throughout the College district, 24 hours a day. Each campus maintains a lost-and-found service and a first aid service. Department staff also escort students, faculty and staff to and from their vehicles, upon request.

Ride Share

To organize or join a carpool, contact the Pima Association of Government's Rideshare program, www.sunrideshare.org or 520-884-7433.

Service Learning

Some courses offer service learning, which uses community service activity as part of the education process. Students are assigned to employers or agencies within their field of study and participate in community projects to apply their skills and knowledge. Contact the Vice President of Instruction's office at any campus to find out which courses include a service learning component.

Sports—Intercollegiate Athletics

Pima is a member of the Arizona Community College Athletic Conference, National Junior College Athletic Association, and the NJCAA Region 1. The NJCAA governs the College's participation and sets the rules of who can play (eligibility requirements). The basic requirements are that the student-athlete be enrolled full-time and be making progress in his/her studies (satisfactory academic progress), and that he/she has received a medical clearance to participate. Pima competes in 16 intercollegiate sports: Baseball; basketball (men and women); cross country (men and women); football; golf (men and women); soccer (men and women); softball; tennis (men and women); track (men and women); and women's volleyball. Scholarships, covering full tuition, are awarded in a variety of sports. For more information, visit www.pima.edu/athletics.

Student Government and Leadership

You have a voice in College functions through recognized student government associations at each of the campuses, the PCC Board of Governors, and various student groups and committees. Student government representatives also sit on task forces and committees that make recommendations to the College administration.

You are urged to participate in all College leadership and student government activities. For more information, visit any campus Student Life Office.

Student Newspaper

Students interested in writing, editing and reporting, can work for Pima's school newspaper, Aztec Press. For more information, contact the Communications and Humanities Division at West Campus or Aztec Press, www.aztecpresonline.com.

Student Recognition Activities

PCC provides many opportunities to celebrate the achievements and accomplishments of its many diverse students. The All-USA Academic Team Competition, the Pima Leadership Institute and Who's Who in American Community Colleges are among Pima's recognition programs.

Tutoring/Learning Centers

If you need help with your studies, free tutoring is available in a variety of subjects. To learn which subjects have tutoring services available at a campus, contact the individual academic department or the campus Tutoring or Learning Center. For tutoring schedules, locations and contact information, go to www.pima.edu/tutoring. Also, see page 20 of this handbook.

Financial Resources

Paying for College

Payment Options

You are required to pay for any classes for which you have registered. You may pay online, in person at any campus Cashier's Office or by mail. For more details, go to www.pima.edu/payments.

Online, you can view your balance and pay tuition.

1. On MyPima, go to the Academics tab, My Account channel and click on MyAccountManager.
2. To pay, select one of the payment options on the bottom of the screen.
Note: You must drop any unwanted classes by the official drop/refund/audit deadline or you will be responsible for paying all tuition and fees associated with those classes. Pima Community College reserves the right to drop unpaid registrations at any time.

Payment Plan

Can't pay your tuition in time for classes? You may be eligible to enroll in a payment plan. Learn more at www.pima.edu/payment-plan.

1. No interest will be charged, and you don't have to be a financial aid recipient to qualify.
2. To enroll in a payment plan, on MyPima, go to the Academics tab, My Account channel, then click on MyAccountManager.

General Financial Aid Information

Do not let the lack of funds prevent you from attending college. You may apply for financial aid—money given or loaned to you to cover your expenses while you attend college. Although the federal government provides the largest amount of aid, the State of Arizona, Pima Community College and private donors also provide funds to those who qualify.

Types of Aid

- **Grants** – financial aid you don't have to pay back
- **Work Study** – work and earn money to help pay for school
- **Loans** – borrowed money that you must repay with interest

Undergraduates who have not yet earned a bachelor's degree may receive all three types of financial aid.

In addition, Pima Community College provides a variety of scholarships from state funds and private donors. Some scholarships are set up for students in a particular program, while several scholarships for students, set up by private donors, are based on merit or program of study.

Applying for Federal Financial Aid

Everyone who enrolls at Pima should apply for financial aid. Don't assume that you are not eligible—you may qualify for scholarships or other non-need-based aid. Most types of financial aid, federal and otherwise, use the information from the Free Application for Federal Student Aid (FAFSA) to determine eligibility. Many types of financial aid use other ways of determining eligibility, such as your field of study (major), your grade point average or involvement in extracurricular activities.

The first step in applying for most types of financial aid is to complete the FAFSA using one of the following methods:

- Input your FAFSA online through www.fafsa.gov (quickest method)
- Print a FAFSA form at www.fafsa.gov, complete it and mail it to the federal government.

You may apply for financial aid at any time during the school year and Pell Grant eligibility is not affected by how early or late you apply. Students who submitted a 2015-2016 FAFSA and all requested documentation to PCC's Financial Aid Office by July 1, 2015, were guaranteed to have a decision about their financial aid eligibility for the 2015-2016 academic year made and communicated to them prior to the first payment deadline in August.

Veterans Educational Benefits

If you are a veteran, or a survivor or dependent of a veteran, you may be eligible for veterans educational benefits, tuition deferment and/or a Veteran's Book Loan. In MyPima, go to the Financial Aid tab, Quick Links section and click on Veterans Services or contact any campus Student Services Center for in-person assistance. For more information on eligibility and on how to apply, visit www.pima.edu/veterans.

Other Financial Resources

In addition to awards of federal and state financial aid and veterans educational benefits, other resources to pay for college are available. Here are just a few examples:

- Pima Community College helps students achieve their dreams through scholarships and grants. For more details, visit www.pima.edu/scholarships. Some of these are:
 - PCC Student Grants Program: This program includes Aztec Activity grants for student life activities and Pima Opportunity grants, which are based on financial need. PCC grants cover full or partial tuition and fees, and/or a textbook stipend to qualified, selected applicants.

- Pima Book Scholarships: Funded by the Follett Bookstore, they are available to help qualified PCC students purchase books and supplies.
- Scholarships available through community, civic, religious, political, special interest and business organizations
- Full-time and part-time jobs
- Summer jobs
- PCC Foundation offers scholarships to PCC students. Check the Foundation website at www.pima.edu/foundation.

Technology Resources

Access Technology

Access Technology at PCC is typically software used to customize access to educational materials. It can be used to do such things as read aloud documents, modify computer screen appearance and organize writing. In addition, users have the option to operate the computer screen/mouse/keyboard-free. Nearly all computer stations on PCC campuses have access technology available. Demonstration and/or training is available. Contact Access and Disability Resources, 520-206-6688, adrhelp@pima.edu or www.pima.edu/adr.

Computer Commons

All campuses have computers available for student use. You may use computers to complete coursework, check email, access the Internet, etc. Print outs are available at a cost of 10 cents per page.

Important Websites

www.pima.edu – Pima Community College

www.fafsa.gov – Free Application for Federal Student Aid

www.studentaid.ed.gov – Federal Student Aid

www.fastweb.com – Free scholarship search

www.az.transfer.org/cas – Online transfer information for students transferring among Arizona public colleges and universities

www.asu.edu – Arizona State University

www.nau.edu – Northern Arizona University

www.arizona.edu – University of Arizona

Be a Responsible College Student

Start a college folder

- Keep copies of all of your transactions (registration forms, online drop/add, financial aid applications, schedule of classes, etc.)
- Write down questions to ask your advisor (and the answers!)
- Know who to talk to for college information. If you don't know, ask PCC staff.

Keep your student information current – update it on MyPima

- Correct mailing address
- Correct phone number
- Correct major/program of study

Know important policies and requirements

- Standards of Academic Progress (www.pima.edu/academicprogress)
- Refund policy
- Grading policy
- Student Code of Conduct
- Course prerequisites

Know important deadlines

Refer to the Academic Calendar at a Glance (pages 2 and 3), the Schedule of Classes (www.pima.edu/schedule) or the Key Dates & Deadlines calendar (www.pima.edu/keydates)

- Last day to pay for classes
- Last day to drop for a refund
- Last day to withdraw from a class
- Last day to apply for graduation
- Last day of classes

Don't just stop attending class – talk to your instructor

- If you aren't doing well in a course, talk to your instructor and ask for help from a tutor. Don't just stop attending!
- Officially drop or withdraw if you can't complete the class. Students can drop or withdraw online through MyPima or at any campus Student Services Center. Please review drop and withdraw deadlines.
- Know the difference between a drop and a withdrawal.
- Realize that if you don't drop or withdraw, you may receive a failing grade for the class.
- To check specific drop/refund and withdrawal deadlines for classes that you have registered for, go to the MyPima Academics tab and click on "My Schedule."

Drops and Withdrawals are different

Drop

- Drops must be processed by the official Drop/Refund deadline.
- You will receive a refund if dropping the class changes your tuition due.
- The course will not appear on your transcript.
- Dropping a class changes your enrollment status and may result in you having to return a portion of your financial aid award. Check with any campus Student Services Center BEFORE dropping or withdrawing from a class.

Withdrawal

- Must be processed by the official Student Withdrawl deadline as posted on the online academic calendar, www.pima.edu/calendars.
- You will not receive a refund.
- The class will appear on your transcript with a grade of "W."
- Withdrawals affect satisfactory academic progress and veterans benefits, and may affect your financial aid eligibility. Check with any campus Student Services Center BEFORE dropping or withdrawing from a class.

Learning Centers and Tutoring Centers

Free tutoring and workshops on study skills are available in a variety of subjects for students who seek help in their studies. Campus Centers assist you in the following ways:

- Provide group tutoring in various subjects
- Provide one-on-one tutoring
- Teach you how to study better
- Prepare you to become an independent learner
- Teach you how to be prepared for your classes

Campus Learning and Tutoring Center Contacts

www.pima.edu/tutoring

Community Campus

Learning Support Services (520) 206-6406

Desert Vista Campus

The Learning Center - "TLC" at Desert Vista
Room B143 Pueblo Building (520) 206-5061

Downtown Campus

Instructional Activities Center and Tutoring Center
Campus Center Room 223 (520) 206-7311

East Campus

Learning Resources Centers:
Library/Student Center (520) 206-7693
Tutoring Center (520) 206-7863

Northwest Campus

B Building, Second floor;
go to Assessments (520) 206-2212 or (520) 206-2229

West Campus

Learning Center (520) 206-3196
Santa Catalina Building C-217 (520) 206-6819
Help-line (520) 206-3053

The Weekly Planning Calendar has intentionally been removed from this document.

Student Code of Conduct and Important Information

Pima Community College provides a safe and stimulating environment for the exchange of knowledge. We encourage reasoned discussion, intellectual honesty and a respect for the rights of all persons. The Student Code of Conduct provides you with information about your responsibilities as a student in regard to appropriate behavior and respect for others in the College community. Some information from the Student Code of Conduct, as well as other College policies and important information, follows. For the complete Student Code of Conduct, see www.pima.edu/studenterv/studentcode.

Department of Public Safety

The Pima Community College Department of Public Safety provides an Annual Crime Statistics and Clery Crime Act Report that includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the Pima County Community College District; and on public property within, or immediately adjacent to and accessible from a campus or building or property owned or controlled by the College. The report also includes institutional policies concerning College security, such as policies concerning sexual assault, sexual harassment and personal safety, as well as emergency and evacuation plans. You can obtain a copy of this report by calling (520) 206-2671. See the report at www.pima.edu/dps/reports.

Traffic Regulations

The PCC Department of Public Safety has the authority to enforce College, state, county, and city parking and traffic regulations and to issue parking and traffic citations. It can also impound vehicles. The State of Arizona has given the College police officers authority to issue citations for violations of state law and county ordinances.

As a student, you are responsible for reading and understanding the College parking and traffic regulations. For complete information on these regulations, see the Pima County Community College District Parking & Traffic Regulations online at www.pima.edu/dps/parking-traffic-regs.

In accordance with A.R.S. 15-1444D, all vehicles allowed to park in any Pima Community College parking lot must comply with the emissions standard as stated in A.R.S. 49-542.

Family Educational Rights and Privacy Act (FERPA)

Pima Community College informs its students annually of the Family Educational Rights and Privacy Act of 1974. This act, with which the institution intends to fully comply, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office concerning alleged failures by the institution to comply with the act.

Academic Reporting

Throughout the United States, colleges and universities monitor the progress students make in achieving their academic goals. PCC is pleased to provide information regarding our institution's graduation/completion and transfer rates, in compliance with the Higher Education Act of 1965, as amended. Student success information, including information about student-athletes, is available online at www.pima.edu/about-pima/reports, and click on "Federal Reporting," or call 206-4500 for a brochure.

Disclosure of Student Information

The Family Educational Rights and Privacy Act of 1974 protects the privacy of student records. Certain directory information is excluded from this law and may be disclosed at the discretion of the College. Public directory information includes a student's name, field of study, dates of attendance, and date of graduation.

If you wish to have directory information withheld by the College, fill out the form in the current Schedule of Classes and submit it to any campus Student Services Center. For more complete details, see the current College Catalog or visit any campus Student Services Center.

Drug Free Schools and Communities Act Information

Pima Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 20 U.S.C. §1145g).

Prohibitions Related to Illicit Drugs, Alcohol

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited. The following misconduct is subject to disciplinary action, including exclusion, suspension, or expulsion:

1. Violating or failing to comply with published rules and regulations of conduct of the College which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any of its activities; or
2. Being under the influence of, using, selling, possessing, or distributing any illicit drugs or alcohol on College property or as part of any of its activities. This prohibition includes, but is not necessarily limited to, marijuana (even if you possess an Arizona Department of Health Services medical marijuana card), any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate, sniffing glue, aerosol paint, or other chemical substances. Over-the-counter drugs are excluded from consideration unless improperly used.

Legal Sanctions

Local, state, and federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug- and/or alcohol-related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Pima County Community College District will fully subscribe to and cooperate with the local, state, and federal authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol, and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction. Use of alcohol and illegal substances is a major factor in accidents and injuries, and among persons between the ages of 18 and 24, it is responsible for more deaths than all other causes combined.

Support Resources

College staff will assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or reentry programs that may be available in the community. Contact the Advising and Counseling Center on any campus for information.

Student Code of Conduct

For Student Code of Conduct Violations and Procedures, go on online to www.pima.edu/studenterv/studentcode.

Copyright

Federal copyright law gives the owner of creative materials (books, videos, movies, music, etc.) certain rights, including control over copying and distributing material. Anyone who copies or distributes such material without permission or outside the limits of federal law commits copyright infringement. Unauthorized downloading or uploading, or the file sharing of copyrighted work constitutes and infringement.

College-Related Complaints from Students

Pima Community College, in its goal to provide quality instruction and service, provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against PCC staff, policies, procedures, or other actions or inactions of the College.

For complaint procedures, go online to www.pima.edu/current-students/complaint-processes.

You also may contact the Vice President of Instruction or Student Development office.

Equal Employment Opportunity/Title IX

Pima Community College does not discriminate on the basis of race, color, national origin, sex, including sexual harassment and sexual misconduct, religion, age (40+), disability, veteran status, sexual orientation, gender identity, or any other status protected by law, in its employment or educational programs, services or activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

EO/ADA Director

4905 E. Broadway D108, Tucson, AZ 85709 (520) 206-4539,
email: #EEO-ALL@pima.edu

Title IX Coordinator

4905 E. Broadway B204, Tucson, AZ 85709 (520) 206-4973,
email: Title9@pima.edu

Americans with Disabilities Act

The College does not discriminate against individuals with disabilities. Upon request, the College will provide reasonable accommodations in a timely manner. For public and employee accommodation requests, please contact the College ADA Coordinator at (520)-206-4539, #EEOALL@pima.edu or 4905 E. Broadway Blvd., Tucson, AZ 85709.

Religious Observance Accommodation

Pima Community College accommodates the religious observances and practices of students unless it will result in undue hardship to College programs. At least two weeks before the religious observance, students must submit to their instructor(s) a written statement that contains both the date of observance and the reason why class attendance is impossible. Absences for religious observances and practices do not count in the number of absences allowed by an instructor or department.



Student Services Centers

Campus Student Services centers provide admissions, advising, counseling, assessment and testing, resources for disabled students and financial aid assistance. Additional information is available at www.pima.edu/counseling.

Community Campus.....	206-6408
Building B	
Desert Vista Campus.....	206-5030
Plaza Building	
Downtown Campus	206-7260
SL Building	
East Campus	206-7662
Student Center	
Northwest Campus.....	206-2200
Building B	
West Campus	206-6699
Santa Catalina Building	

Access and Disability Resources

Offices are conveniently located near the Student Services Center at each campus. Additional information is available at www.pima.edu/adr.

Administrator	206-4999
Desert Vista Campus.....	206-5151
Downtown Campus	206-7286
East Campus	206-7699
Northwest Campus.....	206-2209
West Campus and Community Campus	206-6688
Email.....	adrhelp@pima.edu

Student Services Centers

Campus Student Services Centers provide admissions, advising, counseling, assessment and testing, access and disability resources and financial aid assistance. Additional information is available at www.pima.edu/counseling.

Admissions

- Apply for PCC admission
- Receive information on veterans education benefits
- Request official transcript evaluations
- Obtain an official or unofficial transcript
- Apply for PCC graduation

Assessment and Testing

- Take reading, writing, math and English as a Second Language (if appropriate) placements
- Complete instructional testing as needed
- Explore career testing
- Choose other subject assessments as needed

Registration

- Register for credit or noncredit classes
- Check availability of classes
- Drop, add or withdraw from classes
- Process a change of address or major
- Print a copy of your semester class schedule



Counseling and Advising

- Obtain assistance interpreting the College Catalog and College requirements
- Set an appointment to see a counselor for career, academic or short-term personal counseling
- Check course and program pre-requisites
- Receive assistance in navigating MyDegree Plan
- Find PCC program check sheets
- Explore university transfer information and transfer guides
- Obtain a referral for career assessments
- Register for STU courses for assistance with student success strategies

Financial Aid

- Apply for federal financial aid, including grants, loans and work-study employment
- Obtain information on financial aid forms, deadlines and eligibility requirements
- Request information on maintaining financial aid eligibility and the potential consequences of dropping and/or withdrawing from classes
- Explore PCC scholarship options

Career Services

- Research career options in MyPima by clicking on the "Student Resources" tab. In the Career Services Channel click "Arizona Career Information System."

Access and Disability Resources

- Contact a program specialist regarding available resources.
- For more information about access, go to www.pima.edu/adr.

