Pima Community College is an equal opportunity, affirmative action employer and educational institution committed to excellence through diversity. See page 613 for more information.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities as soon as can be reasonably expected upon receiving proper notification. For the public, please contact the PCC information line at (520) 206-4500 (TTY 206-4530); for PCC students, contact the appropriate campus Disabled Student Resources office.

The PCC-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 and in certain off-campus buildings or property owned or controlled by the Pima County Community College District; and on property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting (520) 206-2671. The report can be found online at www.pima.edu/dps/reports.

The Pima Community College Catalog and the semester Schedule of Classes are available as electronic documents published on the College website at www.pima.edu.

All information—including statements on admission, tuition, fees, course offerings and graduation requirements—is subject to change without notice, obligation or liability.

Published: June 2012
Message from the Chancellor

Welcome to Pima Community College. PCC has a proud tradition of serving the community and helping students achieve their personal and professional goals.

The College offers a wide variety of learning opportunities. Whether you choose to attend PCC to transfer to a four-year college or university for a bachelor’s degree, to improve your job skills, or to pursue an entirely new career, we can develop the skills and knowledge to help you achieve your objective. PCC offers workforce training as well as a broad array of non-credit classes, including continuing education classes, Adult Basic Education classes, and General Educational Development programs.

The College always works to improve the services it provides to a diverse student body. Student Services Centers at each of our six campuses bring together a comprehensive set of resources. The Centers promote student self-efficacy, with knowledgeable staff teaching students to perform transactions online, from admissions to registration to financial aid.

In addition to our campuses, the College offers instruction at more than 115 locations throughout Pima County. We strive to deliver education when our students want it: nights, weekends, in five-week “express” classes, in hybrid courses that mix classroom and Web-based instruction, and in other alternative-delivery formats. I believe that you will find academic choices to fit your individual needs and goals.

The world is rapidly changing, and life offers many challenges and opportunities. Pima Community College will be here as a partner to help you grow academically and professionally.

We are so pleased that you have chosen PCC!

Suzanne L. Miles, Ph.D.
Interim Chancellor
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Academic Calendar

Fall Semester 2012
Faculty advising begins..................................Aug. 15
All College In-Service Day
(College closed until 1 p.m.) ..........................Aug. 17
* Fall classes begin (for 16-week classes)........Aug. 22
‡ First 8-week session begins...........................Aug. 22
Add week (for 16-week classes)..................Aug. 22-28
Labor Day holiday (College closed)...............Sep. 3
Drop/Refund/Audit deadline (for 16-week classes)...........Sep. 4
Graduation Application deadline ........................Oct. 12
First 8-week session ends..................................Oct. 17
‡ Second 8-week session begins ......................Oct. 18
Student Withdrawal deadline (for 16-week classes).............Nov. 7
Veterans Day holiday (College closed)...........Nov. 12
Thanksgiving holiday (College closed) ..........Nov. 22-25
Final exam week ..........................................Dec. 10-16
Fall classes end (for 16-week classes)...........Dec. 16
Second 8-week session ends .........................Dec. 16
Holiday break (College offices closed) ....Dec. 24–Jan. 1
(College closed at noon on Dec. 24)

Winter Intersession 2012-13
‡ Classes begin .............................................Dec. 17
Classes end ................................................Jan. 4

Spring Semester 2013
College offices open ......................................Jan. 2
Faculty advising begins ..................................Jan. 7
All Faculty Day .............................................Jan. 9
Martin Luther King Jr. holiday (College closed)............Jan. 21
* Spring classes begin (for 16-week classes) ..........Jan. 14
‡ First 8-week session begins .........................Jan. 14
Add week (for 16-week classes) ....................Jan. 14-22
Drop/Refund/Audit deadline (for 16-week classes) ............Jan. 28
Graduation Application deadline ......................Feb. 20
** Rodeo holiday (College closed) ..................Feb. 21-22
First 8-week session ends .........................Mar. 10
Spring break (no classes) ............................Mar. 11-17
‡ Second 8-week session begins ....................Mar. 18
Student Withdrawal deadline (for 16-week classes) .........Apr. 4
Final exam week ...........................................May 8-14
Second 8-week session ends .........................May 14
Spring classes end (for 16-week classes) ........May 14
Graduation .................................................May 16

Summer Sessions 2013
Session A
Memorial Day holiday (College closed) ............May 27
Classes begin .............................................May 28
Add deadline ............................................May 29
Drop/Refund/Audit deadline .............................May 31
Student Withdrawal deadline .........................June 19
Graduation Application deadline .....................June 28
Classes end .............................................July 1
Independence Day holiday (College closed) .......July 4

Session B
Classes begin .............................................July 8
Add deadline ............................................July 9
Drop/Refund/Audit deadline ............................July 11
Student Withdrawal deadline .........................July 30
Classes end .............................................Aug. 11

Session C
Memorial Day holiday (College closed) ............May 27
Classes begin .............................................May 28
Add/Drop/Refund/Audit deadline ......................June 3
Graduation Application deadline .....................June 28
Independence Day holiday (College closed) .......July 4
Student Withdrawal deadline
  • 8-week session ......................................July 5
  • 10-week session .....................................July 15
Classes end
  • 8-week session ......................................July 23
  • 10-week session .....................................Aug. 6

* Registration continues throughout the semester for short-term, accelerated, and open-entry classes.
‡ 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 2013 Rodeo Holiday.
How This Catalog Can Help Students To Succeed

This catalog is a valuable tool in answering your questions and helping you while you are at Pima Community College. The Pima Community College Catalog is organized to guide you through each step of your college career at this institution:

- Admission/Registration
- Tuition and Fees
- Financial Aid
- Certificate and Degree Requirements
- Course Descriptions
- Campus Services
- Faculty Information
- Selected Policies

If you have any questions about the material in this catalog or need help in planning your educational goals, please see a PCC advisor or counselor at any of the campuses or centers.

This catalog is one of three publications that are essential to a student’s success at Pima Community College.

The other two publications are:

- **Schedule of Classes**—a semester publication of classes offered. The schedule is available online (www.pima.edu) and at all campuses.
- **Student Handbook**—an annual publication of regulations and resources at PCC. The handbook is distributed to students attending orientation and available at any campus Student Services Center.

Accreditation

Pima Community College (4905 E. Broadway Blvd., Tucson, AZ 85709, 520-206-4500) is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Commission can be reached through their website (www.higherlearningcommission.org), by telephone (800-621-7440), or by mail at 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504. The following programs have also been accredited or certified by specialized agencies recognized by the Arizona Department of Education and/or the U.S. Department of Education: Automotive Technology, Building and Construction Technology, Dental Assisting, Dental Hygiene, Dental Laboratory Technology, Emergency Medical Technician, Health Information Technology, Histotechnology, Machine Tool Technology, Nursing, Paralegal, Pharmacy Technology, Radiologic Technology, Respiratory Therapy, Surgical Technology, Teacher Education, Therapeutic Massage, and Veterinary Technology. In addition, Pima’s Aviation Technology program is approved by the Federal Aviation Administration.

College Vision

Pima Community College will provide access to learning without the limits of time, place or distance.

College Values

We value:

- Accountability
- Diversity
- Innovation
- Integrity
- People
- Quality

Mission Statement

The mission of Pima Community College is to develop our community through learning.

College Goals

1. To improve access to higher education.
2. To provide excellent teaching and responsive student services.
3. To prepare a highly skilled workforce.
4. To create student-centered partnerships with colleges and universities.
5. To create partnerships with business and industry, the local schools, government, and other sectors that enhance the community.
6. To provide effective developmental and adult basic education.
7. To foster responsible civic engagement.

Institutional Effectiveness Policy

The College is committed to ensuring institutional effectiveness through continuous assessment and quality improvement. Accordingly, the College will establish responsive and integrated planning, evaluation, development and project-support systems to help the College fulfill its mission in the most effective and efficient manner.

(Adopted by the College Board of Governors, March 11, 1992)

The College annually measures its overall mission performance by reporting to the community through the College planning process.
In 1966 the citizens of Pima County, Arizona, voted by a large margin to form a junior college district. The county superintendent of schools appointed a five-member governing board that laid the groundwork for Pima College. With help from committees composed of citizens, the board developed educational goals, created a financial plan, selected a president, and chose a campus site.

The next year the citizens of Pima County elected a board to replace the appointed officials and approved a $5.9 million bond issue for the College. In 1969, construction on the first campus began on a 267-acre site in the foothills of the Tucson Mountains west of the city.

The College’s first classes met in the fall of 1969 at Tucson Medical Center, Villa Maria, and Marana. In the fall of 1970 Pima College officially opened its doors to 3,543 students. Classes were held in unlikely quarters, a hangar at the Tucson International Airport. By January of 1971, students in all programs attended classes in the 11 buildings on Anklam Road — today’s West Campus, which has expanded to include a center for the arts to serve more than 20,000 students annually.

Expansion and evolution soon began. In 1972 the board renamed the institution Pima Community College to better reflect its mission of service to the community. It began to offer greater access through additional campuses.

In 1974 the College opened the Downtown Campus at Stone Avenue and Speedway Boulevard. The first classes were held in a remodeled post office building. With the purchase of neighboring structures and the construction of the campus center and classroom technology building, the campus grew to 10 buildings. The campus currently serves more than 19,000 students annually.

In 1975 the College established the Community Campus to supplement traditional on-campus education. Currently, this campus offers classes at more than 115 sites throughout southern Arizona, and is the hub for distance learning. Pima Community College Adult Education, a part of Pima County since 1969, joined the College in 2000 and is headquartered at Community Campus. The Corporate and Community Education office at the Community Campus offers customized training for the business community, noncredit courses, and study tours. After occupying several sites, the permanent Community Campus facility opened in 1997 near St. Mary’s Road and Interstate 10 and serves about 21,000 students.

The College established the East Education Center in 1976, which became the East Campus in 1980. Located on a desert site east of Davis-Monthan Air Force Base, the campus doubled in size in the fall of 1989 with the construction of the student union and library. It has since expanded to accommodate more than 13,000 students. In 2004, the College and Tucson Parks and Recreation built a 21-acre park on the northwest edge of the campus, with soccer and softball fields, and a fitness facility for students.

The South Education Center opened in 1986, and by 1993 had grown into the Desert Vista Campus, located near Interstate 19 and Valencia Road. The campus serves nearly 9,000 students each semester, including many who use the training and student services of the Center for Training and Development. The campus also houses a charter high school serving Native American students.

A 1995 Pima County bond election enabled the College to use taxpayer-supported bonds to finance much-needed expansion and important facility and technology improvements throughout the Pima County Community College District.

The Northwest Community Learning Center opened in 1998 and in fall 2003 was replaced by Northwest Campus on North Shannon Road. The Northwest campus offers a full spectrum of educational, recreational and cultural programs and services to more than 11,000 students. Major areas of study include the arts and sciences, preparation for health careers and hotel and restaurant management.

For many of its 43 years, Pima Community College has ranked among the ten largest multi-campus community colleges in the nation, and currently serves almost 75,000 students annually.

Pima County Community College District Presidents/Chancellors

Presidents
Dr. Oliver Lane 1967-1969
Dr. Kenneth Harper 1969-1972
Dr. Irwin Spector 1972-1978
Donald Klaasen (Acting) 1978-1979
Dr. S. James Manilla 1979-1988
Diego Navarrette 1988-1989
Dr. Brenda Beckman (Acting) 1989-1990
Dr. Johnas Hockaday 1990-1992

Chancellor (title change)
Dr. Johnas Hockaday 1992-1995
Dr. Robert Jensen 1995-2003
Dr. Roy Flores 2003-2012
Dr. Suzanne Miles (interim) 2012-present
Pima County Community College District

District Office
4905 East Broadway Blvd.
Tucson, AZ 85709-1010
(520) 206-4500
(520) 206-4530 (TTY)

Maintenance and Security
6680 S. Country Club Road
Tucson, AZ 85709-1700
(520) 206-2733
(520) 206-2682 (TTY)

Campuses
Community Campus
401 North Bonita Ave.
Tucson, AZ 85709-5000
(520) 206-3933

Desert Vista Campus
5901 South Calle Santa Cruz
Tucson, AZ 85709-6000
(520) 206-5000

Downtown Campus
1255 North Stone Ave.
Tucson, AZ 85709-3000
(520) 206-7171

East Campus
8181 East Irvington Road
Tucson, AZ 85709-4000
(520) 206-7000

Northwest Campus
7600 North Shannon Road
Tucson, AZ 85709-7200
(520) 206-2200

West Campus
2202 West Anklam Road
Tucson, AZ 85709-0001
(520) 206-6600

Educational Centers and Offices
Alumni Association
(See District Office)
4905C East Broadway Blvd.
Tucson, AZ 85709-1320
(520) 206-4646

Aviation Technology Center
7211 South Park Ave.
Tucson, AZ 85709-6185
(520) 206-5910

Center for the Arts
(See West Campus)
2202 West Anklam Road
Tucson, AZ 85709-0295
(520) 206-6986

Center for Learning Technology
(See Community Campus)
401 North Bonita Ave.
Tucson, AZ 85709-5000
(520) 206-6410

Center for Training and Development
(See Desert Vista Campus)
5901 South Calle Santa Cruz
Tucson, AZ 85709-6365
(520) 206-5100

Continuing Education
(See Community Campus)
401 North Bonita Ave.
Tucson, AZ 85709-5505
(520) 206-6574

Davis-Monthan Air Force Base Education Center
5355 East Granite St., Suite 130
Tucson, AZ 85709-5040
(520) 206-4866

PCC Adult Education Administrative Offices
(See Community Campus)
401 North Bonita Ave.
Tucson, AZ 85709-5600
(520) 206-6500

PCC Adult Education Eastside Learning Center
(Not pictured on map)
1630 South Alvernon
Tucson, AZ 85709-5620
(520) 881-5520

PCC Adult Education El Pueblo Liberty Learning Center
(Not pictured on map)
101 West Irvington, Building 7
Tucson, AZ 85709-5640
(520) 889-9962

GED Testing
Community Campus,
Desert Vista Campus,
East Campus, Northwest Campus
and Santa Rita High School
(3951 S. Pantano Road,
Tucson, AZ 85370)
(520) 206-6433

PCC Adult Education
El Rio Learning Center
(Not pictured on map)
1390 West Speedway
Tucson, AZ 85709-5630
(520) 882-0940

PCC/UA South Education Center
UA Science & Technology Park
(Not pictured on map)
9040 South Rita Road, Suite 2260
Tucson, AZ 85747
(520) 626-3437

Pima Community College Foundation
(See District Office)
4905C East Broadway Blvd.
Tucson, AZ 85709-1320
(520) 206-4646

Public Safety and Emergency Services Institute
Administrative Offices
(See Community Campus)
401 North Bonita Ave.
Tucson, AZ 85709-5520
(520) 206-6350

Public Safety and Emergency Services Institute
Training Center
(Not pictured on map)
4211 South Santa Rita Avenue
Tucson, AZ 85714-1641
(520) 206-3535

Roberts Center
(Not pictured on map)
4355 E. Calle Aurora
Tucson, AZ, 85711

Workforce and Business Development
(See Community Campus)
401 North Bonita Ave.
Tucson, AZ 85709-5500
(520) 206-6569
College Locations
Community Campus

As Tucson, Pima County, and the entire Southern Arizona region continue to grow and change, Community Campus responds with degrees, certificates, training and comprehensive student services to meet the needs of our dynamic student population. Community Campus serves over 50,000 students each year, offering flexible degree and certificate programs and services to meet every need, including fully online and hybrid options, self-paced distance courses, and online advising and tutoring.

Community Campus is also home to vital community programs such as Pima Community College Adult Education (PCCAE). PCCAE provides free classes to adults seeking to obtain their Arizona High School Equivalency Diploma (GED) or those who seek to learn or improve their English. PCCAE also provides GED Testing and has programs targeting specific populations. These include Family Literacy Program, Workplace Education Program, Refugee Education Program and Project RAISE. Continuing Education provides personal interest classes and activities for everyone, from pre-kindergarten children through senior citizens. The post degree Teacher Education Program provides required preparation and professional development for Arizona teachers.

Through Community Campus, students can complete Associate of Arts (AA), Associate of Business (AB), Associate of General Studies (AGS), Associate of Arts Elementary Education (AAEE), Associate of Applied Arts (AAS), and Associate of Applied Science (AAS) degrees; AGEC general education certificates for transfer; specialized basic and advanced certificates; post-degree teacher training certificates, endorsements, and professional development; workforce development programs; and customized courses and certificates developed in industry specific disciplines on a contractual basis. The Associate of Applied Science Business and Industry Technology (AAS-BIT) degree may include industry certifications ranging from A+ and Net+ to Cisco, and leadership or supervision.

Community Campus services include development and delivery of classes and programs in a variety of modes and locations in support of college wide programs and initiatives. The Community Campus has been serving students since 1975, offering credit and non-credit classes at its campus location (401 North Bonita Avenue) and at more than 90 facilities throughout southern Arizona, including Davis-Monthan Air Force Base. Community Campus is at the center of the College’s distance education programs offered online.

The post-degree Teacher Education Program offers Arizona Department of Education (ADE) approved teacher preparation at the post baccalaureate level in: elementary, secondary and special education, as well as ADE endorsements in English as a Second Language, Middle Schools, and Structured English Immersion (SEI) for currently certified teachers; professional development courses for K-12 educators and administrators; an Associate of Arts degree in Elementary Education; and a basic certificate in Educational Technology.

Through its Workforce and Business Development (WBD) division, the College provides comprehensive, cost-effective training options for individual workers, as well as for businesses, organizations and governmental agencies. The WBD Contract Training department offers traditional or customized credit, non-credit or continuing education unit (CEU) courses to meet the needs of regional employers. These courses may be offered in person or online, at a location and at times convenient for the client. The Public Safety and Emergency Services Institute (PSESI) offers open enrollment courses, and also partners with public and private agencies, to provide degrees and certificates in law enforcement, fire science, corrections, juvenile corrections, crime scene management and emergency medical technology. The Arizona Prison Program contracts with appropriate federal and state agencies to provide occupational training programs for inmates. Finally, the WBD division works closely with Pima County to assist students in receiving Workforce Investment Act funding for classes.

Pima Community College Adult Education, with sites throughout Pima County, coordinates adult basic education classes and services. PCCAE offers an array of programs, including GED preparation classes and testing, English Language Acquisition for Adults (ELAA), citizenship classes, College Transition opportunities and education programs for specific populations.

Continuing Education programs and services include non-credit general interest classes, programs for active adults, Motorcycle Rider Education, Pima for Kids summer classes for K-8 students, workshops and seminars.

The PCC Prep Academy is a noncredit supplement for students who demonstrate a need for additional learning in mathematics, reading and/or writing. The program provides instruction in four-week, ten-week or six-month increments at no cost to the student.

The Center for Learning Technology (CLT) houses the College’s broadcast-quality video production facilities and Internet development and delivery center.

The Community Campus facilities also include Northern Arizona University (NAU). NAU has offices, an interactive classroom and labs, and distribution control for its distance learning operations throughout Southern Arizona at the Community Campus.
Community Campus

**Area A:**
Center for Learning Technology  
Continuing Education  
Conference and Training Center  
High Tech Training Rooms  
Post Degree Teacher Education Program  
Public Safety and Emergency Services Institute  
Workforce and Business Development

**Area B:**
Administration  
Administrative and Business Services  
Admissions and Registration  
Advising and Counseling  
Campus Resource Center  
Assessments/Testing  
Online Help Desk (520-206-6400)

**Area B:**
Career Counseling  
Cashier’s Office  
Instructional Administration  
Pima Community College Prep Academy  
Receiving/Mailroom Services  
Student Development

**Area C:**
Center for Learning Technology  
Telecommunications and Production Services  
Telecourse and Interactive Classroom Distribution Center  
Broadcast Studio  
Integrated Instructional Resource Center

**NAU**
Northern Arizona University Classrooms  
NAU Administrative Offices
Desert Vista Campus

In 1986, Pima Community College opened Education Center South near the airport in response to requests from residents of the south and southwest areas of Tucson. In June 1993, the college established a new and comprehensive Desert Vista Campus near Interstate 19 and Drexel Road by relocating the Education Center South and Center for Training & Development (formerly Tucson Skill Center established in 1963).

Desert Vista Campus offers a wide range of courses and programs, including university transfer, developmental, occupational, workforce, and general education. A variety of courses are offered in mathematics, the sciences (biology, chemistry, astronomy, and physics), languages (Spanish and English as a Second Language), and a rich cultural arts curriculum. Among the signature programs provided by the campus is the Aviation Technology program located on the grounds of Tucson International Airport at the Aviation Technology Center. This program provides training in aviation maintenance and structural repair and is one of only a few programs of its kind nationwide. In 2008, a new avionics building was added to the Aviation Technology Center, and students can pursue a certificate in avionics using state-of-the-art equipment. Signature programs also include Culinary Arts, Child Development Associate, and Early Childhood Education. One of the largest entities at the campus is the Center for Training and Development (CTD), which offers many noncredit and credit workforce development programs (nursing, surgical technology, business education, medical assisting, food service). The CTD partners with community-based organizations, agencies, and employers to provide individualized year-round, open-entry/open-exit job training certificate programs for employment.

Services that support student success include a comprehensive Learning Center that provides tutoring and workshops designed to help students reach their educational goals. The campus also has a vibrant Student Life program and a Cyber Café in a central location where students can easily access websites and check e-mail in a relaxed environment. In addition, the 5,000-square-foot Desert Vista library serves students, faculty, college employees, and the community. Together with the Computer Commons and the Adult Education Resource Lab, the Library provides a welcoming atmosphere with versatile student space. The campus also provides bilingual services and a full range of student support services through the Student Services Center.

Several other programs and services also make the campus unique. Vision High School, a charter school that mainstreams dually enrolled high school students into the community college environment, is housed at the campus. The campus administers Talent Search, Student Support Services and Upward Bound, three federally funded programs. Talent Search works with high school students to encourage and support their successful transition into post-secondary education. Upward Bound works with high school students to provide higher education opportunities and tracks the students during their first two years of college. The campus is part of a Pathways to Healthcare network and administers a Health Professions Opportunity Grant (HPOG) to provide health care training. Also at the campus is the Tohono O’odham Scholarship Office which provides on-site counseling and advising to tribal students pursuing higher education.

The campus houses a recreation and fitness complex which opened in the fall of 2004. Built in partnership with the City of Tucson Parks and Recreation Department, the complex contains a fitness facility which provides space for activity classes such as kick-boxing, aerobics, and yoga as well as strength training. The center also has state-of-the-art equipment and instructors and staff certified as personal trainers. To complete the complex, soccer and softball fields were also added for campus and community use as part of the partnership.
Desert Vista Campus

**Pueblo Building**
- Adjunct Faculty Offices
- Administrative Offices
- Bookstore
- Cafeteria
- Campus Police
- Center for Training and Development Programs
- Center for Training & Development
- Student Services
- Classrooms
- Community Outreach
- Culinary Kitchens
- Faculty Offices
- Faculty Resource Center
- Laboratories
- Learning Center
- Student Life
- Student Support Services
- Talent Search
- Upward Bound
- Vision High School

**Plaza Building**
- Admissions/Registration
- Advising and Counseling
- Assessment/Testing Center
- Business Office
- Career and Transfer Center
- Cashier
- Center for Training & Development Resource Lab
- Classrooms
- Computer Commons
- Disabled Student Resources
- Financial Aid
- Library
- Student Development
- Tohono O’odham Scholarship Office
- Welcome Center

**Fitness Building**
- Fitness Classrooms

**Aviation Technology Center**
- Aviation Classrooms/Laboratories
- Avionics Classrooms/Laboratories
Downtown Campus

Since its beginning in 1974, the Downtown Campus has offered a variety of opportunities for students to enhance their personal, academic, and professional lives. The Downtown Campus serves more than 10,000 students during the fall and spring semesters. A balance of developmental, transfer, and occupational course offerings has created an enrollment that is both heavily involved in university transfer (50%) and immersed in occupational programming leading directly to work (30%).

In order to meet the different learning styles and scheduling needs of its students, the Downtown Campus has developed innovative instruction, including supervised, individualized instruction using the latest technology. The Writing Center offers self-paced learning. The Biology Learning Center, located in the Science and Technology building, offers self-paced learning for many biology courses taught at the College. In addition, the Center for Integrated Learning provides the latest technology for student learning and assists faculty who wish to incorporate computer learning into the classroom.

Every occupational discipline at the Downtown Campus works closely with local community advisory groups to ensure the quality and relevancy of its curriculum. This continuous assessment process, coupled with capable and dedicated instructors, has created unique and exceptional educational programming at the Downtown Campus.
Downtown Campus

Classrooms
Arts and Humanities Building (AH)
Campus Center Building (CC)
Library (LB)
Roosevelt Building (RV)
Science & Technology Building (ST)

Offices
CO
Campus Business Services
Campus Police
CC/ LB/ ST
Faculty Offices
RV
Administrative Offices
CC
Student Government
MP
Maintenance/Physical Plant

Student Services
CC
Admissions/Registration
Bookstore
Cashier
Financial Aid
Tutoring Center
Cafeteria
LB
Advising and Counseling
Assessment/Testing
Computer Commons
Disabled Student Resources
Library
LINK
Career Center
Information Center
In 1980, Pima Community College expanded its educational facilities with the construction of the East Campus. Four subsequent expansions have now given the residents of Tucson’s east side a comprehensive and convenient full-service campus that offers general education, university transfer, developmental coursework, and selected occupational programming.

The campus enrolls over 7,000 students a year. The campus houses a Health Clinic that is used by both the public as well as students. A dynamic Student Life office ensures East Campus students a variety of opportunities to enhance their personal success. Student Government is strong and student clubs are powerful and energetic.

In addition to a full array of academic and transfer programming, the campus provides vocational training in the areas of Emergency Medical Technology, Pharmacy Technology, Logistics and Supply Chain Management, Veterinary Technology, and Administration of Justice. The access and availability of offerings is enhanced by the addition of the Southeast Education Center, managed by East Campus. The College has a partnership with the UA Science & Technology Park to offer classes there through the Southeast Education Center.

Sitting on almost 58 acres in the Pantano and Irvington road area, the campus is adjacent to the Fred Enke Golf Course, Lincoln Regional Park, the Atturbury/Lyman Bird and Animal Sanctuary, and the City of Tucson’s Clements Recreational Center. Surrounded by natural Sonoran vegetation, the East Campus maintains a relaxed, comfortable atmosphere, with buildings clustered around several small patios and shaded courtyards.
East Campus

Buildings O1, O2
Administrative Offices
Faculty Offices

Buildings E-1, E-2, E-3, E-7
Classrooms
Science Laboratories

Building E-4
Classrooms
Emergency Medical Technology Lab (EMT)

Building E-5
Adjunct Faculty Service Center
Art Gallery and Studios
Audio/Visual & FacultyResource Center
Classrooms
Mail Center

Building E-6
Business Office
Campus Police
Classrooms
Physical Plant
Receiving
Veterinary Technology Lab (VET)

Buildings M1, M5, M6, OL
Astronomy Lab
Classrooms
Outdoor Learning Center

Clements Center
Classrooms
Recreational Facilities

Library
Classrooms
Computer Support Services
Learning/Tutoring Center
Sign Language Lab

Student Center
Administrative Offices
Admissions & Registration
Advising
Assessment/Testing Center
Bookstore
Cafeteria
Career Center
Cashier
Classrooms
Community Room
Computer Commons
Counseling
Disabled Student Resources
Financial Aid & Veterans Services
East Side Health Center
Student Life & Student Government
Welcome Center
Northwest Campus

The Northwest Campus brings a full spectrum of educational, recreational and cultural programs and services to families in the northwest region of Pima County.

Courses are offered in accounting; information technology; business; psychology; social sciences; languages and communication; nutrition and food science; arts and humanities; and sciences and mathematics at the campus and online.

The heart of the campus includes student support services such as a comprehensive Student Services Center, Library, Tutoring and Computer Commons. Campus facilities also include classrooms; labs for biology, chemistry, astronomy, physics, geology and geography; an art gallery, and state-of-the-art technology classrooms. A beautiful promenade and outdoor amphitheater provide opportunities for students, faculty, staff and community visitors to gather in relaxed settings.

The Northwest Campus is the only location that offers occupational programs in Therapeutic Massage, Clinical Research Coordinator, Direct Care Professional and Hotel and Restaurant Management. The Therapeutic Massage program offers both a certificate and an AAS which prepare students for state or national licensure. The Clinical Research Coordinator Program certificate or AAS prepares students to coordinate human subject clinical trials. Students who complete the Direct Care Professional certificate are trained to care for the aging and disabled in various private group home settings.

The Northwest Campus hosts a unique partnership between the College and Northern Arizona University. The Bachelor’s Degree in Hotel and Restaurant Management from NAU may be completed at the Northwest Campus. The first two years of the program, the associate degree, is offered by the College and all of its credits transfer into the NAU program. The last two years of the degree is taught by NAU faculty on the Northwest Campus. A certificate for direct employment for those seeking an immediate, entry-level job in the hotel, resort and restaurant industry is also available.

In addition, the Northwest Campus continues to develop new programs, certificates and courses to meet current educational needs of students. The campus partners with the K-12 community, including a wide variety of dual enrollment options, and a Hotel and Restaurant Management program partnership with JTED.

Through partnerships with the Northwest YMCA and Pima County Parks and Recreation, PCC students may take a full range of fitness, wellness and dance classes.

Planning is underway and construction will soon begin for a 49,000 square foot building that will house state-of-the-art Science, Technologies, Engineering & Math (STEM)-related classrooms and labs, as well as general use classrooms and additional faculty space.
The West Campus provides a full range of Nursing and Health-Related Professions programs that include an Associate Degree in Nursing, Dental Studies, Radiologic Technology, Respiratory Therapy and Medical Lab Technician. The Nursing and Respiratory Therapy programs have state-of-the-art classrooms and simulation labs. In fall 2011, the West Campus received a five-year U.S. Department of Education Title III HSI STEM (science, technology, engineering, mathematics) grant totaling $4.3 million. The grant will strengthen STEM curriculum, modernize science laboratories, and increase the number of transfer students that pursue bachelor’s degrees in STEM programs.

The West Campus also provides outstanding programs in Fashion Design, Journalism and the Visual and Performing Arts. The campus is known for its state-of-the-art Digital Arts program which offers cutting edge curriculum in computer animation, game design, digital design, illustration, film video, multi-media, photography and desk top publishing. Digital Arts program students have won numerous national Addy Awards through the American Advertising Federation national student advertising competition. In addition, the campus offers programs in business, computers, archaeology, sign language, interpreter training, social and behavioral sciences, as well as fitness and sport sciences. The campus also hosts the nationally known Creative Writing Weekend Workshops, offered in spring and fall.

The West Campus enrolls approximately 12,000 students each semester. The campus has 152 faculty members, 350 adjunct faculty, 82 staff and six administrators. The campus is organized around four instructional divisions that offer a wide variety of associate degrees and certificate programs.

West Campus is home to an Archaeology Center, Center for the Arts, and two art galleries, the Louis Carlos Bernal Gallery and the Student Gallery. The campus also provides a home to the College’s International Student Services, Aztec Press newspaper, and the College’s NJCAA athletic teams.

West Campus students have multiple opportunities to participate in co-curricular activities including approximately 20 student clubs, student government and intercollegiate athletics.

Designed to blend with the surrounding desert, the campus features inner courtyards and several hiking trails on 267 acres. It comprises 13 buildings and 529,000 square feet of space that includes 154 classrooms and laboratories, a library, Academic Computing Commons and Learning Center.
West Campus

A (Santa Rita)
Ground Floor
Cafeteria
Classroom
Dance Room 1
Dance Room 2
Student Life & Student Government and Clubs
West Side Health Center
First Floor
Classrooms
Computer Classrooms & labs
Faculty offices
Second Floor
Administrative Services
Campus President
Classrooms
Faculty Resource Center
Veteran’s Meeting Room
Vice President of Instruction
Visual Arts Student Gallery

B (Gym/Athletics)
Ground Floor
Basketball & Volleyball
Coaches’ Offices
Equipment Room
Locker Rooms
First Floor
Dance Room
Executive Director of Athletics
Fitness Classroom

C (Santa Catalina)
Ground Floor
Aztec Press/Journalism
Bookstore
Classrooms
Copy Center
Digital Arts
Employee Lactation Room
Faculty Offices
Fashion Design & Clothing
Film Studio
Photography Lab
Plant Operations
First Floor
Business Services
Cashier
DSR (Disabled Student Resources)
Student Services Center:
Admissions & Registration
Advising & Counseling
Assessment/Testing Center
Career Services
Financial Aid
International Student Services
Veteran Benefits
Vice President of Student Development
Second Floor
Academic Computer Commons
Classrooms
Learning Center
Third Floor
Library

D (HRP)
First Floor
Classrooms
Nursing Lab
Simulation Lab
Second Floor
Faculty Offices

E (Tortolita)
First Floor
Classrooms
Technology Lab
Second Floor
Dean of Science, Technology, Engineering & Math
Faculty Offices

F (Rincon)
First Floor
Dance Room
Executive Director of Athletics
Fitness Classroom

G (HRP)
First Floor
Classrooms
Respiratory Skills labs
Second Floor
Faculty Offices

H (Tucson)
Ground Floor
Classrooms
Dean of Nursing & Health Related Professions
Respiratory Skills Labs
First Floor
Library

J (Sentinel Peak)
Ground Floor
Classrooms
Community Room
First Floor
Classroom
Dean of Arts, Communications & Humanities
Faculty Offices
Second Floor
Classrooms
Third Floor
Classrooms
Faculty Offices

K (Science)
First Floor
Biology Lab
Biotech Lab
MLT Lab
Radiologic Tech Lab
Second Floor
Chemistry Lab
Classrooms
Dental Clinic
Dental Lab

L (Art)
Art Studios and Classrooms
Faculty Offices

R (Tumamoc)
Archaeology Center
Campus Police
Receiving & Mailroom
Technology Services

CFA (Center for the Arts)
Black Box Theatre
Box Office
CFA Offices
Classrooms & Studios
Communication Wing
Drama/Theatre Wing
Faculty Offices
Louis Carlos Bernal Gallery
Music Wing
Proscenium Theatre
Recital Hall

FSSC (Fitness & Sport Sciences Center)
Athletic Fields/Track/Courts
Classrooms
Coaches’ Offices
Faculty Offices
Fitness and Conditioning Center (FCC)
Group Activities Room
Locker Rooms
Sports Injury Management Area
Admissions, Registration and Records
Admission to the College

Pima Community College (PCC) encourages all individuals to further their educational interests. No person shall be denied admission or registration to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity or expression. Admission to specific degree (or certificate) programs is not guaranteed.

Please note that special programs of the College have special admissions. For admissions information to these programs, please contact the offices identified:

Workforce and Business Development
Community Campus 206-6569
Center for Training and Development (CTD)
Desert Vista Campus 206-5700
Pima Community College Adult Basic Education (PCCAЕ)
Community Campus 206-6500
Truck Driver Training
6680 S. Country Club Rd. 206-2744

Eligibility for Admission

Pima Community College’s open-door admission policy means that a PCC education is available to everyone. Almost 75,000 students of different ages, ethnicities and backgrounds take courses at PCC and help create a lively, exciting learning environment.

You are eligible for admission if you demonstrate evidence of potential success in a higher education setting by scoring at a minimum level as established by PCC on college assessment examinations in mathematics, reading and writing, and you meet one of the following criteria:

- You are a graduate of an accredited high school
- You are a recipient of a GED certificate of high school equivalency

Exceptions to the above criteria include:

- Students that demonstrate that they have graduated from an accredited college or university.
- Students classified as Non-Degree Seeking (Non-Degree Seeking students will be allowed to enroll in a maximum of 15 credit hours before they are asked to meet admissions standards as outlined above.)
- Students enrolled only in credit courses at PCC provided through contract training or dual-enrollment.
- You are a non-high school graduate or GED recipient that assesses at an appropriate level on PCC college assessment examinations in mathematics, reading and writing. Students without a high school diploma or GED are strongly encouraged to complete their GED prior to applying to Pima Community College.

If you are a post-secondary transfer student, and have not graduated from a post-secondary institution, you must score at a minimum assessment level to be admitted as a degree-seeking student.

All students who have not been actively enrolled are subject to this criteria. A student is considered to have been actively enrolled for these purposes if he/she received a grade within the three academic years prior to March 12, 2012.

Students will be admitted in one of three categories:

1. **Regular**: A student who is a high school graduate or GED recipient AND has met minimum assessment scores, or is a college graduate. The student must be working toward the completion of a certificate, degree credit, or clock hour courses and/or programs.

2. **Special**: A student who has not met minimum assessment scores, is not a college graduate, or is enrolled in courses that do not lead to the completion of a certificate or degree, and is not beyond the age of compulsory education.

3. **International**: A student who is applying for admission as an F-1 student, or who is attending as an active F-1 student at another institution and has satisfied all accompanying criteria.

**Admission of Underage Students Guidelines:**

No student under the age of sixteen will be denied admission to the College because of age, lack of high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials, or lack of concurrent enrollment in a public or private school, provided the general parameters have been met to assess student preparedness. Admission to the College does not guarantee admission to a specific degree program or to all courses offered by the College.

The campus Vice President of Student Development is responsible for the consistent and uniform implementation of this regulation and related Standard Practice Guides (SPGs). The Vice President of Student Development or designee is responsible for meeting with the underage student and parents or legal guardian to explain college-wide policies, code of conduct and procedures of special admission of underage students.

**General Parameters:**

1. The College will supplement the education being provided to the underage student by the secondary school system or alternate provider with no more than eight semester hour credits. Underage students being homeschooled may enroll for more than eight semester credit hours with special permission. However, enrollment at PCC is not intended to supplement homeschooling.

2. Students under the age of sixteen without a high school diploma or GED must have completed the SAT (Scholastic Aptitude Test) with a composite score of 930 or more on the verbal and math portions, or the ACT (American College Test) with a composite score of 22 or higher, or a composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT), or a passing score on the relevant portions of the Arizona Instrument to Measure Standards Test (AIMS), or have achieved a specified score on COMPASS or ASSET as per approved College policy.

3. For students under the age of sixteen, still in school, the parents or legal guardian must provide a signature granting their permission and permission from the secondary school for supplemental instruction by the College.
4. Students under the age of sixteen must submit copies of all high school academic, attendance, and discipline records for review.

5. The parent(s) or guardian(s) of a student under the age of sixteen who has been in alternative schooling must provide a copy of the state credential or certification for the alternative school, a signature by the certificate holder, and an educational plan indicating the activities the College is asked to supplement.

6. Underage students (under sixteen) and their parent(s)/legal guardian(s) are required to participate in an intake interview at the campus they hope to attend. This special admissions process includes an evaluation of student preparedness, the completion and submission of all required forms and records and an explanation of College policies and procedures. Continued enrollment for underage students granted permission to enroll will be dependent on an evaluation conducted with the student and parent/legal guardian of the satisfactory academic progress and compliance with the Pima Community College Student Code of Conduct.

7. The records of material required for entrance will be kept by the Vice President of Student Development and the District Office of Admissions and Records.

The College has the right to deny admission to underage students who fail to meet these guidelines and who have been suspended or otherwise officially excluded from secondary schools for disciplinary reasons. Approval or denial for admission and subsequent registration(s) into courses will be made by the Vice President of Student Development.

Admission of International Students

Admission for all international students is through the International Student Services office located on the West Campus. For further information, call (520) 206-6732 or visit www.pima.edu.

International students wishing to study as an F-1 student must complete the following procedures in order to be considered for admission to Pima Community College:

1. Submit a completed International Student Application for Admission.

2. Pay a $25 application fee (payable to Pima Community College).

3. Submit one official copy of:
   a. High school transcript (or completion of an academic program equal to an American secondary school), indicating graduation date.
   b. Transcripts of all work done at previous educational institutions appropriately evaluated for elective credit.

4. Submit official proof of English proficiency as indicated by the Test of English as a Foreign Language (TOEFL) score (minimum 500 on the paper/pencil exam, or 173 on the computer-based version or 61 on the Internet-based test). This requirement may be waived if a student’s native language is English.

5. Submit a certified Affidavit of Financial Support showing the ability to cover expenses for the current academic year.

Once accepted, all international students must comply with the appropriate immigration standards and regulations.

Persons on other non-immigrant visas may be allowed to enroll in part-time course work in accordance with immigration policy.

Border Commuter Students

In compliance with U.S. Citizenship and Immigration Services regulations, border crossers pursuing a formal course of study at Pima Community College must apply as International Students, be accepted to the College and obtain an F-1 visa. Students may study full or part-time.

Student Residency Requirements

For tuition purposes, students must indicate their residency status when applying for admission. All questions about legal residency must be determined by the appropriate admissions office before registration and payment of fees for any semester or session. It is the student’s responsibility to apply for admission and to register under the correct residency status (domicile determination). Domicile is determined as of the first day of the session in which a student is enrolling. The following guidelines to determine residency status are taken from the Arizona Revised Statutes Sections 15-1801 through 15-1807. For questions about these guidelines, or for help determining residency status, please contact any campus admissions office.

State law requires that a person who is not a citizen or legal resident of the United States or who is without lawful immigration status, is not entitled to classification as an in-state student pursuant to A.R.S. Section 15-1802 or entitled to classification as a county resident pursuant to A.R.S. Section 15-1802.01. Undocumented students with deferred action status under Deferred Action for Childhood Arrivals (DACA), as demonstrated with a valid I-766, will be considered for In-State tuition status. According to state law, a person who is not a citizen of the United States, who is without lawful immigration status, and who is enrolled in any community college under the jurisdiction of an Arizona community college district is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any type of financial assistance that is subsidized or paid in whole or in part with state monies.

In-State Student Status (Section 15-1802)

1. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is entitled to classification as an in-state student for tuition purposes.

2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
   a. The person’s parent’s domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such employee.

c. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph.

d. The person’s spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person’s spouse was temporarily out-of-state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

3. The domicile of an unemancipated person is that of such person’s parent.

4. Any unemancipated person who remains in this state when such person’s parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.

5. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state student classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona board of regents. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.

6. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person’s state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona board of regents or a community college under the jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

7. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:

1. Registered to vote in this state.
2. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
   a. An Arizona driver license.
   b. Arizona motor vehicle registration.
   c. Employment history in Arizona.
   d. Transfer of major banking services to Arizona.
   e. Change of permanent address on all pertinent records.
   f. Other materials of whatever kind or source relevant to domicile or residency status.

8. A person who is a member of an Indian tribe recognized by the United States department of the interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

Assignment of Student Identification Number and Use of Social Security Number

Pima Community College assigns all new students a student identification number. PCC does not use Social Security numbers for student identification numbers.

Pima Community College requests the Social Security numbers of all students who are U.S. citizens, Resident Aliens, or non-citizens (who have been issued a Social Security number) on the Application for Admission to match current and future records, ensuring that students receive full credit for all academic work. All local, state and federal student financial aid applications, and forms for College employment require student Social Security numbers.

Note: You must provide your Social Security number in order to receive an IRS form 1098-T Tuition Statement (for educational tax credit purposes).
Before the First Semester

New Student Requirements for Assessment, Advising, and Orientation

Assessments
Before you can register, you must take the free basic skills assessments in reading, writing and mathematics unless:
- You already have a college degree or certificate
- You are enrolled only in noncredit, contract or dual enrollment courses or are non-degree seeking
Visit any campus Student Services Center to take the assessments. You can walk in at any time the center of your choice is open; you do not need an appointment. Bring a photo ID and allow two to three hours to complete the assessments. Sample assessment questions are available at www.pima.edu/assessment or can be purchased from the campus bookstore for a modest fee.

Special Accommodations
Special accommodations for qualified disabled students, such as extended time, large print, writing assistants, and interpreters, are available through the Disabled Student Resources offices. For more information, please refer to the Disabled Student Resources section.

Other Testing Services
For students without a high school diploma, PCC offers the GED (General Education Development) test. This test is available at Pima Community College Adult Education Centers (PCCAe). Additionally, the institutional TOEFL (Test of English as a Second Language) is available at the West Campus Assessment Center.

Advising
Advising staff and counselors are available throughout the year to help students decide on an educational goal and to prepare an educational plan to meet that goal.

Advising Resources for Students
All students are urged to make use of the MyDegreePlan, the College Catalog, Schedule of Classes, and the Student Handbook when selecting courses or developing an educational plan. These publications are available at all Student Services Centers or at www.pima.edu.

Orientation
Orientation is designed to help students succeed in college. Orientation covers necessary information about programs, services, university transfer, study skills, and registration. Each campus provides an orientation schedule for the upcoming semester. Orientations are offered at a variety of times, dates, in many formats. Visit www.pima.edu/orientation or contact any Student Services Center for more information.

Declaring a Program of Study
Advising staff and counselors are available at all campuses to help you choose the right program of study, which may affect your financial aid or veterans benefits eligibility. Students may change or update their program of study through the online Student Intent process once per semester or at any

Campus Student Services Center. Declaring a program of study will help you clarify your academic goals and will increase your student success.

Transfer of Credits into PCC
Students who have taken classes at another college or university may transfer the credits to Pima Community College. The College may accept class credit (with a grade of C, its equal, or better) from colleges and schools accredited by any of the following regional accreditation commissions:
- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges, Inc.
- North Central Association of Colleges and Schools
- Northwest Commission on Schools, Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
To transfer credits to Pima Community College, the student must:
- Request an official transcript from the institution(s) previously attended to be sent directly to the District Admissions Office at 49058 E. Broadway, Suite 220, Tucson, AZ 85709-1120. The student will be notified when the transcript has been received.
- Submit a written request for evaluation of the credits at any campus. Students must be admitted to the College in order to request evaluation of transfer credits.
- Requests for transcript evaluation should be submitted at least one semester prior to applying for graduation.
- Pima Community College will consider appropriately evaluated international transcripts for elective credit. Evaluations will not be considered unless they were performed by a member company of the National Association of Credential Evaluation Services (NACES). You can find a list of providers at www.naces.org. Please verify that the company that you use is approved to perform comprehensive evaluations for transfer to US Regional Accredited Institutions such as county community colleges and state universities.

Military Servicemembers Opportunity College
Pima Community College has been named as an institutional member of Servicemembers Opportunity Colleges (SOC). The SOC is a group of over 400 college and universities that willingly provide postsecondary (after high school) education to members of the military throughout the world. As a member of the SOC, the College recognizes the unique nature of the military lifestyle. For information about the Department of Veterans Affairs (DVA) educational assistance, please see the Financial Assistance section.

Credit by Examination
Pima Community College realizes that when students enter the College, they may have already gained the knowledge and/or mastered the content of certain courses. Therefore,
students have the opportunity to earn college credit by assessment of prior learning through examinations. Credit by examination may or may not transfer to other colleges or universities. In addition, credit by examination does not fulfill the requirement of completing 15 credits at PCC. It also cannot be used in qualifying a student for veterans benefits. Students cannot receive financial assistance for credit by examination.

Credit by examination shall include:
1. Advanced Placement (AP) and International Baccalaureate (IB) Programs.
2. College-Level Examination Program (CLEP)
3. Special examination for credit

**Advanced Placement (AP) and International Baccalaureate (IB) Programs**
Pima Community College accepts Advanced Placement (AP) and International Baccalaureate Diploma (IB) credits. Taking Advanced Placement or International Baccalaureate classes in high school can accelerate a student’s college career. At PCC, students can earn up to 30 credits towards a degree simply by taking the exams at the end of AP or IB classes. Credits earned based on exam performance may be counted toward a certificate or degree, including General Education requirements. See the following AP and IB exam tables. Contact a Pima Community College advisor to confirm course credit towards specific programs.

Advanced Placement classes are offered in select high schools. Exams are administered through the College Board each May. Some students take AP exams after taking honors or accelerated courses in their schools. For more information about the AP program visit the College Board Web site (www.collegeboard.com).

The International Baccalaureate Diploma Program is also offered in select high schools. This rigorous 2-year course of pre-university studies leads to exams that can be used to qualify for college credit. Pima Community College accepts certain higher-level IB exams for credit, see the following IB table. For more information about the IB Program visit the main Web site IB Diploma Programme (www.ibo.org/ibo).

AP and/or IB credit is re-evaluated upon transfer to another institution. For students planning to transfer AP and/or IB credit, please consult the catalog of the institution to which you plan to transfer for how the institution accepts AP and/or IB credit. An effort has been made to match Pima Community College’s AP and IB scores with the University of Arizona’s AP and IB scores.

AP and IB credit may fulfill Arizona General Education (AGEC) credit and/or Occupational General Education credit if the AP and IB score results in credit given in a course in the general education list. For example, a score of 4 or 5 on the American History Advanced Placement Exam results in credits for HIS 141 and 142 which fulfills AGEC and Occupational General Education requirements.

Passing scores for subjects credited through the AP and IB Exams are recorded as a “P” grade and will not be stated in terms of a specific course grade. No record is made of failing scores.

Please refer to the following table for the required scores for General Education application or Course Credit awarded. These scores are reviewed annually by the College Curriculum office and by the respective College Discipline Area Committees.

<table>
<thead>
<tr>
<th>Advanced Placement (AP) Table</th>
<th>Exam Title</th>
<th>Exam Score</th>
<th>PCC General Education Category</th>
<th>PCC Course Equivalency</th>
<th>PCC Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States History</td>
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<td>HIS 141 &amp; 142</td>
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<td>3, 4 or 5</td>
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<td>Physics</td>
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<tr>
<td>Physics B</td>
<td>3, 4 or 5</td>
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<td>PHY 121 IN &amp; 122 IN</td>
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<tr>
<td>Physics C - Electricity &amp; Magnetism</td>
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<td>SPA 101, 102, 201, 202 &amp; 251</td>
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<td>Other Requirements—Second Language</td>
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<td>Mathematics (AGEC-A only)</td>
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<tr>
<td>World History</td>
<td>Under review*</td>
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</tbody>
</table>

*Many AP exams are under review at Pima and across the state in order to have consistent equivalencies. See the AP exam tables online at www.pima.edu/current-students/clep-tests
International Baccalaureate Diploma Programme (IB)

Pima Community College accepts International Baccalaureate (IB) credit. The International Baccalaureate Diploma Programme is offered in select high schools. This rigorous 2-year course of pre-college studies leads to exams which can be used to qualify for college credit. IB credit is considered credit by examination. Credits earned based on exam performance may be counted toward major or minor fields of study, or General Education requirements. See the IB table below and contact an academic advisor to confirm course credit towards specific programs.

International Baccalaureate (IB) Table

<table>
<thead>
<tr>
<th>Exam Title</th>
<th>Exam Score</th>
<th>PCC General Education Category</th>
<th>PCC Course Equivalency</th>
<th>PCC Credit</th>
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<tbody>
<tr>
<td>Biology</td>
<td>6 or 7</td>
<td>Biological and Physical Sciences</td>
<td>BIO 181IN &amp; 182IN</td>
<td>8</td>
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<tr>
<td>Chemistry</td>
<td>Under review*</td>
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<tr>
<td>Computer Science</td>
<td>Under review*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>5, 6 or 7</td>
<td>Social and Behavioral Sciences</td>
<td>ECN 201 &amp; 202</td>
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<td>English</td>
<td>5, 6 or 7</td>
<td>English Composition</td>
<td>WRT 101</td>
<td>3</td>
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<tr>
<td>French</td>
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<tr>
<td>German</td>
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<tr>
<td>History</td>
<td>5, 6 or 7</td>
<td>Humanities and Fine Arts—Humanities OR Social and Behavioral Sciences</td>
<td>HIS 101 &amp; 102</td>
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<td>Latin</td>
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<td>Music</td>
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<tr>
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<td>6 or 7</td>
<td>Biological and Physical Sciences</td>
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<tr>
<td>Spanish</td>
<td>Under review*</td>
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College-Level Examination Program (CLEP)

The College-Level Examination Program is a means by which students can obtain college credits without having to enroll formally in the courses. Pima Community College accepts CLEP for college credit, providing satisfactory scores are attained. Students must pay a registration service fee and an examination fee for each test. CLEP examinations are offered at PCC’s Northwest Campus (520-206-2200) and the Davis-Monthan Air Force Base Education Center (520-206-4866), as well as the University of Arizona Testing Office (520-621-7589). Contact these offices to obtain information on the specific examinations offered.

CLEP credit is re-evaluated upon transfer to another institution. Students planning to transfer CLEP credit should consult the catalog of the institution to which they plan to transfer as to how the institution accepts CLEP credit. An effort has been made to match Pima Community College’s CLEP scores with the University of Arizona’s CLEP scores.

CLEP credit may fulfill Arizona General Education (AGEC) credit and/or Occupational General Education credit if the CLEP score results in credit given in a course in the General Education list. For example, a score of 50 on the Western Civilization II: 1648 to Present test results in HIS 102 credit that will fulfill AGEC and Occupational General Education requirements.

Passing scores for subjects credited through the CLEP are recorded with a "P" grade and will not be stated in terms of a specific course grade. No record is made of failing scores.

Please refer to the following table for the required scores for General Education application or Course Credit awarded. These scores are reviewed annually by the College Curriculum Office and by the respective College Discipline Area Committees.

College-Level Examination Program (CLEP) – Subject Exams

<table>
<thead>
<tr>
<th>Exam Title</th>
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<th>PCC General Education Category</th>
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<td>American Literature</td>
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<td>MAT 220</td>
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*Many IB exams are under review at Pima and across the state in order to have consistent equivalencies. See the IB exam tables online at www.pima.edu/current-students/clep-tests
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<th>Exam Title</th>
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<tr>
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</tbody>
</table>

*Many CLEP exams are under review at Pima and across the state in order to have consistent equivalencies. See the CLEP exam tables online at www.pima.edu/current-students/clep-tests*
Enrolling in Classes

Each semester the College publishes a Schedule of Classes that has a list of classes offered, with the dates, times, and locations of each course section. The schedule also provides instructions on when and how to register, information on financial aid, advising, student resources, and important dates and deadlines for the upcoming semester or sessions. The Schedule of Classes is available online and the Student Services Centers have limited printed copies.

There are two ways to register for classes after students have been admitted, assessed and advised:

- MyPima online registration
- Walk-in registration at all campus and district admissions offices

Students can audit most credit classes with the instructor’s permission. Auditing a class means that you enroll, pay for, attend and do work for the class but do not receive credit or a grade. Audit registration must be conducted in person at any campus or district admissions office between the first day of class and the drop/refund date of the class. Once you begin a course for credit, you cannot change to audit status.

Student enrollment is not official for any academic term until all tuition and fees are paid.

Returning students, who have not attended PCC within the last three years, will be required to re-apply for admission prior to new enrollment.

For more information:
- See the PCC Website at www.pima.edu
- See the Schedule of Classes
- Contact any campus admissions office or the general information line (206-4500)

Maximum Credit Hours Per Semester

Students can enroll in a maximum of 18 credit hours in the fall and spring semesters and 12 credit hours in the summer sessions. These credit limits include resident work; registration with the University of Arizona; and extension, correspondence, or high school classes taken at the same time. Enrollment beyond these limits requires approval. For more information, please contact any campus advising and counseling center.

Course Prerequisites

Students must meet course prerequisites as stated in this catalog, or demonstrate to the instructor their ability to take the class. If the student does not have the proper prerequisite(s) for the class, the instructor can withdraw the student from that class after notification.

Important Student Information

Student Rights and Responsibilities

All PCC students are considered to be responsible individuals – and are accountable for their own behavior. The College expects all students to obey local, state and federal laws, and to follow the College’s Student Code of Conduct. Those standards, as well as the student complaint process, are explained online under Student Rights and Responsibilities at www.pima.edu/studentserv/studentcode.

If You Have a Problem...

Students with general complaints should see either the campus Vice President of Instruction or the campus Vice President of Student Development for guidance in resolving problems. Student Rights and Responsibilities regarding procedures for appealing grades or code of conduct penalties can be found online at www.pima.edu/studentserv/studentcode.

Religious Observances

Pima Community College accommodates the religious observances and practices of students unless it will result in undue hardship to College programs. Arrangements should be made with the instructor at least two weeks in advance.

Family Educational Rights and Privacy Act (FERPA)

Students are informed each year of the Family Educational Rights and Privacy Act of 1974. The act was designed 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. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office about alleged failures by the College to follow the rules of the act.

For more information about the Family Educational Rights and Privacy Act, please contact any campus admissions and records office.
Information Covered under the Act
Student information is divided into two categories, public and student directory (unpublished), which can be disclosed by the College for any purpose at its discretion.

Public and student directory information may include the student's name, address, telephone number, date of birth, program of study, course status (freshman, sophomore, full-time, part-time), participation in college activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, awards received, and previous schools attended by the student.

Currently enrolled students can instruct the College not to disclose public or directory information for any purpose under the Family Educational Rights and Privacy Act of 1974. A form to request withholding is published in the fall, spring, and summer editions of the Schedule of Classes. Pima Community College assumes that any student who does not request the withholding of public or directory information gives consent for disclosure.

Third Party Transactions
Students who wish to have a parent, spouse or friend or other third party complete any transactions, such as registration, which affect their educational record must provide the third party with: a.) the student's photo ID, and b.) a statement describing the transaction and granting the third party permission from the student. The student must sign and date the statement.

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](http://www.pima.edu), or call 206-4500 for a brochure.

Academic Policies: Grades, Academic Progress and Student Classification

Grading Policies
Grades at Pima Community College are recorded at the end of each session according to the following system:

- **A** - Superior = 4 grade points per credit hour
- **B** - Above Average = 3 grade points per credit hour
- **C** - Average = 2 grade points per credit hour
- **D** - Below Average = 1 grade point per credit hour
- **F** - Failure = 0 grade point per credit hour
- **P** - Pass = C or better without grade differentiation ordinarily indicated by the College grading system. A 'D' grade may be given at the student's request and the instructor's option.
- **i** - Incomplete: A record of Incomplete as a grade will be made at the student’s request and the instructor’s option. A student receiving a grade of ‘I’ will be provided with a standard form specifying the work necessary for completion of the course. After the student completes the work, or after the ‘I’ deadline set by the instructor, the instructor submits a Change of Grade form to the campus Student Services Center. If no Change of Grade form is submitted within a year, the ‘I’ will be automatically changed to ‘F’
- **IP** - Work in progress in open entry/open exit course. A record of IP (in progress) as a grade will be made when a student is making satisfactory progress in a course that crosses sections in start and end dates. At the specified end date of the course, the student will be assigned a grade of ‘A,’ ‘B,’ ‘C,’ ‘D,’ ‘F,’ ‘I,’ ‘P,’ or ‘W.’
- **W** - Withdrawal: This grade may be requested by the student only during the first two-thirds of any session. This grade may also be given at the direction of the instructor on or before the final grading date for the class.
- **X** - An X placed next to the grade indicates the grade was earned through the successful completion of a proficiency test.
- **AU** - Audit: To audit a class means to enroll in and to attend a class without working for or expecting to receive credit. The symbol for audit, AU, appears on the class enrollment list by the student’s name. Students auditing a class must register by the end of the official refund period and must receive the written permission of the instructor. Courses audited after fall 2003 will not appear on your transcript.

Official Withdrawal Guidelines
Students can request a grade of W (official withdrawal) only during the first two-thirds of the class based on the beginning and ending dates as listed in the Schedule of Classes. For open entry/open exit classes, the two-thirds deadline is based on the days between the date of the student’s registration and the last day of the semester or session. For classes of two or less days, the instructor must approve the W grade on or before the first two-thirds of a class to students who have stopped attending the class before that deadline.

Grade Point Average (GPA) Calculation
The GPA is figured by multiplying the number of credit hours for each class by the number of points for the grade given and dividing the sum of the points by the total number of credit hours of A, B, C, D, and F grades. The GPA is based only on work completed at Pima Community College. A complete record of all credit courses attempted at the College is kept for each student.

Grade Reports
Grade mailers are no longer sent to a student’s home address. Use MyPima, PCC’s web-based information system, to access your grades.

Appeal of Grades
There is an appeal process for grade challenges. Please refer to [www.pima.edu/studentcomplaints](http://www.pima.edu/studentcomplaints).

Course Repeat Grades
The higher of two grades earned for the same class will be used to figure the GPA. Both courses will appear on the student’s transcript.
Standards of Academic Progress

Good Academic Standing
Students at Pima who have completed 20 semester credit hours with a cumulative grade point average of at least 2.0 will be considered in Good Academic Standing. Good Academic Standing also requires students who have attempted 36 semester credit hours must have a completion rate of 67% (e.g. for 36 attempted hours, 24 must be completed with a passing grade) — withdrawals, incomplete grades and repeated courses that are excluded are considered attempted credits. Repeated courses with a grade that is the same as or lower than a prior attempt are considered attempted but not completed credit. Students who have not completed 20 semester credits and have a cumulative grade point average of less than 2.0 are strongly encouraged to seek assistance from College advisors.

Academic Probation
If a student fails to meet the standards established for good academic standing, they will be placed on Academic Probation, indicating a serious institutional concern about the student's academic progress. A student on academic probation will:

a. Be notified via College email that they are being placed on Academic Probation.

b. Be required to complete an Academic Success Workshop at a campus. Until completion of the Workshop, registration will be blocked. After successful completion of the workshop, a student will be allowed to register for future semesters.

c. Have their academic progress monitored each semester, until the student returns to Good Academic Standing.

Academic Restriction
For students who have completed 40 semester hours with a cumulative GPA of less than 2.0 or after 56 attempted semester hours with a completion rate of less than 67%, will be placed on Academic Restriction. A student on Academic Restriction will be:

a. Notified via College email that they are being placed on Academic Restricted status.

b. Registration will be blocked at this time. Students will be required to meet with a counselor to complete additional requirements prior to future registration.

c. Restricted to enrolling in no more than 12 hours in the next semester (without prior approval).

Academic Disqualification
Students on Academic Restriction, who obtain a GPA of at least 2.0 and complete more than 67% of their courses for the next semester will be allowed to continue. Students on Academic Restriction who cannot maintain good academic standing will be academically disqualified.

Students who are academically disqualified will be dismissed and will not be permitted to enroll in the next traditional semester. After the next traditional semester, students who are allowed to re-enter will be placed on Academic Restricted status until they regain good academic standing.

Academic Renewal
Past academic performance may not, for a variety of reasons, be reflective of a student's subsequent demonstrated ability. Currently enrolled students who meet the criteria may have up to three consecutive terms of coursework ignored in computing their academic standing, grade-point average, and eligibility for degree or certificate completion. Academic Renewal may be given only once and will apply to the entire term, not just one class. The student must have earned a minimum of 12 credits with a minimum 2.5 GPA after the grades to be alleviated, and three years must have elapsed since the substandard grades were earned. Eligibility for renewal applies only to students who have not already completed requirements for a certificate or degree. Since the student’s complete record (before and after Academic Renewal) remains on the transcript, other institutions may consider all classes when a student transfers or applies to a professional or graduate-level program.

For more information, please see any campus Student Services Center.

Financial Aid and Academic Status
Students receiving financial aid should be aware that there are additional and separate policies and requirements. Information is available in the Financial Aid Offices at each campus and from counselors and advisors.

College Rights in Maintaining Academic Standards
The College reserves the right to designate students as being on Academic Probation or Restricted status based on additional criteria. Academic Probation, Restriction, and Disqualification procedures may be modified by the College for students who are fully enrolled in virtual or distance education courses and who reside outside the Tucson metropolitan area.

Student Classification and Standing
Pima Community College students will be classified using the following criteria:

Full-Time Student
Students enrolled for 12 or more credit hours for the fall or spring semester, 6 or more credit hours for a ten-week summer session, or 4 or more credit hours for a five-week summer session will be classified as full-time students.

Note: For financial aid purposes, summer session students must enroll for a total of 12 hours in one or any combination of the established summer sessions to be considered full-time students.

Part-Time Student
Students enrolled for 1 to 11 credit hours during the fall or spring semester, 5 or fewer credit hours for a ten-week summer session, or 3 or fewer credit hours for a five-week summer session will be classified as part-time students.

Freshman
Students who have earned fewer than 28 semester hours of credit will be considered freshmen.

Sophomore
Students who have earned 28 or more semester hours of credit will be considered sophomores.
Costs and Payments
**Tuition and Fees**

The following information reflects the College’s tuition, fee, and refund policies for the Fall 2012, Spring 2013 and Summer 2013 (all sessions) terms. The tuition you pay is determined by whether or not you are an in-state resident or a non-resident and whether the courses you take are subject to differential tuition. For further residency information, please review the residency requirements or see an advisor.

Tuition, fees, and refunds are subject to change without notice. See www.pima.edu/tuition for the most up to date information.

**Current Fees** (rates subject to change)

- Student Services Fee (per credit).................. $2.50
- Technology Fee (per credit).......................... $2.00

**Processing Fees**

- Semester Processing Fee.......................... $10.00
- Out-of-Country Application Fee .................. $25.00
- Transcripts (per copy)................................ $3.00
- Transcripts (next business day)..................... $10.00
- Transcript FedEx Delivery Fee ..................... $9.00
- Degree/Certificate Application (per term) ...... $15.00
- Career Interest Test ................................ $20.00
- GED Test .............................................. $100.00
- GED Test Repeat Fee (each section) ............. $20.00
- ID Card .................................................. $2.00
- Aviation Technology Exam ........................... $225.00
- Payment Plan Enrollment Fee ..................... $15.00
- Payment Plan Enrollment Fee ..................... $30.00 (after payment deadline)
- Payment Plan Late Fee ............................. $25.00 (per occurrence)
- Returned Check Fee ................................ $25.00 (per occurrence)
- Late Fee on Past Due Balance ................... $25.00 - $100.00

**International Student Insurance Fees**

Please see: www.pima.edu/tuition

*Effective Aug. 1, 2012 for 2012-2013 academic year.*

- F-1 Students ..................................... $474.00 (per six months)
- Spouse (Optional) ......................... $2,040.00 (per six months)
- Child (Optional) ............................. $474.00 (per six months)

Health insurance for International Students and their dependents is coordinated through the International Student Services Office (520-206-6732).

* International Students are required to have health insurance. The International Student Insurance Fee provides coverage for a six-month period. International Students may use their own insurance from their home country if it will cover their medical expenses within the U.S.

International Students have the option to elect to purchase health insurance for their spouse and/or children in six-month increments.

**Financial Holds**

If you owe an outstanding debt to the College you will not be allowed to register, or receive any other services, until your debt is paid in full. You can pay your debt at any campus cashier’s office during normal working hours. If your debt has been placed with a debt collection agency you will have to deal directly with the agency to pay off your debt. If you have any questions about your debt, please contact Student Accounts at studentaccounts@pima.edu or (520) 206-4574. For an immediate release of your financial hold you will need to pay your debt, in person, with cash, money order or your credit card. You cannot pay over the phone.

Your debt may include the following (rates subject to change):

- Past-Due Tuition ............................... Amount of tuition due
- Past-Due Book Loan ............................ Amount of loan
- Late Fee ............................................. $25.00 - $100.00
- Non-sufficient Funds (NSF) Payment Fee .......... $25.00 (per occurrence)
- Excessive Loss or Breakage .................. Replacement cost
- Lost Library Books ..................... Replacement cost
- Parking and Traffic Fines .................... $10.00 - $25.00 (per occurrence)

**Tuition and Fees Payment Methods**

Tuition and fees must be paid in full by the published payment deadlines. Failure to pay by the deadlines may result in the loss of registration or late fees. The payment deadlines for each academic term can be found in the Schedule of Classes, on our Web site at http://www.pima.edu, and at any campus cashier’s, admissions or financial aid office.

**Please Note:** If you are unable to pay the required tuition, there are financial options, such as Payment Plan, available to you.

Important Notice: By registering for classes you are accepting financial responsibility for all related tuition and fees. You must drop any unwanted classes, by the official drop/refund/audit deadline, or you will be responsible for payment of all related tuition and fees associated with those classes. Note: Pima Community College reserves the right to drop unpaid registrations at any time.

Tuition and Fees may be paid via:

- Credit Card - Visa, MasterCard, American Express and Discover
- Check - personal, traveler’s or cashier’s
- Money order
- Cash (please do not mail). Please refer to www.pima.edu/payments for more information.
- Pima Community College Gift Certificate
Paying Online
To pay online, go to your MyPima Account, select the Academics tab and view the MyAccount section. Your current balance is displayed in this section. You can then select the MyAccount Manager link to make an online payment. Online payments can be made using a credit card or by electronic transfer from your personal checking or savings account. Please note the electronic transfer option requires a three day verification period.

Paying in Person
Payments can be made in person at any campus cashier’s office. Please call the College information line, (520) 206-4500, for hours of operation. A picture ID is required for check payments.

Paying by Mail
Mail your payment directly to the Pima Community College Student Accounts Office. The College accepts personal checks, money orders, cashier’s checks and traveler’s checks by mail. Do not mail cash. To mail a payment, please follow these simple steps:
1. Make your check or money order payable to Pima Community College.
2. Include your student identification number and the College’s semester code (Fall 2012) on the check/money order. This will ensure timely processing of your payment.
3. Be sure to mail your payment early enough for it to be received by the payment deadline.
4. Mail your payment to the following address:
   Pima Community College
   Student Accounts Office
   4905D E. Broadway Blvd.
   Tucson, AZ 85709-1225

Additional Notes on Payments
- The College will not accept checks printed without a name or address; second-party, out-of-country, or postdated checks; or partial payments.
- College employees will write student identification numbers on checks when students fail to add them.
- Returned check payments are subject to a $25.00 penalty.
- Returned checks may be forwarded to a debt collection agency and/or the Pima County Attorney’s Office for collection.

Attention: It is the policy of Pima Community College to electronically convert and process paper checks received via mail using the Automated Clearing House (ACH) Network, under the rules governed by the National Automated Clearing House Association (NACHA) and the Federal Reserve Bank.

Payment with Financial Award
Your tuition and fees will be authorized for payment through financial aid if you meet both of the following requirements:
1. You have received confirmation of a financial aid award
2. The award is large enough to cover your entire tuition and fees

If you have any questions regarding the status of your financial award, you may contact any campus Student Services Center or call the Financial Aid Hotline at 206-4950.

Student Refund Policy for Credit Courses

Regular Refund Policy
Students who officially drop one or more classes by the regular refund schedule may be eligible for a refund. The drop must result in a decrease to the total tuition assessment as determined by the number of credit hours for which the student is registered. Refer to the “Tuition and Fees” section of the Schedule of Classes to determine if the drop will decrease the tuition assessment.

Students who drop all classes within the official refund period are eligible for a 100% refund of paid tuition and fees. Outstanding charges owed to the College may be deducted from the refund amount.

If a class (or classes) must be canceled by the College, students will receive a 100% refund of paid tuition and fees for the class(es) being canceled. Tuition paid by financial assistance may be returned to the awarding fund.

Refund checks are processed by the Student Accounts Office beginning the week following drop/refund/audit deadline. See the Schedule of Classes for exact dates. Early refunds must be requested through the Student Accounts Office at (520) 206-4574.

Note: Withdrawing from a class after the drop/refund/audit will not create a refund or reduce your amount owed.

Regular Refund Schedule

<table>
<thead>
<tr>
<th>Course Length (Enrollment Period)</th>
<th>Refund Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 16 weeks .................</td>
<td>within 13 calendar days after start of the semester</td>
</tr>
<tr>
<td>7 or more weeks .................</td>
<td>within 7 calendar days from the first class meeting or the start date of the term. See instructor for information.</td>
</tr>
<tr>
<td>4 or more weeks .................</td>
<td>within 4 calendar days from the first class meeting</td>
</tr>
<tr>
<td>2 or less than 4 weeks ...</td>
<td>by the day of the first class meeting</td>
</tr>
<tr>
<td>less than 2 weeks ...........</td>
<td>prior to the day of first class meeting</td>
</tr>
<tr>
<td>Noncredit/Study tours......</td>
<td>Special conditions, see Student Refund Policy for Noncredit Activities and Study Tours</td>
</tr>
<tr>
<td>Audit classes ...............</td>
<td>no refunds</td>
</tr>
</tbody>
</table>

Note: Refer to the Schedule of Classes for the program starting dates. Refunds will not be issued for audit classes or classes withdrawn after the official refund deadlines.
Special Notes on Refunds

- Refunds for payments made by cash or check are generally processed via check or electronic refund. The electronic refund option allows any refund due you to be delivered to your checking or savings account electronically.
- If you paid by credit card, your refund will be credited back to the same card.
- Payment made by a sponsoring agency will be returned to that agency.
- The first official refund checks will be mailed after the drop/refund/audit deadline.
- Any outstanding debts owed to the College may be deducted from your refund.
- If the College cancels a class, you will be refunded all applicable tuition and fees.
- If you receive federal financial assistance, your refund will be paid directly back to the sponsoring program as required under federal guidelines. Please see “Return of Federal Financial Aid Funds” for more details.

Special Refunds Policy

Students who totally withdraw from the College due to an unforeseen circumstance may request a special provisions refund at the admissions office on the campus where they are taking classes. The request must be made in writing and must be made during the semester that the withdrawal occurred. Only tuition will be refunded and the amount of the refund will be pro-rated based on the schedule. The campus president (or designee) may approve a refund for extenuating circumstances not specifically included in the following provisions.

1. Serious illness or injury. A written doctor’s statement verifying that an illness or injury prevented the student from completing classes must be provided.
2. Death of a close family member. The College defines close family members as your spouse, children, parents, grandparents, siblings, grandchildren, or in-laws. Official documentation (such as a death certificate) must be provided in order to receive a refund.
3. Military Temporary Duty (TDY) Assignments. The assignment must be involuntary and unforeseen as of the official deadline for dropping the classes in question. A copy of the official orders requiring the TDY must be provided with the request.

Note: The College reserves the right to refuse any special provision request.

You must make your special provisions refund request before the end of the academic term that you withdrew from. Requests for refunds made after the academic term has concluded will not be granted.

Special Provisions Refund Schedule (pro-rated)

Refer to the Schedule of Classes for specific dates

Elapsed Portion of Class(es) Refund (paid tuition)

<table>
<thead>
<tr>
<th>Elapsed Portion</th>
<th>Refund (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>75%</td>
</tr>
<tr>
<td>45%</td>
<td>50%</td>
</tr>
<tr>
<td>60%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 60%</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Return of Federal Financial Aid Funds (Title IV Funds)*

Federal regulations stipulate that a student who receives Federal Student Aid (FSA) funds and completely withdraws from the College is required to return a percentage of those funds.

Students “earn” FSA funds in direct proportion to the length of time the student remains enrolled in the term.

The College is required to perform the following steps in the return of funds process:

1) Determine the percentage of the period that the student completed (Days attended divided by the Days in period = Percentage completed).
2) Apply this same percentage to the total awarded FSA funds for which the student established eligibility before withdrawing (Total aid disbursed X % Percentage completed = Earned aid).
3) Subtract earned aid from disbursed aid. This is the unearned aid. (Earned aid minus Disbursed aid = Unearned aid).
4) Distribute responsibility for returning unearned aid by the College and the student. The College’s share is determined first by taking the lesser of:
   - The total amount of earned aid; or
   - An amount equal to the student’s tuition and fee charges multiplied by the percentage of aid unearned.

This comparison ensures that the College will not return more aid than it could have kept to cover tuition and fee charges and that the student will not be required to return aid he or she could have received as a cash disbursement.

The student’s share of the amount to be returned is the difference between the total that has to be returned and the College’s share.

5) Allocate unearned aid back to the FSA programs, including Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, FSEOG, LEAP (SSIG).

The College’s share is fully allocated before any of the student’s share.

- The College returns unearned aid in the order shown up to the full amount disbursed from one program before moving on to the next.
- Once the College’s share has been distributed back to the FSA programs, then the student’s share is allocated in its entirety.
6) If the amount of cash disbursement received by the student exceeds the student's share, that amount must be repaid to the College directly.

**Withdrawals**
The withdrawal date that is utilized, depends on whether the student officially withdraws, or if the student drops all courses without notifying the College. Please refer to the withdrawal process outlined in the current Schedule of Classes.

- If a student officially notified the College of his or her intent to withdraw, the withdrawal date used is the date on which the student began the official withdrawal process.
- If a student does not notify the College, the College produces a report of the last date of academic activity. For example, the last log in for course(s) taken through the internet or the date reported by faculty during grade submission which may include last submission of coursework, test taken or attendance in the class.
- If a student is enrolled in a program where attendance is required, the withdrawal date used is the student's last day of academic attendance.
- If a student withdraws before classes begin for the term, the student's FSA funds are completely cancelled and the student must repay all FSA funds disbursed.

*Note:* This refund policy is based on U.S. Department of Education regulations and it is subject to change if Federal regulations change.

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**Noncredit Refund Policy**

Community Campus handles the refund requests for special interest, noncredit activities, and study tours. Refund requests must be received seven (7) calendar days prior to the start of the activity. See below for penalties and refunds when ending (termination of) your registration in study tours and other trips. If the College cancels an activity, students will receive full refunds.

Every effort is made to contact students who have enrolled before the start date if an activity has to be canceled. For more information, contact the Community Campus at (520) 206-6579.

**Cancellation Policies for Study Tours**

**One-Day Trips:** Requests to end registrations must be received seven (7) days prior to the tour date.

**Multi-Day Trips:**
- 100% of the fee will be refunded when your cancellation request is received 60 calendar days or more prior to the tour start date.
- 75% of the fee will be refunded when your cancellation request is received 46-59 days prior to the tour start date.
- 50% of the fee will be refunded when your cancellation request is received 31-45 days prior to the tour start date.
- No refunds will be issued when your cancellation request is received within 30 calendar days of the tour start date.

*Note:* When "Special cancellation policy applies" is cited in a tour description, cancellation requests will be assessed on an individual tour basis. These cancellation penalties may exceed the percentages listed above.

For more information, please call (520) 206-3952 for further details.
Financial Aid/Scholarships

General Information
To provide all members of the community access to Pima Community College and to help them pay for the cost of their education, the financial aid office offers a full range of student financial aid. The money for the financial assistance comes from federal and state programs as well as private donors. Funds are awarded to students based on financial need, academic achievement, and program of study. The first step to applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). Certain scholarships may require a separate application.

The Free Application for Federal Student Aid (FAFSA) is available online at: www.fafsa.gov

Limited financial assistance funds are available. In order to receive first consideration, students are encouraged to complete the FAFSA prior to the priority deadline of April 4th. Please check www.pima.edu for other financial aid deadlines.

However, if the priority date is missed, students may still apply at any time of the year. Students who apply by July 1 are assured that their eligibility for aid will be determined by the College’s payment deadlines.

All students should apply. Students who do not demonstrate financial need may qualify for scholarships or other programs.

Additional information regarding Financial Aid processes are available at www.pima.edu/financialaid and your MyPima Financial Aid Tab for more details.

Federal and State Financial Aid Programs

Federal Pell Grants
The Federal Pell Grant Program provides financial assistance for students that meet federal eligibility guidelines. The federal government establishes who is qualified through the completion of the Free Application for Federal Student Aid (FAFSA).

Federal Stafford
The Federal Direct Stafford Loan Program offers “subsidized” and “unsubsidized” loans. A Federal Direct subsidized Stafford Loan is awarded on the basis of financial need. If a student qualifies for a subsidized Stafford loan, the federal government pays the interest on the loan as long as the student remains enrolled at least six credits. The student is responsible to begin repaying the interest upon dropping below six credits or leaving school. On the other hand, an unsubsidized Federal Direct Stafford loan is not awarded on the basis of need. If a student qualifies for an unsubsidized Federal Direct Stafford loan, the student pays the interest from the date the loan is given until the loan is repaid in full. A student enters into repayment of the loan or loans beginning six (6) months after they graduate, leave school, or drop below half-time enrollment.

Federal Direct Plus Loan Program
The Federal Direct Plus Loan program is for parents who have dependent students. This loan program enables parents with good credit histories to borrow funds to pay for the education expenses of each child who is a dependent and an undergraduate student enrolled at least half-time. Parents cannot receive more than the cost of education, minus any amount of other financial aid received also deducted. The interest rate is variable, but it will never exceed (9) percent. The interest rate for Plus Loans is adjusted each year on July 1.

Payment of principal and interest begins within 60 days after the last issuance of loan money to the parents. In addition, interest begins to accrue (be charged) from the date the first loan payment is given.

Campus-Based Programs
The federal government has three programs through which funds are given out from the College. Pima Community College participates in these campus-based programs: the Federal Supplemental Educational Opportunity Grant, the Federal Work Study, and the Federal Perkins Loan. Every year the government gives the College a certain amount of funds to award. Financial need is the qualification upon which these programs are based. Funds will be awarded to the neediest students first. Since the funds given to the College are limited, students are encouraged to apply as early as possible to meet the College’s priority date of April 2.

Federal Supplemental Educational Opportunity Grants (FSEOG)
A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students with exceptional financial need. In awarding FSEOG, the College gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be paid back.

Federal Work-Study
The Federal-Work Study Program provides jobs for students with financial need. Students may work part-time in a job that is either on-campus or off-campus. The program encourages community service work and work related to students’ program of study.

Federal Perkins Loans
A Federal Perkins Loan is a low-interest (5 percent) loan. The amount of the loan is based on exceptional financial need. These loans must be repaid. Students have to start repaying the loan nine (9) months after they are no longer enrolled in school. The starting date to repay the loan can be delayed when in certain circumstances such as: performing community service, unemployment, or economic hardship.

Arizona Leveraging Educational Assistance Partnership (LEAP)
The Arizona Leveraging Educational Assistance Partnership (LEAP) grant program makes grants available to students with financial need. The College determines the amount of each award based on individual need and enrollment status.

For More Information
For more information on managing your financial aid, Student Code of Conduct, Satisfactory Academic Progress guidelines and Title IV refunds (what happens if you can't continue your courses), go to www.pima.edu/financialaid or your MyPima Financial Aid Tab.

Pima also offers financial aid workshops. You can find the schedule at www.pima.edu/calendars.
PCC Foundation Scholarships
Every year, the Pima Community College Foundation awards hundreds of scholarships that have been donated by generous private donors to Pima students. Scholarships may be awarded on the basis of merit, financial need or a combination of both, as well as other criteria.

Many scholarships are general in nature, while others target specific program areas such as Healthcare or Occupational programs.
The PCC Foundation Scholarship application is available at www.pima.edu/scholarships.

Students are not required to complete the Free Application for Federal Student Aid (FAFSA) to be eligible for Foundation scholarships. However, students must be enrolled at Pima before their scholarships will be awarded.

Applications are reviewed by the PCC Foundation Scholarship Committee composed of representatives from Pima, the Office of Financial Aid and the community.

PCC Scholarships
Pima Community College helps student achieve their dreams through scholarships and grants. For scholarship opportunities, visit www.pima.edu/scholarships.

Chancellor’s Recognition Scholarship
The Chancellor’s Recognition Scholarship is awarded to well-rounded graduating Pima County high school students who have shown academic competency and made contributions in several aspects of academic and civic life.

PCC Student Grants Program
The PCC Student Grants Program provides full or partial tuition and fees, and/or a textbook stipend to qualified, selected applicants.

Payment Plan
If you can’t pay your tuition all at once, you can enroll in a Payment Plan. Payment Plans are available from the first day of web registration for the fall and spring semesters until the Payment Plan deadline. They do not incur interest charges.

For a more comprehensive discussion of financial aid and the payment plan, please visit the Pima Community College website: www.pima.edu.

Department of Veterans Affairs (DVA) Educational Assistance
Pima Community College is an approved institution for Department of Veterans Affairs (DVA) educational benefits. Veterans, survivors, and dependents, eligible for DVA benefits under Title 38 of the U.S. Code (Chapters 30, 31, 32, 33 and 35), and reservists (Arizona National Guard) under Title 10, Chapter 1606 and 1607, must be certified through the District Veterans Office (DVO). Initial application to start veteran benefits (22-1990 or VONAPP) may take up to 60 days for DVA to complete. Students are encouraged to complete the required DVA procedures as early as possible through any campus veterans office. Students must meet PCC’s admissions requirements and comply with the College’s Academic Standards of Progress (see the Admission, Registration, Records section of this catalog for a complete description) to maintain your status.

Enrollment Certification and Limitations
Upon submission of a VA Certification worksheet and necessary documentation, eligible persons and continuing veterans will be certified each semester for courses that fall within their DVA approved program. Please allow 30 days for electronic DVA processing.

Benefits
Veterans receive educational assistance based on their enrollment certification status for a certified period (e.g., full-time, three-quarter-time, half-time). In a “traditional” semester (16 weeks in length), this measure is determined by the following:

- Full-time: 12 or more semester credits
- Three-quarter-time: 9-11 semester credits
- Half-time: 6-8 semester credits

Less than half-time periods are eligible for reimbursement of tuition and college fees paid by the student.

Veterans at the half-time status or higher will receive a monthly benefit check. The rate of that check will vary by student status and "chapter" of eligibility. Up-to-date pay charts are available in the campus admissions offices or online at www.gibill.va.gov. As of August 1, 2011, DVA will pay only in-state tuition and fees for Post 9/11 GI Bill (Chapter 33) students.

Enrollment in accelerated (nonstandard semester) terms (e.g., Davis-Monthan Air Force Base courses) will have an effect on the monthly rate received. Status is determined by the number of semester credits taken in a certified period (number of weeks). Combination of traditional and nonstandard courses will cause a variance in your status; therefore, there will be changes in the amount of the checks.

DVA will not allow for the certification of open entry/open exit courses until a final grade (course completion) is received and posted to the students’ record. Combination of open entry/open exit courses with other traditional or nonstandard courses has a direct impact on your monthly entitlement and rates.

Pima Community College offers any person who is eligible for and has applied for benefits for education under the Montgomery GI bill (Chapters 30, 31, 33, 35, 1606, and 1607) deferment of payment of tuition, fees and required books and materials. Pima Community College shall defer payment on receipt of a signed and acknowledged promissory note for the amount of the tuition, fees and required books and materials, with no interest charge, that is due and payable at the end of the deferment period. This deferment is available during any registration in which a veteran is awaiting Montgomery GI bill benefits. Pima Community College veteran deferment and book loans are available at all campus Student Services Centers.
Degree Plans
Students applying for DVA educational benefits can only be certified for courses they are enrolled in that are within their objective—program of study (or major). Eligible students should select a program of study (approved by the DVA) prior to registration for classes.

All degree programs are approved for a specific number of credit hours. Eligible students will not be certified or paid by the DVA for courses above and beyond the approved length. The DVA will pay only for required courses in approved programs. This same rule applies to certificate and vocational certificate programs which may be measured in clock hours rather than semester credits.

A program change may occur when a veteran changes institutions (place of training) and there is a material loss of 12 credits or more that are not transferrable to the new institution. The DVA approves and monitors the number of program changes over the period of eligibility to ensure progress in reported goals.

Academic Standards
DVA educational benefits will not be paid for courses unless they are used in computing graduation requirements for the selected objective. Students receiving the grade of General or Official Withdrawal in any of these courses will have to reimburse the DVA retroactive to the start of the semester, unless there are mitigating circumstances approved by the DVA. In some cases the interval pay may also be adjusted as a result of the withdrawal.

All veterans should maintain a 2.0 grade point average (GPA) for continuous certification. Veterans not making satisfactory progress or who do not maintain academic status (see “Academic Standards of Progress” in the Admissions, Registration, Records, and Graduation section) will not be certified (benefits will be suspended) until the cause for the academic disqualification has been corrected and the program of study being pursued is suited to the person’s aptitudes, interests, and abilities.

Transfer of Previously Earned Credit
DVA requires that all students receiving educational benefits have their “prior military and/or college experience” evaluated for credit toward the objective at Pima Community College. Students must have all official transcripts and a DD Form 214 (Military) sent to PCC for evaluation. Upon receipt, the College will evaluate the document(s) to determine what credit can be accepted at Pima. This information must then be forwarded to the DVA prior to the second semester of attendance. Failure to have this process completed during the first semester of attendance could result in overpayment and/or delay of benefits.

Veterans Services
A student who is a veteran, or a survivor or dependent of a veteran, may be eligible for veterans educational benefits. For more information on eligibility and on how to apply, students should contact any Student Services Center.

Additional Benefits
Students who are eligible for DVA educational benefits and have completed the enrollment certification process, may also apply for Tutorial and/or DVA Work-Study. These programs are available in addition to the educational benefits. For more information concerning eligibility for these programs and the process to obtain this assistance contact any campus veterans office.

Pima Community College Foundation
The Pima Community College Foundation was incorporated as a not-for-profit organization in 1977 by Pima County business leaders to assist Pima Community College in its efforts to expand educational opportunities and services in the community. Today, the PCC Foundation provides a means for citizens to actively support the future growth and development of their community college.

The mission of the PCC Foundation is to develop resources to provide learning opportunities at the College. Areas of support include student scholarships, equipment and supplies, program development, and special needs of the College.

The PCC Foundation also oversees the Pima Community College Alumni Association, dedicated to maintaining relationships with former students. The Association provides a continuation of the services and resources that are available to students, as well as opportunities for social events and fundraising projects. To learn more, visit the web site at www.pima.edu/alumni.

Gifts to the Foundation are tax deductible, and the Foundation will assist prospective donors in making donations, bequests, and in the planning of trust and will arrangements for the college. For more information or assistance, please contact the Pima Community College Foundation office at (520) 206-4646, visit the web site, www.pima.edu/foundation or email foundation@pima.edu.

Foundation Officers, 2012
Dennis Holden, Chair
Greg Good, Chair-Elect
Gloria Alvillar, Vice Chair
Deborah Hutchinson, Treasurer
Robert D. Ramirez, Secretary
Norman Rebenstorf, Immediate Past Chair
Cheryl House, CFRE, Executive Director

PCC Foundation Board of Directors
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Jim Davenport
Sarah Evans
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Betty Niles
Bernie Ray
Chris Reaney
Tommy Roof
Leo Roop
Mary Rowley
Tobin Voge
Robert Webb
Mark Ziska
Student Services

All student services are available at the Student Services Centers on all six campuses.

Admissions/Registration

Pima Community College welcomes all who are interested in pursuing their education. Students must be admitted to the College before taking assessments, participating in an orientation, or registering for classes. Admissions and registration services are available year-round on all campuses and at each center. Information is provided on applying for admission, registration, student records, residency, veterans services, transcript evaluations, and graduation. For more information, see the Admissions, Registration, and Records section of this catalog, or visit our Web site at http://www.pima.edu.

Advising/Counseling

Advising staff and counselors are available year-round to help students choose courses and make decisions that best meet their educational needs. Both walk-in service and appointments are available. All students should meet with an advisor, counselor, or faculty member at least once each semester to discuss proper course selection. All new students should read the “Before The First Semester” section of this catalog (under Admissions) to review required procedures which are crucial to student success.

Counseling services can help students in a variety of ways. Counselors are ready to help students decide on college majors and careers that match their interests, abilities, and personalities. Counselors help students develop strategies for college success. They also offer support with stress management and personal issues and help students identify appropriate community agencies for assistance.

Assessments

Students are required to take reading, writing, and mathematics or ESL assessments for appropriate placement in courses. For admission as a Degree Seeking student, students must score at an appropriate level as established by the College on the College’s assessment examination(s). Exceptions to the assessment requirement are:

• You already have a college degree or certificate,
• You are enrolled only in noncredit, contract or dual enrollment courses or are non-degree seeking.

To take the Assessments, visit any campus Student Services Center. You can walk in during service hours at the Center of your choice and you do not need an appointment. Bring a photo ID and allow two to three hours to complete the assessments.

Sample assessment questions are available at www.pima.edu/assessment or can be purchased from the campus bookstore for a modest fee.

(For assessment requirements, please refer to “New Student Requirements for Assessment, Advising, and Orientation” in the Admissions section of this catalog.) Some locations offer other testing services, including those for the General Education Development test (GED), English as a Second Language (ESL), and placement tests for specific disciplines. GED testing is provided at Community, Desert Vista, East and Northwest campuses as well as Santa Rita High School (3951 S. Pantano Road, Tucson, AZ 85370).

Arrangements for disabled students (such as extended time, large print, writing assistants, and interpreters) are available through Disabled Student Resources. For more information, refer to the Disabled Student Resources information in this section.

Bookstores

Similar classes held on different campuses may have different textbook requirements. Students should be sure they are purchasing the books for the location of their classes. The bookstore staff is available to assist students in selecting appropriate textbooks based on instructor and course reference number. For textbook information and ordering, visit the bookstore Web site at http://www.pima.bkstr.com.

Cafeterias

Cafeteria services are provided at all campuses except Community Campus. All locations have vending machines and some informal seating areas.

Department of Public Safety (Campus Police)

The PCC Department of Public Safety provides law enforcement, security and public service throughout the College District 24-hours a day, 7-days a week. The DPS mission is to provide a safe and secure environment for its students, staff, faculty and visitors. Each main campus has a police office that maintains lost and found and basic First Aid services. Escorts to and from a vehicle are available upon request.

DPS 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 and in certain off-campus buildings owned or controlled by the Pima County Community College District; and on property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, registered sex offenders, and other matters. You can obtain a copy of this report by contacting (520) 206-2671. The report can also be found online at www.pima.edu/dps/reports. Updates and important safety and security issues may be published in the following: the student newspaper Aztec Press, the weekly online employee newsletter @Pimanews, and through the College’s Internet home page, http://www.pima.edu.

The College’s Parking and Traffic Regulation is also available online at www.pima.edu/administrative-services/campus-police/docs/parking_reg.pdf

For emergencies and to report crimes or suspicious activity call 911 or 206-2700. For non-emergencies or escort requests call 206-2700.

Career Services

Career counseling is available at each campus. Counselors can assist students in deciding on a college major and on a
career that matches their interests, skills, and personality. For a counseling appointment, students may call any of the campus Student Services Centers.

The Student Services Centers offer sources of information to help students discover their personal interests and strengths and explore career choices, including the skills required, salary ranges, and future outlook for jobs. The centers also provide online assistance with resume writing, interview techniques and job search strategies.

Cashier
Students can pay their tuition and fees at any campus cashier’s office. Accepted forms of payments include cash, check, money order, and credit cards. Financial aid recipients need to confirm payment with the Campus Student Services Center. Tuition and fees must be paid in full by the published payment due dates. Failure to pay by the deadlines may result in the loss of registration or late fees.

Please Note: If you are unable to pay the required tuition, there may be financial options, such as a Payment Plan, available to you.

Disabled Student Resources
Pima County Community College District complies with the Americans with Disabilities Act (ADA) of 1990 and section 504 of the rehabilitation act of 1973 as amended, as well as other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability. No qualified person will, solely by reason of disability, be denied access to, participation in, or the benefits of any program, activity, or service offered by the College.

Disabled Students Resources (DSR) assists students through the development of academic adjustment service plans that authorize specific adjustments. The DSR department also refers students with disabilities to other College departments and community agencies that can enhance and support their educational experience. When appropriate, services provided by DSR may include academic and career advising, notetaking, reading and writing assistance, sign language interpreters, real-time transcribers, video-captioning, alternative formats for textbooks and other references, assistive technology, alternative testing services and community agency referrals.

Student requests for accommodation due to disability are processed through DSR offices. DSR specialists will provide intake assistance, determine eligibility based on appropriate documentation, and monitor and adjust student accommodations with the cooperation of students. Students with disabilities may contact any DSR office listed below to begin a request for accommodation or to continue a service plan each semester.

The College offers special assistive technologies available in labs, libraries, and classrooms that assist students in succeeding in courses and completing degrees. These technologies may increase the speed of learning, or provide a basis for accommodation in future employment after completion of academic programs. Contact a DSR specialist at any campus for more information.

The actual provision of academic adjustments is a College-wide responsibility, and may require the assistance of instructors or other employees. DSR serves as a resource to College personnel, and welcomes inquiries and requests for technical assistance.

Desert Vista Campus
South Calle Santa Cruz, Tucson, AZ, 85709
206-5151 (Voice/TTY)

Downtown Campus
1255 North Stone Ave., Tucson, AZ, 85709
206-7286 (Voice/TTY)

East Campus
8181 East Irvington Road, Tucson, AZ, 85709
206-7699 (Voice/TTY)

Northwest Campus
7600 North Shannon Road, Tucson, AZ, 85709
206-2209 (Voice/TTY)

West Campus (and services for Community Campus)
2202 West Anklam Rd., Tucson, AZ, 85709
206-6688 (Voice/TTY)

Financial Aid
There are many ways for students to pay for education under various grant, loan and scholarship programs. Although the federal government provides the largest amount of aid, a student may qualify for funds from Pima Community College and from private donors. Contact a Student Services Center to get started by reviewing eligibility criteria, deadlines, and application processes. For more information, please see the Financial Aid/Scholarships section of this catalog, visit our Web site at http://www.pima.edu or call our financial aid hotline at 520-206-4950.

International Student Services
The International Students Services Office (ISSO), located at West Campus, was established to help international students reach their educational goals. For more information, call the ISSO at (520) 206-6732.

Job Information
Job information is available to students who are currently enrolled or have taken a class at Pima Community College. Most campuses maintain a list of part-time and full-time job opportunities available throughout the College and some off-campus sites.

Library Services
Pima Community College provides library services at all campuses except Community Campus. Library resources include books, journals, DVDs, audio books, online research databases, and the Internet. All libraries have staff available to answer reference questions and assist students in using library and research resources. Instructors may request library instruction for their courses. Resources are listed online at www.pima.edu/current-students/library/. Research databases can be accessed on or off campus. Ask a librarian for information
about accessing library databases from off-campus. Books and DVDs may be transferred between campuses. Some campus libraries also lend laptop computers, calculators or other electronic devices. Ask library staff at each campus for device availability and lending policies. The libraries also provide study and lounge areas.

Orientation
All new students attending college for the first time should complete a New Student Orientation. Before doing so, students must apply for admission and take the reading, writing, and math assessments. Visit www.pima.edu/orientation or contact any Student Services Center for more information.

Parking and Bus Service
Free parking is provided at all Pima Community College campuses. However, students are responsible for reading and understanding the College’s parking and traffic regulations. For complete information on parking and traffic regulations, see the Pima County Community College District Parking & Traffic Regulations for Motor Vehicles, Bicycles and Non-Pedestrian Devices, available at all campus libraries and online at www.pima.edu. For information regarding how to obtain disabled parking permits, contact a DSR specialist on any campus.

To organize a car pool, call RideShare (884-7433) for more information. For students interested in riding the public bus, SunTran provides bus service to all campuses. Copies of current bus schedules are available in the Student Life area of each campus, or by calling SunTran at 792-9222 for schedule information.

In accordance with A.R.S. 15-1444C, 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. Out-of-county or out-of-state students are required to sign an affidavit, when they register, that states their vehicle meets the Arizona emission standards. If a vehicle is not on record as complying, it is subject to being towed at the owner’s expense.

Specialized Programs
Pima Community College has designed special programs to assist individuals who are reentering the workforce, international students, veterans and students with disabilities. These programs may help qualified students in getting financial aid or benefits, career information, counseling, advising, and tutoring. Some campuses offer specific activities for certain populations. Contact any campus Student Services Center for more information.

Student Identification Cards
A student identification card provides access to PCC libraries, bookstores, assessment/testing centers, athletic facilities, and computer labs. Students may add value to their ID card to pay for printing in College libraries and labs. Students may use their PCC ID to receive discounts on many events in town. ID Cards can be obtained by paying the fee at the cashier’s office and taking the receipt to the student ID area. Cards must be validated each term.

Transcripts
Unofficial transcripts may be obtained through MyPima and at any campus Student Services center. Official Transcripts may be requested through MyPima, at any campus, center,
or on our website at www.pima.edu. They may also be requested by mail. Please allow seven working days for processing of official transcripts.

Tutoring
Free tutoring is available in a variety of subjects for students who need help in their studies. Contact any campus learning center for additional information.

Student Life
Pima Community College offers a rewarding environment for its students. There are opportunities to get together to share common interests, celebrate diverse cultures, enjoy various cultural events, and much more. In addition, there are avenues available to develop and demonstrate leadership qualities and to be a voice within the College. Specific information on student government, student clubs and organizations, and cultural events can be obtained by consulting the offices of Student Life on any campus.

Clubs and Organizations
For those students with similar interests, the College has a variety of clubs and organizations. For information on all clubs, contact the campus Student Life.

Leadership and Student Government
Students have a voice in College functions through recognized campus student government associations and appropriate student groups and committees. Student government representatives also sit on various task forces and committees that make recommendations to the administration.

Students are urged to volunteer for College task forces and committees. For information on these activities, consult the office of Student Life.

Performing Arts
PCC provides experience in the performing arts at its comprehensive Center for the Arts, headquartered at the West Campus. It houses the 420-seat Proscenium Theater, a studio theater, a recital hall, stage shops, classroom space, an art gallery, and an outdoor amphitheater. In addition, PCC’s Theater Department is known for its contemporary, multicultural focus. The department presents student performances and Live Arts events at the Center for the Arts throughout the year. Discounted rates to performances are available to students with a valid PCC Student ID. For more information, call the Center for the Arts at 206-6988; for information on performance tickets, call the CFA box office at 206-6986.

Phi Theta Kappa
The College offers membership in Phi Theta Kappa (PTK), an international honors society. The members of this society have prestige of membership, leadership opportunities, availability of honor society scholarships, involvement in community projects, and acquaintance with other honor society members.

For additional information, contact any campus Vice President of Student Development office.

Publications
Students interested in writing, editing, and reporting, can work on one of Pima’s two student publications. Aztec Press, located at the West Campus, is a weekly newspaper that provides students an opportunity to learn about journalism. For more information about serving on the newspaper staff in any position, please contact either the Arts and Communications Division office or Aztec Press at 206-6800. Pima also has a literary magazine. Students interested in this form of publishing may enroll in WRT 162-Literary Magazine Workshop. The workshop annually publishes Cababi. The Cababi contains literary pieces, including those from students, faculty, and staff. The magazine also sponsors an annual art contest for its cover and center pages.

Sports – Intercollegiate Athletics
Pima Community College is a member of the Arizona Community College Athletic Association, National Junior College Athletic Association, and the NJCAA Region #1. The sports organization governing the College’s participation sets the rules of who can play (eligibility requirements). The basic requirements are that the athletes be full-time enrolled students, be making progress in their studies (satisfactory academic progress), and that each person has received a medical clearance to participate. Pima competes in a variety of sports, including baseball (men), basketball (men and women), cross-country (men and women), football (men), golf (men and women), soccer (men and women), softball (women), tennis (men and women), track (men and women), and volleyball (women).

Student Housing
Pima Community College does not own or operate student housing, either on campus or in the community. However, students can receive information about community agencies and organizations that provide housing by contacting any Student Services center.

Drug Free Schools and Communities Act Information

Standards of Conduct
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, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate, abusable 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 may 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 officials assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or re-entry programs that may be available in the community. Contact the Student Services center on any campus for information.
Educational Options
Introduction

To meet the diverse needs of students, Pima Community College offers a variety of ways for students to reach their educational goals. Students can choose from traditional, alternative-style, or accelerated classes. These classes cover many subject areas and fulfill degree and certificate requirements. Students can take classes to transfer into a four-year institution, prepare for job training, or continue their education in an area of special interest.

These classes are provided during the day, evenings, and weekends. Evening classes begin at 4:30 p.m. or later and are highlighted in the Schedule of Classes. Classes are offered at all PCC campuses and learning centers, as well as more than 100 off-campus sites, including Davis-Monthan Air Force Base, public schools, and neighborhood centers in Pima County.

Traditional-Style Classes

PCC offers traditional-style classes in which students are required to attend lecture and/or lab on specified days and times. Regular classes run for 16 weeks during fall and spring semesters.

Alternative-Style Classes

PCC also offers alternative-style classes that provide students with different teaching methods or within different time frames. These classes are designed to fit students’ learning styles and scheduling needs and include:

- Express Format – Students attend class one night a week for five or six weeks; completing appropriate Express classes year-round for two years can lead to an associate degree.
- Honors Content – This course may be taken for Honors credit, with additional work expected of the student beyond regular course requirements.
- Internet/Web – Classes taught via the Internet.
- OpenEntry/Open Exit – Students enroll at any time during the semester and complete required work at their own pace within the semester or by arrangement with the instructor.
- Self-Paced – Students work off-campus at their own pace, with study materials prepared by College faculty. Students must meet with faculty for the initial class at the time and room defined in the Schedule of Classes.
- Self-Paced on Campus – Students work on-campus each week at their own pace, in the room defined in the Schedule of Classes, with faculty guidance. Students must meet with faculty in the room defined during the first week of classes.
- Television and the Web – Students receive instruction via cable television and turn in their work via the Internet.

Honors Program

The Honors Program provides students enriched learning opportunities and programming activities to foster academic and social development. It features an enhanced curriculum where students can expand their intellectual capabilities, develop creativity, and practice leadership skills. The primary goals of the Honors Program are to encourage leadership and community service opportunities and to facilitate entry into Honors Programs at four-year colleges. The Honors Program features small class sizes, assistance for students seeking scholarships and awards, and a strong support network among students, faculty, and staff.

To graduate from Pima Community College with an Honors designation, students must complete a minimum of 15 credit hours of honors courses and maintain a cumulative GPA of 3.5. The Honors 101 Colloquium (3 credits) is a required course in this 15-credit minimum.

Admission Criteria

Details about the criteria to join the Honors Program, as well as program requirements and Honors contacts, can be found at www.pima.edu/honors. For information about other honors societies, see Phi Theta Kappa.
Earning a Degree or Certificate
Degree, Certificate, and Graduation Requirements

Pima Community College offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree displays for specific program requirements. The certificates and degrees are displayed alphabetically beginning on page 77 with Accounting.

Each program display lists the required coursework and credits. A degree may be awarded with fewer than the number of credits shown in the program display as long as the student has completed the required coursework and a minimum of 60 credit hours numbered 100 or higher.

Guaranteed Workforce/Occupational Curriculum

Pima Community College believes in its faculty and staff, and in the quality of the instruction and technical skill competencies it provides to students. Therefore, Pima Community College's workforce/occupational program graduates are guaranteed technical skill competencies.

If a graduate of a credit certificate program, Associate in Applied Science degree, or clock hour program is not able to demonstrate entry-level skills expected by his or her first employer after graduation within the first six months of employment, the employer may request remediation of the specified skill deficiency at no cost to the employer or the employee. Pima staff, along with the employer, will identify the specific skill deficiency to be remedied and will develop an individualized training plan to be completed at the earliest possible timeframe amicable to the employer, the graduate and Pima Community College.

Earning a Degree or Certificate

Earning a certificate or degree requires fulfilling all requirements defined below.

Students are responsible for determining the presence or absence of any barriers to professional licensure or certification outside of College awarded completion documents. If students have concerns about any non-educational barriers to professional licensure or certification, they are advised to seek academic advising to explore that possibility before beginning their course of study.

Program Prerequisites

Prerequisites may be required before beginning some programs. Prerequisites are in place to make sure students have the skills and knowledge needed to be successful in the program. These courses may add a semester or more to the time needed to complete the certificate or degree. If a program has prerequisites they will be found in the program display, and the total credits required for each program include those needed to complete any prerequisites.

Program Requirements

General Education Courses

General Education courses enhance the student's education and are required for graduation for all degrees and for certificates of 30 or more credits.

Core/Major Courses

Core/major courses provide in-depth knowledge and/or skills in the student's chosen field of study. Core/major courses are required and are listed by program in the certificates and degrees section of the catalog.

Support/Elective Courses

Support/elective courses expand the knowledge and skills beyond the core/major requirements and are usually in subject areas different than the core/major courses.

Graduation Requirements

In order to graduate from Pima Community College, a student must:

1. Apply for graduation within one year of completion of degree requirements. Students failing to do so must apply for an exception through the Office of the Registrar at the District Office and must complete a graduation application by the dates specified in this Catalog’s academic calendar. Failure to complete the application by that date will result in a delay in processing until the following semester.

2. Complete the General Education requirements appropriate to the certificate or degree.

3. Complete the program core, support, and prerequisite requirements for the appropriate certificate or degree.

   a. Complete a minimum of 60 credit hours of course work at the 100 level or higher for an associate degree. At least 15 credit hours of the program requirements must be earned at PCC.

   b. Complete the college credit hours as defined in the certificate display within this catalog to earn a certificate. For certificates of more than 6 credit hours, including the AGEC-A, AGEC-B and AGEC-S, at least 6 credit hours of the program requirements must be earned at PCC. For certificates of 6 credits or less, all credits must be earned from PCC.

4. Have a minimum overall 2.0 grade point average (GPA) on a 4.0 grade point scale.

5. Complete courses given the following rules regarding grades:

   a. A "C" grade or higher is required for general education and core courses, and for all courses in the Associate of General Studies degrees, transfer degrees (Associate of Arts, Associate of Business Administration, Associate of Fine Arts, and Associate of Science) and all AGECs.

   b. "D" or "F" grades do not fulfill graduation requirements for any transfer degree (Associate of Arts, Associate of Business Administration, Associate of Fine Arts, and Associate of Science) or AGEC.
c. A grade of "P" cannot be used for Arizona General Education Curriculum (AGEC) or any transfer degree (Associate of Arts, Associate of Business Administration, Associate of Fine Arts, and Associate of Science).

d. A "D" grade may fulfill support course requirements only in certificates, the Associate of Applied Arts, and the Associate of Applied Science degrees, and only if those courses do not also meet general education requirements, or the program does not require a higher grade. See your program display.

Graduation with Honors
Students who are graduating with a degree and who have completed 30 credit hours at Pima Community College may be granted honors designation if they meet certain grade point averages:

- 3.500 to 3.749 grade point average = Graduation with Honors
- 3.750 to 3.899 grade point average = Graduation with High Honors
- 3.900 to 4.000 grade point average = Graduation with Highest Honors

These designations will be shown on diplomas and listed on the student's official transcripts.

Student's Catalog of Record
(Catalog Under Which A Student Graduates)
Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the State of Arizona.

The rules for maintaining continuous enrollment are:

1. A semester in which a student earns course credit will be counted toward continuous enrollment.
2. Noncredit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward continuous enrollment.
3. Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment for a student. Enrollment in the intervening summer terms may be used to maintain continuous enrollment status.

If continuous enrollment is not maintained, the student must meet the requirements for graduation of the catalog in effect at the time they re-enroll or any subsequent catalog of continuous enrollment. Students enrolling or re-enrolled during a summer term must follow the following annual catalog or any subsequent catalog of continuous enrollment.

Time Limit for Coursework
In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of certificate and degree requirements at the discretion of the student's major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

There is no time limit for General Education Courses.

General Education Information
The Value of General Education
General Education helps students to gain an understanding and appreciation of themselves; their history and culture; the history and culture of humanity; the principles and impact of mathematics, science and technology; and the principles of effective communication.

The process of general education is designed to develop the following thinking skills: comparing, interpreting, summarizing, suggesting and testing hypotheses, imagining and creating, criticizing and evaluating, designing projects and investigations, gathering and organizing data, reasoning, problem solving, and decision making.

Preparation for General Education
To succeed in general education courses, students should have attained college-level preparedness in reading, writing and mathematics.

General Education Requirements by Certificate or Degree
The following list shows the minimum General Education credits needed for each type of degree program or certificate offered at Pima Community College. When considering which type of program is best for you, please note that if you intend to transfer to a university to complete a Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), or Bachelor of Science (BS), the Associate of Arts (AA), Associate of Business Administration (ABUS), Associate of Fine Arts (AFA), and the Associate of Science (AS) are the degrees designed for that purpose. The Associate of General Studies, Associate of Applied Arts (AAA), and the Associate of Applied Science (AAS) degrees require different General Education courses.

Transfer Degrees

<table>
<thead>
<tr>
<th>Certificate or Degree</th>
<th>General Education Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Arts (AA)</td>
<td>35</td>
</tr>
<tr>
<td>Associate of Fine Arts (AFA)</td>
<td>35</td>
</tr>
<tr>
<td>Associate of Business Administration (ABUS)</td>
<td>35</td>
</tr>
<tr>
<td>Associate of Science (AS)</td>
<td>35</td>
</tr>
</tbody>
</table>

Not Intended for Transfer

<table>
<thead>
<tr>
<th>Certificate or Degree</th>
<th>General Education Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Certificates: of 30 or more credits</td>
<td>6</td>
</tr>
<tr>
<td>Occupational Certificates below 30 credits</td>
<td>0</td>
</tr>
</tbody>
</table>

Occupational Degrees:

<table>
<thead>
<tr>
<th>Certificate or Degree</th>
<th>General Education Credits Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Arts (AAA)</td>
<td>19-21</td>
</tr>
<tr>
<td>Associate of Applied Science (AAS)</td>
<td>19-21</td>
</tr>
<tr>
<td>Associate of General Studies:</td>
<td>19-21</td>
</tr>
</tbody>
</table>
General Education Requirements for Occupational Programs and the Associate of General Studies

This section covers the General Education requirements for the following certificates and degrees:

- Certificate for Direct Employment
- Associate of Applied Arts Degree (AAA)
- Associate of Applied Science Degree (AAS)
- Associate of General Studies Degree (AGS)

General Education Requirements for Certificates for Direct Employment

(30 Credit Hours or more)

Some programs require specific courses for general education. See program displays.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Analysis and Critical Thinking Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Competency Requirement</td>
<td>must be met</td>
</tr>
<tr>
<td>Total General Education Credit Hours</td>
<td>6</td>
</tr>
</tbody>
</table>

Communication Requirement (3 credits)

Choose 3 credit hours from the following list:

- GTW 101
- JRN 101
- OAP 151
- SPE 102
- SPE 120
- WRT 101 (or WRT 107)*
- WRT 154

* Suggested for students who may transfer.

Analysis and Critical Thinking Requirement (3 credits)

Complete 3 credit hours from the categories listed below:

- Business (BUS 151)
- General Mathematics (GTM 105)
- Technology (TEC 113)
- Any mathematics (MAT) course at the 100 level or higher

Mathematics Competency Requirement (0-3 credits)

The mathematics competency requirement can be met by:

1. Assessment – A score of 32 or above on the COMPASS Algebra test or ASSET Elementary Algebra test. See an advisor or counselor for verification of your assessment score.
2. Course work – If the competency is not met by assessment, a minimum of 1 credit hour of course work from the Mathematics Category at the 100 level or higher is required.

Note: Students who meet the Mathematics Competency Requirement by assessment or by completing Mathematics Category course work with fewer than 3 credits are still required to complete a total of at least 3 credits from the Analysis and Critical Thinking Requirement.

Mathematics Category

- BUS 151 (if taken after Spring 2008)
- GTM 105
- TEC 113
- Any mathematics (MAT) course at the 100 level or higher

Science Category

- MAC 275
- PHY 101*
- Any course from the AGEC Biological/Physical Science List†

Critical Thinking Category

- PHI 120
- REA 112
- STU 200
- TEC 101

* Suggested for students who may transfer.
† No longer offered, but will fulfill requirement.

General Education Requirements for AAA, AAS and AGS Degrees:

Courses may not be used to complete more than one category. Some programs require specific courses for general education. See program displays.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Analysis and Critical Thinking Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics Competency Requirement</td>
<td>must be met</td>
</tr>
<tr>
<td>Humanities; Social Science; Leadership and Ethics Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Computer and Information Literacy Requirement</td>
<td>1-3</td>
</tr>
<tr>
<td>Total General Education Credits Required</td>
<td>19-21</td>
</tr>
</tbody>
</table>

Special Requirement

One of the courses must meet either Cultural Diversity or Global Awareness criteria (C or G designation from the Arizona General Education Curriculum (AGEC) lists or a course from the Leadership and Ethics Category). The AGEC lists are found in the General Education Requirements for Transfer Programs following this section.

Communication Requirement (6 credits)

Choose one of the following pairs:

- GTW 101 and SPE 120
- JRN 101 and SPE 120
- OAP 151 and OAP 251
- SPE 102 and WRT 154
- SPE 120 and WRT 154
- WRT 101 (or 107) and SPE 120
- WRT 101 (or 107) and WRT 102 (or 108)*

* Suggested for students who may transfer.
Analysis and Critical Thinking Requirement (6 credits)
Complete 6 credit hours from the categories listed below.
At least one course must be completed from the Science or Critical Thinking Categories.
Note: The Mathematics Competency Requirement must be met.

Mathematics Competency Requirement (0-3 credits)
The mathematics competency requirement can be met by:
1. Assessment — A score of 32 or above on the Compass Algebra test or ASSET Elementary Algebra test. See an advisor or counselor for verification of your assessment score.
OR
2. Course work — If the competency is not met by assessment, a minimum of 1 credit hour of course work from the Mathematics Category at the 100 level or higher is required.
Note: Students who meet the Mathematics Competency Requirement by assessment or by completing Mathematics Category course work with fewer than 3 credits are still required to complete a total of at least 6 credits from the Analysis and Critical Thinking Requirement.

Mathematics Category
BUS 151 (if taken after Spring 2008)
GTM 105
TEC 113
Any mathematics (MAT) course at the 100 level or higher

Science Category
MAC 275
PHY 101*
Any course from the AGEC Biological/Physical Science List†

Critical Thinking Category
PHI 120
REA 112
STU 200
TEC 101

Humanities; Social Science; Leadership and Ethics Requirement (6 credits)
Courses must be completed from two of the following categories.
Courses may not be used to complete more than one of the categories listed below.

Humanities and Fine Arts Category
Any course from the AGEC Art list†
Any course from the AGEC Humanities list† or LIT 174*
Any course from the AGEC Other Requirements Options: (c) Second Language list†
One of the following conversational language courses:
FRE 106, 107; SPA 106, 107, 121*, 122*, 206; THO 106*, 107*.

Social and Behavioral Science Category
Any course from the AGEC Social and Behavioral Sciences list†
Any course from the AGEC Other Requirement Options: (d) International and Multicultural Studies list†

Leadership and Ethics Category
Any course in this category meets the Cultural Diversity or Global Awareness requirement: BIO 250; BUS 148; STU 230

Computer and Information Literacy Requirement (1-3 credits)
Completion of certain degree programs automatically fulfills this requirement. See your program display. Otherwise choose a course from the list below:
AJS 165*; CAD 101; CIS 100; CSA 100, 101; FSC 189
† Suggested for students who may transfer.
* No longer offered but will fulfill requirement.

General Education Requirements for Transfer Programs
This section covers the General Education requirements for the following degrees:
• Associate of Arts Degree (AA)
• Associate of Fine Arts (AFA)
• Associate of Business Administration Degree (ABUS)
• Associate of Science Degree (AS)

Arizona General Education Curriculum (AGEC)
The AGEC is a block of 35 or more credits (11 courses) that, when completed, can be transferred to meet all lower-division General Education requirements for bachelor's degrees at Arizona's public universities (Arizona State University, Northern Arizona University, and the University of Arizona). The AGEC may also meet other universities' General Education program requirements. At least six credits of AGEC coursework must be completed at Pima Community College to earn an AGEC at Pima. See an advisor or counselor for more information.

There are three forms of the AGEC: the AGEC-A for Associate or Bachelor of Arts or Fine Arts degrees, the AGEC-B for the Associate or Bachelor of Business Administration degrees, and the AGEC-S for the Associate or Bachelor of Science degrees.

AGEC-A:
The AGEC-A may be applied to universities’ Bachelor of Arts degree programs. See the Liberal Arts Associate of Arts Degree for Transfer in this catalog for more information on choice of major and see an advisor or counselor to establish a degree plan using a university transfer guide.
AGEC-A:
The AGEC-A may be applied to universities’ business administration degree programs. See the Associate Degree in Business Administration (ABUS) for more information on this major and see an advisor or counselor to establish a degree plan and to be sure of the AGEC pathway. Also, an AGEC-A fulfills the requirements for an AGEC-A.

AGEC-S:
The AGEC-S may be applied to universities’ Bachelor of science degree programs. See the Associate of Science Degree for Transfer in this catalog and see an advisor to establish a degree plan and to be sure of the AGEC pathway. Also, an AGEC-S fulfills the requirements for an AGEC-A.

Students who complete an AGEC-A and then change their major and wish to apply the AGEC-A toward a degree

AGEC Categorical Requirements
The same course may not be used to complete more than one category, but it may meet both a category requirement and a Special Requirement. Request an AGEC checksheet from an advisor for more detailed information. Per Arizona statewide policies, no course substitutions are allowed in the AGEC.

AGEC-A Categorical Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and Fine Arts (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Biological &amp; Physical Sciences (2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics (1 course)</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Other Requirements (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Total AGEC-A General Education Credits Required:</td>
<td>35</td>
</tr>
</tbody>
</table>

AGEC-B Categorical Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and Fine Arts (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Biological &amp; Physical Sciences (2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics (1 course)</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Other Requirements (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Total AGEC-B General Education Credits Required:</td>
<td>35</td>
</tr>
</tbody>
</table>

AGEC-S Categorical Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities and Fine Arts (2 courses)</td>
<td>6</td>
</tr>
<tr>
<td>Biological &amp; Physical Sciences</td>
<td>10</td>
</tr>
</tbody>
</table>

If the AGEC is not completed before a student transfers to another community college or university:
- The student cannot complete an AA, AFA, ABUS, or AS degree.
- The student may be required to take additional general education courses at the college or university.
- The credits will be evaluated individually by the college or university using the Course Equivalency Guide and accepted depending on the degree requirements.
Mathematics (1 course) ............................................................................................................................................................3-5
MAT 220 or above.
Social & Behavioral Sciences (2 courses) .................................................................................................................................................6
Two courses from two different prefixes in this category.
Other Requirements (2 courses) ...................................................................................................................................................6
MAT courses above 220 and/or Science courses from the Biological and Physical Sciences list.

Total AGEC-S General Education Credits Required: ...........................................................................................................37-39

AGEC Special Requirements

Students are required to take courses that meet each of the following:

- Intensive writing and critical inquiry (I)
- Cultural diversity highlighting ethnic, race, and/or gender awareness (C)
- Global awareness (G)

AGEC special requirements can be completed in one, two or three courses. Look for the AGEC special requirement code (I, C, and G) in the course lists below. To avoid exceeding the 35 credits required for the AGEC, the student should choose some courses that satisfy both the AGEC special requirements and the category requirements. For example, HUM 253 fulfills a category requirement of Humanities and Fine Arts and the three AGEC special requirements: Intensive Writing and Critical Inquiry (I), Cultural Diversity (C), and Global Awareness (G). See an advisor or counselor for help in selecting courses.

AGEC Special Requirement Legend

I  Satisfies Intensive Writing Special Requirement
C  Satisfies Cultural Diversity Special Requirement
G  Satisfies Global Awareness Special Requirement

AGEC Categorical Requirement:
English Composition (6 credits)

Complete two courses, either the combination of WRT 101 and 102 or WRT 107 and 108.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>AGEC Special Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRT 101</td>
<td>Writing I SUN# ENG 1101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or WRT 107</td>
<td>Writing I for Non-Native Speakers of English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WRT 102</td>
<td>Writing II SUN# ENG 1102</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or WRT 108</td>
<td>Writing II for Non-Native Speakers of English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ZTR WR</td>
<td>AGEC Transfer Writing Equivalent</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

AGEC Categorical Requirement:
Humanities and Fine Arts (6 credits)

Complete one course from the Art list and one course from the Humanities list.

Art List:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>AGEC Special Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Basic Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 105</td>
<td>Exploring Art and Visual Studies</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 106</td>
<td>Survey of Painting Materials and Techniques (was ART 201)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 110</td>
<td>Drawing I SUN# ART 1111</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 115</td>
<td>Color and Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 120</td>
<td>Sculptural Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DAR 250</td>
<td>Computer 2D Animation: Adobe After Effects</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DAR 251</td>
<td>Computer 3D Animation: Maya</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>DAR 252</td>
<td>Digital Multimedia Design I: Flash</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MUS 102</td>
<td>Music Fundamentals</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 108</td>
<td>Pima Jazz Band I</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MUS 109*</td>
<td>Pima Jazz Band II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MUS 111</td>
<td>Exploring Music Through Piano</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 112*</td>
<td>Community Jazz Band</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MUS 113*</td>
<td>Community Jazz Band II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MUS 116</td>
<td>Pima CC Orchestra I</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MUS 117*</td>
<td>Pima CC Orchestra II</td>
<td>2</td>
<td></td>
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</table>
**Art List: (continued)**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>AGEC Special Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 120</td>
<td>Concert Band</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 121*</td>
<td>Concert Band II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 125†</td>
<td>Structure of Music I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 127†</td>
<td>Aural Perception I</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>MUS 130</td>
<td>Chorale (SATB)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 131</td>
<td>College Singers (SATB)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 151</td>
<td>Exploring Music</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MUS 160</td>
<td>Popular Music in America</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>THE 105</td>
<td>Theater Appreciation</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>WRT 205</td>
<td>Introduction to Poetry Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WRT 206</td>
<td>Short Story Writing</td>
<td>3</td>
<td></td>
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<tr>
<td>ZTR FA</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>I</td>
</tr>
<tr>
<td>ZTR FAI</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>ZTR FAC</td>
<td>AGEC Art Equivalent</td>
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<td>G</td>
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<td>ZTR FAG</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>I,C</td>
</tr>
<tr>
<td>ZTR FAIC</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>I,C,G</td>
</tr>
<tr>
<td>ZTR FAIG</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>I,G</td>
</tr>
<tr>
<td>ZTR FACG</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>C,G</td>
</tr>
<tr>
<td>ZTR FAICG</td>
<td>AGEC Art Equivalent</td>
<td>3</td>
<td>I,C,G</td>
</tr>
</tbody>
</table>

† MUS 125 and MUS 127 together are equivalent to MUS 120A at the University of Arizona.
* No longer offered, but will fulfill requirement.

**Humanities List:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>AGEC Special Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 112</td>
<td>Exploring Non-Western Cultures</td>
<td>3</td>
<td>I,C,G</td>
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<tr>
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* No longer offered, but will fulfill requirement.

** UAT 101, 102, 103, and 104 are PCC course equivalencies of UA TRAD 101, 102, 103, and 104, Tier 1 Traditions and Culture courses that fulfill Humanities List requirements. Trad courses do not fulfill I, C or G requirements.

†† This course is cross-listed with (the same as) another course – only one will apply to meet AGEC, degree or certificate requirements. The course description will indicate the cross-listed course.

### AGEC Categorical Requirement:

#### Biological and Physical Sciences (8 credits)

Complete two courses with their labs. See your degree display for selection of the courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>AGEC Special Requirement</th>
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<td>Humanity and the Environment</td>
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<td>AST 101/101LB or AST 101IN</td>
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<td>AST 102/102LB or AST 102IN</td>
<td>Stars, Galaxies, Universe</td>
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<td>Life in the Universe</td>
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<td>BIO 100IN</td>
<td>Biology Concepts</td>
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<td>Animal Sexual Behavior</td>
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<td>Plants, People and Culture</td>
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<td>BIO 109IN</td>
<td>Natural History of the Southwest</td>
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### Biological and Physical Sciences: (continued)

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<td>Current Issues in Human Biology</td>
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<td>Human Nutrition and Biology</td>
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<td>BIO 135IN</td>
<td>Genetics, Biotechnology and Human Affairs</td>
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<td>Introductory Biology for Allied Health</td>
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<td>Introduction to Human Anatomy and Physiology</td>
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<td>BIO 184IN</td>
<td>Plant Biology</td>
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<td>Consumer Chemistry</td>
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<td>CHM 140/140LB</td>
<td>Fundamental Organic and Biochemistry</td>
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**NOTE:** The University of Arizona NATS courses do not fulfill Biological and Physical Science requirements.

### AGEC Categorical Requirement:

**Mathematics (3 credits)**

Complete three credits. The AGEC-A requires MAT 142 or above. The AGEC-B requires MAT 174 or 212. The AGEC-S requires MAT 220 or above. See the degree display for the selection of the appropriate course.

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<td>MAT 142</td>
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<td>College Algebra with Data Analysis</td>
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<td>Differential Equations SUN# MAT 2262</td>
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* Course has a business emphasis

### AGEC Categorical Requirement:
**Social and Behavioral Sciences (6 credits)**

Complete courses in two subject areas (at least two course prefixes).

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<th>Credit Hours</th>
<th>AGEC Special Requirement</th>
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<td>Human Origins and Prehistory</td>
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<td>Introduction to Cultural Anthropology/Linguistics</td>
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<td>History of Indians of North America</td>
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<td>African-American History and Peoples</td>
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<td>Sex, Gender, and Culture</td>
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<td>Microeconomic Principles SUN# ECN 2202</td>
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<td>Women in Western History</td>
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<td>HIS 253</td>
<td>History of Women in the United States: Early America</td>
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### Social and Behavioral Sciences (continued)

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<td>Modern Israel and Arab/Israeli Relations</td>
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<td>Intercultural Perspectives</td>
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<td>Survey of Media Communications</td>
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<td>Intro to Comparative Politics SUN# POS 2204</td>
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<td>National and State Constitutions</td>
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<td>American State &amp; Local Governments &amp; Politics SUN# POS 1130</td>
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<td>Introduction to Biopsychology</td>
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<td>Human Sexuality</td>
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<td>Psychological Measurements and Statistics</td>
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<td>Introduction to Sociology SUN# SOC 1101</td>
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<td>Intro to Cities and Global Society</td>
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<td>Current Social Problems</td>
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<td>Race, Ethnicity, Minority Groups &amp; Social Justice SUN# SOC 2215</td>
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* No longer offered, but will fulfill requirement.

*** UAI 101, 102, 103, and 104 are PCC course equivalencies of UA INDV 101, 102, 103, and 104. Note: INDV courses (up to two courses for six credits) may fulfill Social and Behavioral Sciences requirements. It is assumed the two INDV courses are of two different prefixes. INDV courses do not fulfill I, C, or G requirements.

†† This course is cross-listed with (the same as) another course – only one will apply to meet AGEC, degree or certificate requirements. The course description will indicate the cross-listed course.
**AGEC Categorical Requirement:**  
**Other Requirement Options (6 credits)**

Complete all six credits from the courses listed below, or include up to 3 credits from Humanities and Fine Arts and/or 3 credits from Social and Behavioral Sciences.

### a) Oral Communication

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<td>SPE 110</td>
<td>Public Speaking</td>
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<td>Business/Professional Comm.</td>
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<td>SPE 130</td>
<td>Small Group Discussion</td>
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<td>SPE 136*</td>
<td>Oral Interpretation of Literature</td>
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### b) Computer Science, Critical Thinking, Logic, Mathematics or Science:

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<td>BUS 148</td>
<td>Ethics in the Workplace</td>
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<td>CIS 100</td>
<td>Introduction to Computers SUN# CIS 1120</td>
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<td>CIS 140*</td>
<td>FORTRAN Programming</td>
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<td>CIS 160*</td>
<td>Cobol Programming</td>
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* No longer offered, but will fulfill requirement.

†† This course is cross-listed with (the same as) another course – only one will apply to meet AGEC, degree or certificate requirements. The course description will indicate the cross-listed course.

### c) Second Language:

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* No longer offered, but will fulfill requirement.

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* No longer offered, but will fulfill requirement.

†† This course is cross-listed with (the same as) another course – only one will apply to meet AGEC, degree or certificate requirements. The course description will indicate the cross-listed course.