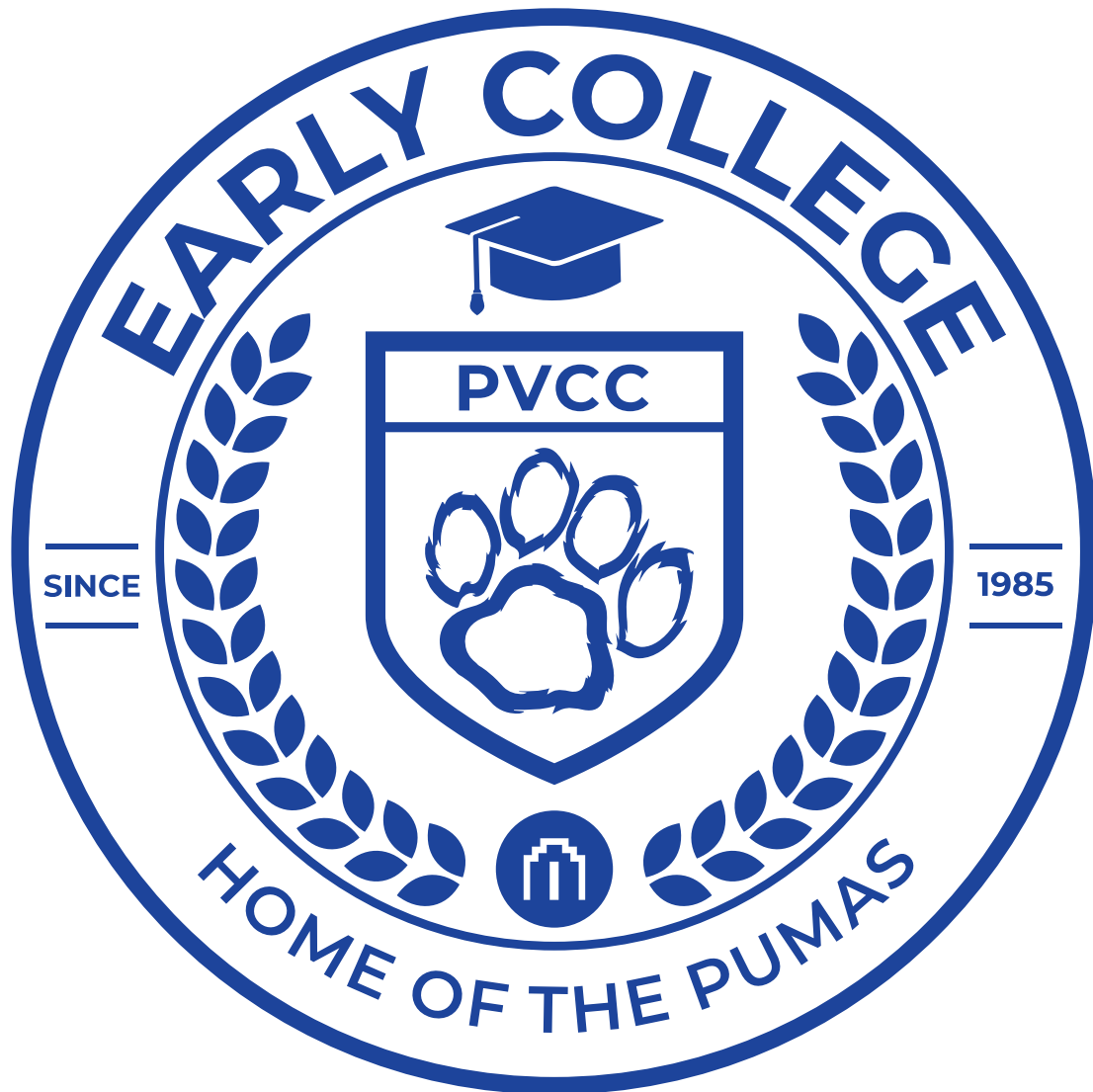


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# STUDENT HANDBOOK

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## EARLY COLLEGE PROGRAMS

Paradise Valley Community College  
A.C.E. | Hoop of Learning | Puma Early College

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# PARADISE VALLEY

## EARLY COLLEGE PROGRAMS

### **Welcome to the Early College Programs at Paradise Valley Community!**

We are excited to bring you aboard this amazing opportunity that will support you in your efforts to start college while in high school. Our mission is to engage you on the college campus as well as support and prepare you for college rigor. Our department is designed to make sure you are connected to the appropriate support you need on campus to not only help you succeed academically, but also to help immerse you in activities and student life on the campus. We hope that your experiences in one of our Early College Programs will be positive and give you the confidence to know you are capable of achieve a college degree!

This handbook will be one of the many resource guides to help you succeed within our programs. Enclosed are each program policies and procedures, advising guidelines, and many of the forms that you will need to be successful in your program.

Good luck to you on this journey!

Early College Programs  
Paradise Valley Community College  
ACE | Hoop of Learning | Puma Early College



**EARLY COLLEGE PROGRAMS:  
POLICIES & PROCEDURES**

# EARLY COLLEGE PROGRAM POLICY & PROCEDURES, ACADEMIC YEAR 2023-2024

## ATTENDANCE

Paradise Valley Community College and the Early College Programs subscribe to the belief that college class attendance is essential to academic success. The following attendance policy is in effect from the first day of classes and will be enforced until completion of the program to help ensure success and to prepare students for the expectations and demands of their full-time college experience.

## PVCC EARLY COLLEGE PROGRAM ATTENDANCE POLICY

Each student must adhere to the attendance policy of each class outlined in their course syllabus. Our policy does not override any policy written in a course syllabus. Early College programs will allow a maximum of TWO absences in the Fall and Spring Terms. The student WILL still be responsible for making up any missed class work/exams/projects/etc. Students with THREE absences may be withdrawn from class for that semester, unless prior arrangements have been made with the class instructor. For the Summer term, students are only allowed ONE absence due to the condensed timeframe of summer classes. The Attendance Policy is in effect as of the first day of classes and will be strictly enforced until program completion.

### *Definition of an Absence:*

Regardless of the reason, if a student is not physically present in the classroom during the scheduled class start time, that student may be considered absent. Please see the PVCC Catalog and Student Handbook for information on Official Absences.

### *Official Absence:*

Official absences are for official college activities and do not count against the number of absences allowed by the college. These absences fall into four categories: (1) college athletes participating in scheduled college athletic games, (2) jury duty, (3) military commitments, and (4) death of an immediate family member. Death of an immediate family member is the only applicable Official Absence for Early College students.

## GRADING

Early College students begin an OFFICIAL college transcript, which will become a part of the student's PERMANENT records. Grades and transcripts will be available online at [my.maricopa.edu](http://my.maricopa.edu) under Student Center after the course completion date. Official copies of the student's transcript can also be requested in person at Admissions & Records. Paradise Valley Community College uses the following grade key:

<b>A</b> – Excellent	<b>B</b> – Above Average	<b>C</b> – Average	<b>D</b> – Passing**
<b>F</b> – Failing	<b>I</b> – Incomplete (does not affect GPA)	<b>W</b> – Withdrawal (does not affect GPA)	<b>Y</b> – Withdrawn Failing

\*\*Note: Grades of a D or lower will not transfer to a university

Prerequisite courses require a grade of 'C' or better to advance to the next level. Completion of courses at 100 level or above, with a grade of 'C' or better, may be eligible for transfer to another college or university. A grade of 'D' may satisfy graduation requirements at the high school level but will not be considered transferable at any college institutions.

**A student with a grade of "D", "F", "W" or "Y" will be required to complete a Student Probation Agreement in order to stay active in the program. This agreement indicates that the student will be placed on probation for one semester. No other course(s) will be taken until the repeated course(s) has (have) been completed with a passing grade. If a student fails to successfully complete their course(s) the following semester they will be removed from the program.**

The following applies to scholarship students: Students on scholarship will be required to pay (approximately \$275) to retake the unsuccessful course(s) the following semester. Upon successful completion of the course with a 'C' or better the student will be reimbursed.

## **FALL/ SPRING CLASSES**

During the first year in a PVCC Early College Program, students take classes together as a cohort or blended cohort. Classes are held Monday through Thursday during the summer sessions (5 weeks, June &/or July), and on weekday evenings and/or Saturdays during the Fall (16 weeks, August-December). Each student is required to take placement tests in Reading, Writing and Math. The student is expected to meet the requirements and obligations of a regular college student. Early College students are placed in General Education courses necessary for every degree. Early College Programs works to ensure that student participants gain the most experience and complete as many classes as the student is willing to commit to during their two-year participation.

## **A STUDENT WILL LOSE HIS/HER EARLY COLLEGE SCHOLARSHIP IF SHE/HE**

- A. Drops out of high school
- B. Fails to attend Early College Program classes on a regular basis or perform satisfactorily
- C. "Stops out" for two consecutive semesters
- D. Does not abide by PVCC and Early College regulations and MCCC Code of Conduct

## **BOOKS**

Textbooks for Early College courses will be available for purchase at the PVCC Bookstore. The Bookstore staff will be able to help you locate textbooks for classes. Students who purchase their books **may** be able to sell the books back to the Bookstore (not a guarantee based on bookstore policies). The Bookstore reserves the right to determine quality, quantity and price of books bought back. **An I.D. and a receipt are required to return, exchange or sell your books back to the bookstore.** The Early College Programs Office will provide textbooks for students on scholarship. All books paid for by an Early College Program scholarship must be returned no later than the last day of the semester. Failure to return textbooks paid for by scholarship may result in the student being financially responsible for the cost of the book. In addition, the student risks losing future scholarship funding for textbooks.

## **ID CARD**

Every PVCC student **must** acquire a Paradise Valley Community College ID card. To obtain the card you must present a picture ID and PVCC course schedule. Student ID cards are issued in the Computer Commons, which is located in the E building and are free for the first ID. A valid ID is required for ALL transactions on campus in Admissions and Records, Assessment/Testing, Computer

Commons, Cashier's Office, Fitness Center, the Learning Support Center (LSC) and the Library. **ID cards must be carried at ALL times while on campus. If an ID is lost or stolen, students are responsible to get a replacement ID card which costs \$5.00.**

## **PROGRAM STAFF**

The Early College Program Staff members are assigned to monitor Early College students' academic, educational, and career progress. Early College program coordinators and academic planners are available to discuss program status, course registration, future plans, scholarship information, change of schools, trouble with classes, questions/concerns about the program, and questions about colleges and universities. Early College Program staff may also make visits to the students' high schools during the school year.

## **STUDENT CODE OF CONDUCT**

Paradise Valley Community College and the Early College Programs Office care about the wellbeing of all students, faculty, and staff. We are committed to creating and maintaining a safe and healthy environment where all members of the community are treated with respect and dignity. Failure to comply with the PVCC Student Code of Conduct may result in disciplinary action.

## **HIGHSCHOOL GAME**

**No "Senior Assassins"** – Senior Assassins is an annual tradition for high school seniors where students pay to participate and are given names of students to target with a water gun. Any participation in the Senior Assassins game is not allowed on PVCC campus. This means: no floaties, goggles, life vest, inner tubes, water guns or anything related to participation in this game. If caught participating on PVCC campus you will be subject to disciplinary action.

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# PVCC ACADEMIC AND STUDENT POLICIES

## 2.3.11 Academic Misconduct

### 1. Definitions

- A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own –it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

### 2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance.

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

## 2.5.2 Student Conduct Code

### Article III: Prohibited Conduct

#### Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- A. Acts of dishonesty, including but not limited to the following:
  - i. Furnishing false information to any college official or office.
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
  - iii. Tampering with the election of any college-recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than



one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any 11 such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
  - ii. Unauthorized transfer of a file
  - iii. Unauthorized use of another individual's identification and/or password
  - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
  - v. Use of technology facilities or resources to send obscene or abusive messages
  - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
  - vii. Use of technology facilities or resources in violation of copyright laws
  - viii. Any violation of the District's technology resource standards
  - ix. Use of technology facilities or resources to illegally download files
- P. Abuse of the Student Conduct system, including but not limited to:
  - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.

- ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
  - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
  - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
  - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
  - vii. Failure to comply with the sanctions imposed under this Student Conduct Code
  - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code System
  - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social conduct.
  - R. Attempt to bribe a college or District employee.
  - S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

#### Article IV: Student Conduct Code Procedures

##### 2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - i. i. Warning -a written notice to the student that the student is violating or has violated institutional rules or regulations.
  - ii. Probation -a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
  - iii. Loss of Privileges -denial of specified privileges for a designated period of time.
  - iv. Restitution -compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - v. Discretionary Sanctions -work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
  - vi. College Suspension -separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - vii. College Expulsion -permanent separation of the student from all the colleges in the District.

For the complete policy and other administrative regulations visit:

<https://district.maricopa.edu/regulations/admin-regs/section-2>



# MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

## 2023-2024 ACADEMIC CALENDAR

*Dates are subject to change\**

*The most up to date calendar information can be found at*

<https://district.maricopa.edu/regulations/admin-regs/section-2/academic-calendars>

Colleges may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year model. Some courses may be offered over time-periods for which these dates are not applicable.

Links to ASU, GCU, NAU, and U of A calendars incorporated on last page for reference only and are subject to change without notice.

### SUMMER SEMESTER – 2023 NOTE: SUBJECT TO THE 2023-2024 CATALOG

Mon	May 15	Final Grades Due for Spring 2023 Semester
Mon	May 22	Tuition Due for Summer 2023 Semester
Mon	May 29	Memorial Day (Colleges Closed)
Tues	May 30	Summer Semester Begins
Mon	Jun 19	Juneteenth National Independence Day (Colleges Closed)
Mon-Sat	Jul 3-8	Summer Break for Clock Hour Programs Only
Tues	Jul 4	Independence Day (Colleges Closed)
Thu	Aug 3	Summer Semester Ends
Mon	Aug 7	Final Grades Due for Summer 2023 Semester

### FALL SEMESTER – 2023

Wed	Aug 9	Tuition Due for Fall 2023 Semester
Fri	Aug 11	First Day of Faculty Accountability
Sat	Aug 19	Classes Begin
Mon	Sep 4	Labor Day (Colleges Closed)
Mon	Sep 18	Find a Class Opens for Spring 2024
Mon	Oct 2	Spring 2024 Priority Registration for Currently Enrolled Students
Sat+	Oct 7	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 9	Student Withdrawal with Instructor's Signature Begins
Mon	Oct 9	Spring 2024 Open Registration Begins
*		Application for December 2023 Graduation
Fri	Nov 10	Observance of Veterans Day (Colleges Closed)
Thu-Sun	Nov 23-26	Thanksgiving Day Holiday (Colleges Closed)
Sun	Dec 10	Last Day of Regular Classes
Mon-Fri**	Dec 11-15	Final Exams Week
Fri	Dec 15	Fall Semester Ends (Last day of Faculty Accountability)
Sat	Dec 16	Mid-Year Recess Begins for Students
Mon	Dec 18	Final Grades Due for Fall 2023 Semester
Sat-Mon	Dec 23-Jan 1	Mid-Year Recess (Colleges Closed)

### SPRING SEMESTER – 2024

Tues	Jan 2	Employees Return
Wed	Jan 3	Tuition Due for Spring 2024 Semester
Mon	Jan 8	First day of Faculty Accountability
Mon	Jan 8	Clock Hour Student Classes Begin
Sat	Jan 13	Classes Begin
Mon	Jan 15	Martin Luther King, Jr. Day (Colleges Closed)
Mon	Feb 19	Presidents' Day (Colleges Closed)
Tue	Feb 20	Find a Class Opens for Summer/Fall 2024
Sat+	Mar 2	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 4	Student Withdrawal with Instructor's Signature Begins
Mon	Mar 4	Summer/Fall 2024 Priority Registration for Currently Enrolled Students
*		Application for May 2024 Graduation
Mon-Sun	Mar 11-17	Spring Break (Colleges Closed)
Mon	Mar 18	Summer/Fall 2024 Open Registration Begins
Sun	May 5	Last Day of Regular Classes
Mon-Fri**	May 6-10	Final Exams Week
Fri	May 10	Commencement

\* For specific information concerning the last day to apply for graduation, individual class start dates, and final exams, consult the college of enrollment.

\*\* Any classes meeting on Friday, Saturday or Sunday will have final examinations during their regular class time.

+ Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature (see Appendix S-7 in Catalog Common Pages).

++ After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature (see Appendix S-7 in Catalog Common Pages).



# ACADEMIC ADVISEMENT DOCUMENTS



# PARADISE VALLEY

## EARLY COLLEGE PROGRAMS

The following documents will help students understand the advising requirements for all students looking to complete either their Arizona General Requirements — **AGEC** (35 credits) [certificate] or Associates Degree (60-64 credits).

The ***Puma Early College Program*** is designed to help students achieve the AGEC-A (35 credit hours), while ***ACE and Hoop of Learning Programs*** help students achieve 24 credit hours towards the AGEC-A.

PVCC Associate Degrees will transfer to our four in-state universities. PVCC also offers many other degrees, such as **Applied Associate Degrees** (Occupational Certificate/Degrees) for students hoping to enter the workforce after completion.

Students will be mentored and advised in the Early College Programs to help them develop a pathway to reach their academic and career goals. Students will also be enrolled in a college success strategies / career exploration course to help them explore majors and careers.



## Associate in Arts

Major: <b>8400</b>	Program Availability: <b>CG EM GC GW MC PC PV RS SC SM</b>
Catalog Year: <b>2022-2023</b>	Instructional Council: <b>n/a</b>
Effective Term: <b>2022 Fall</b>	Total Credits: <b>60</b>
Award Type: <b>AA</b>	GPA: <b>2.00</b>
CIP Code: <b>24.0101</b>	

**Description:** The Associate in Arts (AA) degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCC CD Associate in Arts (AA) will apply to general university graduation requirements of the majors that align with the AA degree; however, students need to be aware of any specific requirements of their intended major at the university to be sure they select courses that will meet them. Information regarding the articulation of the AA with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

The AA degree requires a minimum of 60 semester credits for the program of study; minimum total credits vary by specific emphasis (for example, Associate in Arts, Emphasis in Psychology). Refer to the Program (Degree) Search at <https://curriculum.maricopa.edu/> for credit minimums for individual degree programs by emphasis.

### Program Learning Outcomes

None

### Program Prerequisites

None

### Required Courses

**Credits: N/A**

Students must complete FYE101 (1) or FYE103 (3) and select the required courses for the specific Associate in Arts degree emphasis. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

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Restricted Electives

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**Credits: N/A**

Restricted Electives for the Associate in Arts degree vary by specific emphasis and are not required without a specific emphasis selected. Refer to the Program (Degree) Search at [curriculum.maricopa.edu](http://curriculum.maricopa.edu) for specific courses and credit minimums by emphasis.

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Arizona General Education Curriculum (AGEC)

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**AGEC-A**

**Credits: 35\*-44**

\*The AGEC-A requires a minimum of 35 credits (32 if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full).

A single course with an [L], [HU], [SB], [SG], or [SQ] designation may also be used to satisfy the Oral Communication, Critical Reading, and/or Awareness Area ([C], [G] and/or [H]) requirement(s). See the [AGEC matrix](#) on [aztransfer.com](http://aztransfer.com) for course designations.

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**First-Year Composition [FYC]**

**Credits: 6\***

- + ENG101 First-Year Composition (3) OR
- + ENG107 First-Year Composition for ESL (3) AND
- + ENG102 First-Year Composition (3) OR
- + ENG108 First-Year Composition for ESL (3) 6\*

\*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

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**Literacy and Critical Inquiry [L]**

**Credits: 3**

Any approved general education course in the Literacy and Critical Inquiry [L] area.

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**Mathematics [MA]**

**Credits: 3-6**

- + MAT140 College Mathematics (5) OR
  - + MAT141 College Mathematics (4) OR
  - + MAT142 College Mathematics (3) OR
  - MAT145 College Mathematics with Review (5) OR
  - MAT146 College Mathematics with Review (6) OR
  - Higher approved general education course in the Mathematical Applications [MA] area (3-6) 3-6
- 

**Computer/Statistics/Quantitative Applications [CS]**

**Credits: 3**

Any approved general education courses in the Computer/Statistics/Quantitative Applications [CS] area.

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**Humanities, Arts and Design [HU]**

**Credits: 6**

Any approved general education courses in the Humanities, Arts and Design [HU] area.

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**Social-Behavioral Sciences [SB]****Credits: 6**

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Any approved general education courses in the Social-Behavioral Sciences [SB] area.

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**Natural Sciences [SG]/[SQ]****Credits: 8**

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Any approved general education course in the Science Quantitative [SQ] area (4) AND  
Any approved general education course in the Science Quantitative [SQ] area or the Science General [SG] area (4). 8

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**Awareness Areas****Credits: 0-6**

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These requirements may be shared with other AGECE requirements. See the AGECE matrix on  
aztransfer.com for course designations.

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**Cultural Diversity in the US [C]****Credits: 0-3**

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Any approved general education course in the Cultural Diversity in the U.S. [C] area.

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**Historical/Global Awareness [H]/[G]****Credits: 0-3**

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Any approved general education course in the Historical [H] or Global [G] area.

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**MCCCD Additional Requirements**

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**MCCCD Additional Requirements****Credits: 0-6**

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Some courses in this area have [SB] and [L] designations and may also be applied to the  
corresponding AGECE requirements. See the [AGECE matrix](#) on [aztransfer.com](#) for course designations.

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**Oral Communication (COM)****Credits: 0-3**

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COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+ COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 0-3

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**Critical Reading (CRE)****Credits: 0-3**

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+ CRE101 College Critical Reading and Critical Thinking (3) OR  
Equivalent as indicated by assessment (0) 0-3

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## General Electives

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Select courses 100-level or higher if needed to complete a minimum of 60 semester credits but no more than a total of 64 semester credits, which is the maximum number of credits accepted toward most degree programs at Arizona's public universities. Ideally, students should select courses that meet requirements for their major/area of interest and transfer institution. See General Associate Degree Academic Policies for further details, limitations, and guidelines.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: [aztransfer.com](http://aztransfer.com), [maricopa.edu/transfer/partners](http://maricopa.edu/transfer/partners), as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.

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+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: June 28, 2022

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All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

A large, stylized, light blue and yellow outline of a tiger's head, facing right, serves as a background for the title. The tiger's features, including its stripes and whiskers, are rendered in a simplified, graphic style. Two horizontal gold lines are positioned above and below the title text.

# **GLOSSARY OF COLLEGE TERMS**

# A Glossary of Important College Terms

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## **ADMISSION**

Acceptance for registration based on completion of application. ID documents, receipt of transcripts and test scores, meeting of academic standards, and fulfilling of any other requirements (physical examination, essay, etc.). Application for financial aid is usually a separate process.

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## **ADVISOR**

A resource person able to help you plan your course of study and select appropriate courses. Also, called program advisors or academic advisors. AGEC Stands for Arizona General Education Curriculum: a 35-38 semester-credit general education certificate that fulfills lower-division education requirements for students planning to transfer to any Arizona public community college or university. (AGEC-A [Arts], AGEC-B [Business], and AGEC-S [Science])

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## **ASSOCIATE DEGREE**

A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. The Associate in Arts (AA) emphasizes courses for transfer to four-year schools, the Associate in Applied Science (AAS) emphasizes a particular occupational field, the Associate in Business (ABUS) emphasizes business, and the Associate of Science (AS) emphasizes in science fields.

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## **BACHELOR'S DEGREE**

A degree awarded by a four-year college. The Bachelor of Arts (BA) or Bachelor of Science (BS) degree requires approximately 120 credits. The Associates degree satisfies 60-64 credits.

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## **CAREER SERVICES**

Career Advisory that provides support for finding a job, internships, and other career related resources.

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## **CATALOG**

The annual publication of a college or university which explains the institution's policies, procedures, and programs, including course descriptions.

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## **COHORT**

A group of individuals having a statistical factor (as age or class membership) in common. ACE uses "cohort" as the year you enter the program for example: 2019 or 2020 cohorts.

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## **COLLEGE**

(1) A single institution of higher learning offering post-high school courses and degrees. (2) A large division of a university, offering courses and degrees in a related field. Example: ASU College of Liberal Arts and Sciences.

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## **COMMUNITY COLLEGE**

A "two-year" college offering associate degrees, certificate programs, and courses at freshman, sophomore, and non-credit 100-200 levels.

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## **COUNSELOR**

A faculty member available to help you with personal, career, or school related questions.

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## **COURSE DESCRIPTION**

A brief, official statement of the content and prerequisites of each course included in the catalog.

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## **COURSE NUMBER**

The three-digit number following the subject code which identifies a particular course as to content and level, such as RDG 091, College Reading Skills.

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## **CREDIT HOUR**

Numerical unit assigned to a course based on the amount of time spent in class each week.

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**CURRICULUM**

A series of courses that meet a particular academic or vocational goal. It is also called a program of study.

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**ELECTIVES**

Courses a student can select in order to complete a program of study, sometimes with restrictions.

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**GRANTS**

Student financial aid awarded to undergraduate students (working on their first bachelor's degree) who demonstrate financial need. Grants do not require repayment.

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**LOWER DIVISION**

First- and second-year college courses (100 and 200 level. Example: ENG 101). Only lower division courses are offered by the community colleges.

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**MAJOR**

The field of specialization. Examples: computer science, nursing etcetera.

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**PREREQUISITE**

A condition which must be met before enrolling in a specific class, usually the completion of a lower-level class in the same subject or an appropriate placement test score.

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**PRIVATE COLLEGE**

A college not supported by state funding, often having a unique program & image.

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**REQUIRED COURSE**

A course needed to complete a certificate or degree program. SCHOLARSHIPS Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid.

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**SECTION NUMBER**

Follows immediately after the subject code and the course number (RDG 091) in the class schedule which identifies the location and time of the class. Example: RDG 091 – Section 0001-LEC (11813)

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**SUBJECT CODE**

The three-letter abbreviation which identifies the subject area of a course such as RDG for Reading courses.

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**SYLLABUS**

A course outline/contract of information between the student and instructor on classroom policies, test, dates and materials to be used in a class, usually given to students by the instructor at the first-class meeting.

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**TRANSCRIPT**

A record of a student's course work and grades.

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**TRANSFER CREDIT**

Credit earned at another college applied to a PVCC program or vice versa.

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**UNIVERSITY**

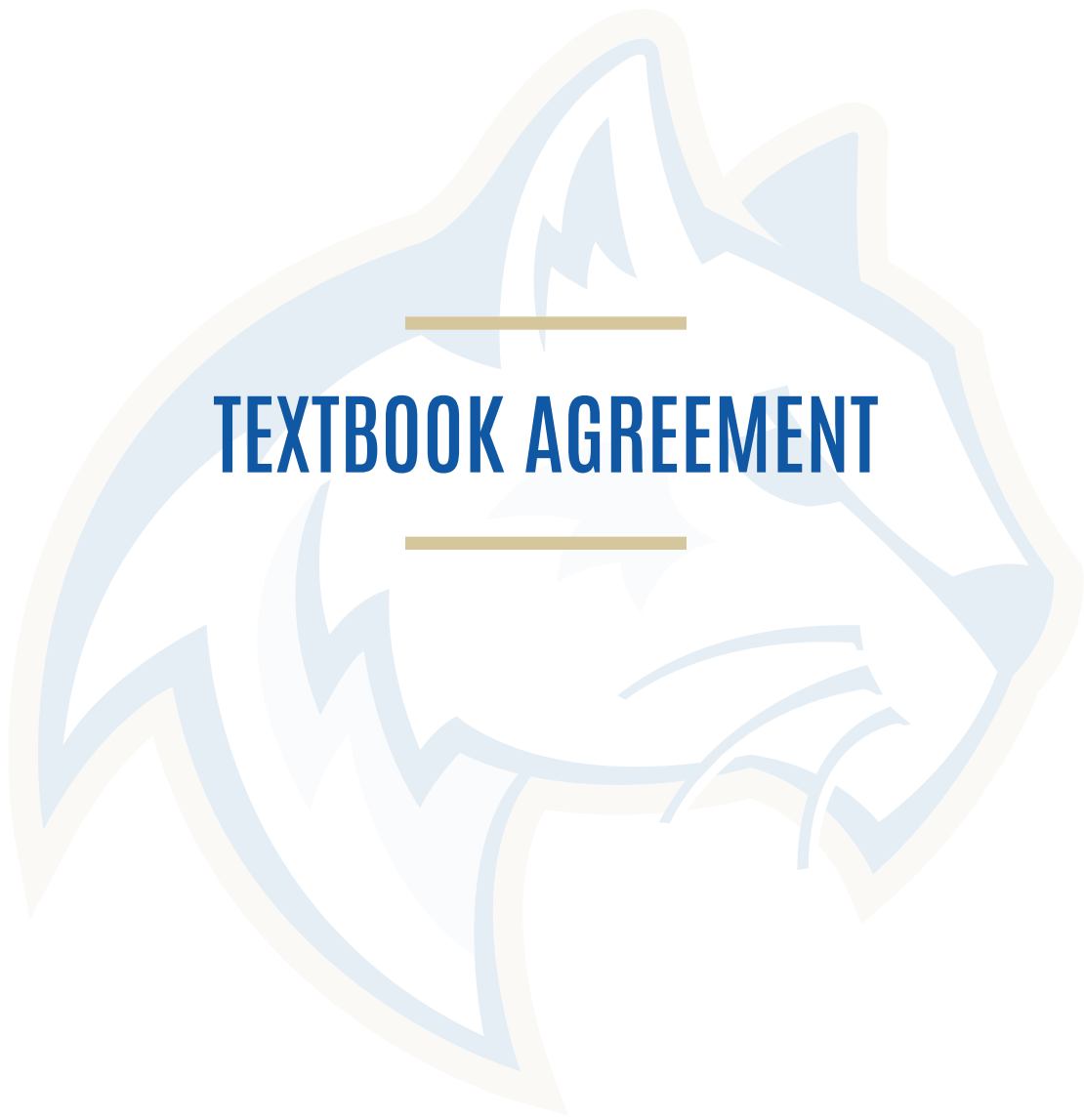
Any institution of higher education offering bachelors, masters, and doctoral degree programs.

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**UPPER DIVISION**

Courses usually taken during junior and senior years offered at four-year institutions (300 and 400 level. Example: ENG 492).

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**CONCURRENT ENROLLMENT FORM**





# REQUEST FOR ADMISSION/ENROLLMENT STUDENTS UNDER THE AGE OF 18

Revised 9/12/2014

Admission shall be considered on an individual basis and upon written concurrence of the student, parent or legal guardian, and Director of Admissions, Registration & Records. The final decision for admission to any class for students admitted under Section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty (AR 2.2.8). Students, except those in exempt programs, must renew admittance eligibility each semester they wish to be enrolled in the Admission for Students Under the Age of 18 classification. Students admitted under this classification are expected to be fully acquainted with and comply with all current published policies, rules, and regulations.

Email confirmation of the enrollment of Under Age student has been sent to department chairperson and faculty of record by Admissions, Registration & Records/Enrollment Services or designee

**Required Admission Documents:**

Students under the age of 18 requesting admission to a Maricopa Community College and who have not graduated from high school or earned a GED and who are not in a dual enrollment program or other college-sponsored program such as ACE, HOOP, etc., must submit the following documents:

- Request for Enrollment Students Under the Age of 18 form
- Student Information Form (SIF)
- Unofficial high school transcript – including courses, grades, courses in progress, AIMS test scores
  - passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS)
- Placement test scores for placement in English, Reading, or Mathematics courses (when applicable)
- Original copy of ACT, PSAT, or SAT test scores (unless AIMS or placement test scores are on file)
  - a composite score of 22 or more on the American College Test (ACT)
  - composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT)
  - composite score of 930 or more on the Scholastic Aptitude Test (SAT)

NOTE: Home schooled students are exempt from the testing requirement for admissions to the college, but placement tests are still needed when applicable.

**To be Completed by College Official:**

	ACT Scores		ASSET Scores
	PSAT Scores		COMPASS Scores
	SAT Scores	_____ Reading    _____ Math    _____ English	Accuplacer Scores
	AIMS Scores		Vocational Scores
	Writeplacer		Other

**To be Completed by the Student:**     Fall     Spring     Summer     Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Student Maricopa ID: \_\_\_\_\_ SAIS (Student Accountability Information System Number): \_\_\_\_\_

Home Address		Home Phone No.	
City, State, Zip		Cell Phone No.	

Course Number	Section Number	Title	Credits

Total Credit Hours: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
College Representative

Comments: \_\_\_\_\_

**To Be Completed by Student and Parent/Legal Guardian:**

The college learning environment encourages critical thinking and promotes the examination of contrasting perspectives of the world. This is an environment of adult interaction where students will be exposed to concepts, lectures, and materials that are designed for adults and adult audiences. At the college, there is unrestricted Internet access. Prior to enrollment, an active consultation/orientation between the student and parent/legal guardian and a college representative must take place. This discussion can take place in person or via webinar/conference call. The college representative will discuss:

- College environment: Discuss the open nature of the community college environment and how the college community is a microcosm of the larger community with students from all backgrounds and cultures. Although the college features a College Safety department, the college cannot guarantee the safety of anyone on campus. A copy of the Student Code of Conduct will be provided and behavioral expectations will be discussed as well.
- Student's goals: Assist student with identifying educational goals, selection of courses for the entering semester and creation of an academic plan to meet the student's educational goals. Discuss learning support services and other college success workshops and engagement activities.
- Course descriptions: Provide course descriptions for all courses the student has identified for enrollment in the current semester. Offer an opportunity to speak with a faculty member or department/division chair to discuss course content in more depth. College courses may expose students to graphic depictions or discussion of mature themes.
- College classroom activities: Discuss that activities may include fieldwork, lab experiments with chemicals (Career and Technical Education courses may include the use of machinery/complex equipment), and group work with other students of all ages and backgrounds. Discuss course delivery/mode options (online, hybrid, traditional lecture).
- Enrollment in courses which (1) contain curriculum and/or course materials deemed not suitable for minors (A.R.S. 13-3506) or (2) that require the use and/or operation of dangerous machinery/equipment/chemicals, etc., must be considered by the designated college administrator in consultation with the department/division chairperson and/or faculty on an individual basis.

**College/Course Expectations:**

- Concurrently enrolled students establish a permanent college academic record and transcript that may be required by future colleges or universities. This permanent academic record may impact eligibility for future financial aid. It is also understood that the student will receive college credit for successfully completed course work.
- Students are responsible to go online to their Student Center at my.maricopa.edu to obtain their college grades. Grades will not be mailed to student's residence.
- All students are expected to be in compliance with all current published college policies, rules, and regulations. Students are subject to the same course requirements, grading standards and attendance requirements established by the course instructor in the course syllabus.
- Students will be treated like everyone else in the class.
- Students will be held to the same expectations as any other student in the classroom and will be expected to follow the course syllabus.
- The course content, delivery and assessments, will not be altered due to underage students enrolled in the course. Students may be exposed to adult language, discussion and/or themes in the classroom and on the college campus.
- Students are responsible to communicate with the instructor if there are any questions or concerns.
- Students are responsible to seek assistance for any special needs they have, such as disability services or tutoring.
- Students interested in transferring their college credit back to their high school for high school credit are responsible for meeting with high school officials to gain approval prior to registering for college courses. High school/high school district determines whether a college course may be used for a high school credit.
- Course instructors bear no responsibility for underage students outside of the classroom. Parents are responsible for the students before and after class. Campuses are open and parents are responsible for the supervision of minors outside of the classroom.
- Parent/legal guardian/student assumes responsibility and liability for student.

I understand the information above and grant consent for (student) \_\_\_\_\_ to enroll in Maricopa Community College courses.

\_\_\_\_\_  
Signature of Parent(s) or Legal Guardian(s)

\_\_\_\_\_  
Date

I agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone number or email address for notification:

**Consent is valid until rescinded by the college or the -parent/legal guardian or until the student turns 18 years of age for all concurrent enrollment.**



**STUDENT 18 & UNDER FINANCIAL  
RESPONSIBILITY FORM**



This form is for all students under the age of 18, except for foster youth (see information below signatures). Students under 18 years old must have consent from a parent/guardian to enroll at the Maricopa Community College in credit, clock hour, or non-credit courses. This form is proof of and fulfills the following requirements: student information release, registration by proxy, financial responsibility, and for text messaging/automated communication. **Consent is valid until rescinded by the parent/guardian, the student fully matriculates, or until the student turns age of 18.** Legally required notifications with opt out provisions will still be sent.

Please complete this form in its entirety, so as not to delay enrollment.

**Student Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

College: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Parent/Guardian Information**

Parent/Guardian Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_ *\*SS number will be kept confidential*

**Student Information Release Authorization**

The student agrees to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents. The student gives permission to release Maricopa Community College student information to their parents/guardians in accordance with Federal Law. This does not disturb the annual notifications with opt out provisions from occurring through standard notification practices.

YES  NO Choose 4-digit PIN for account access: \_ \_ \_ \_ *Note: Share PIN with your parent/guardian.*

**Registration by Proxy Authorization**

Students under the age of 18 who are unable to register on their own may have a parent/guardian register for them "by proxy." However, in order to comply with federal laws dealing with the confidentiality of official student records (Family Education Rights and Privacy Act of 1974), a release must be granted to authorize Registration by Proxy. I consent to the parent/guardian named above to initiate enrollment actions on my behalf.

YES  NO

**Consent to Contact**

I give permission to the Maricopa Community Colleges to contact my child via SMS text messaging and automated calls or other methods of communication for official business to the phone number(s) in my student's account.

YES  NO

**Financial Responsibility**

As the parent/guardian of a minor student, I approve the enrollment in any Maricopa Community College course until the students turns 18 years old. I also acknowledge I have read the Maricopa County Community College District Tuition and Fees Policy and the Maricopa Refund Policy below.

I understand that tuition and fees are added to a student account as a result of enrolling in classes. Once registered and enrolled, if not dropped by the 100% refund deadline, I am responsible for all tuition, fees, and fines charged to my child's student account. Failure to attend class does not absolve me of the financial obligation as described above. Failure to resolve past due balances may result in an impact of services, including holds on my child's student account restricting future registration, other services, and forwarding of any unpaid past due balances to collection agencies.

I understand that I am responsible for all tuition, fees, and fines that may be incurred related to my under age 18 student's enrollment at the Maricopa Community Colleges. I understand an email outlining my financial responsibility will be sent annually.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students who are under 18, and in foster care, may enroll for classes at MCCCDD schools without a guarantee of funding from a parent or guardian. In order to prove status in foster care, students must provide documentation that shows they are a current ward of the court. Accepted documentation includes, but is not limited to: a signed letter on DCS letterhead, initial dependency hearing documentation, a Notice to Provider, or a signed letter on group home letterhead. Upon receipt, the signature of a parent or guardian will be waived.

**Please note:** All students are enrolled in the ALERT notification system in order to receive Emergency Alerts concerning health and safety of people on campus/sites via text messaging. Please ensure your student provides a current cell phone number.

The Maricopa County Community College District (MCCCDD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www/maricopa.edu/non-discrimination>.



Este formulario es para todos los estudiantes menores de 18 años de edad, excepto para jóvenes de crianza (ver información debajo de las firmas). Los estudiantes menores de 18 años de edad deben tener la autorización de un padre/guardián para matricularse en el Maricopa Community College (Colegio Universitario Comunitario de Maricopa) en cursos de crédito, horas de reloj, o cursos sin crédito. Este formulario es prueba de y cumple con los siguientes requisitos: liberación de información del estudiante, inscripción por poder (by proxy), responsabilidad financiera, y para comunicación por mensaje de texto/ automatizada. **La autorización es válida hasta que sea cancelada por el padre/guardián, o el estudiante completamente matriculado, o hasta que el estudiante cumple 18 años de edad.** Se enviarán notificaciones legalmente requeridas con disposiciones para exclusión voluntaria.

Por favor complete este formulario en su totalidad para no atrasar la inscripción.

### Información del estudiante

Apellido: \_\_\_\_\_ Nombre: \_\_\_\_\_ Nombre del medio: \_\_\_\_\_

Colegio universitario: \_\_\_\_\_ ID del estudiante: \_\_\_\_\_

### Información del padre/guardián

Nombre del padre/guardián: \_\_\_\_\_ Relación con el estudiante: \_\_\_\_\_

Dirección postal: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ Dirección de correo electrónico: \_\_\_\_\_

Número de Seguro Social (opcional): \_\_\_\_\_ *\*el número del SS se mantendrá confidencial*

### Autorización para liberación de información del estudiante

El estudiante está de acuerdo en intercambiar información académica entre las instituciones participantes, incluyendo, pero sin limitarse a informes de notas, expedientes, y cualquier otro documento pertinente. El estudiante autoriza la liberación de información de estudiante de Maricopa Community College a sus padres/guardianes de acuerdo con la Ley Federal. Esto no altera la práctica estándar de las notificaciones anuales con disposiciones para exclusión voluntaria.

Sí  NO Escoja un PIN de 4 dígitos para el acceso a la cuenta: \_\_\_ \_\_\_ \_\_\_ \_\_\_ *Nota: Comparta el PIN con su padre/guardián.*

### Autorización de inscripción por poder

Los estudiantes menores de 18 años de edad que no se pueden inscribir por su propia cuenta pueden hacer que un padre/guardián los inscriba "por poder" ("by proxy"). Sin embargo, para cumplir con las leyes federales de confidencialidad de documentos estudiantiles (Family Education Rights and Privacy Act/ Ley de Derechos y Privacidad de Educación de la Familia de 1974), se debe conceder una liberación para autorizar Inscripción por Poder. Autorizo al padre/guardián que se nombra arriba para iniciar acciones de inscripción a nombre mío.

Sí  NO

### Consentimiento para comunicación

Doy permiso a Maricopa Community Colleges para comunicarse con mi hijo por medio de mensajes de texto SMS y llamadas automatizadas u otros métodos de comunicación para negocios oficiales al (a los) número(s) de teléfono en la cuenta de mi estudiante.

Sí  NO

### Responsabilidad financiera

Como padre/guardián de un estudiante menor de edad, apruebo la matrícula en cualquier curso de Maricopa Community College hasta que el estudiante cumpla 18 años de edad. También reconozco que he leído las Normas de Matrícula y Pagos de Maricopa County Community College District y la Norma de Reembolso de Maricopa a continuación.

Entiendo que la matrícula y los pagos se agregan a una cuenta estudiantil por la matrícula en clases. Una vez inscrito y matriculado, si no se retira 100% para la fecha límite de reembolso, yo soy responsable de toda la matrícula, pagos y multas recargadas a la cuenta de estudiante de mi niño. No asistencia a clases no me absuelve a mí de las obligaciones financieras descritas arriba. No liquidar saldos de deudas puede afectar servicios, incluyendo retenciones en la cuenta de estudiante de mi niño que restringen la inscripción futura, otros servicios, y puede causar el envío de saldos de deudas no pagadas a agencias de recolección.

Entiendo que soy responsable de toda la matrícula, pagos y multas que puedan ser incurridos en relación con la inscripción de mi estudiante menor de 18 años de edad a Maricopa Community Colleges. Entiendo que se enviará un correo electrónico anualmente detallando mi responsabilidad financiera.

Firma del estudiante: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma del padre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Los estudiantes menores de 18, y que están en cuidados de crianza, se pueden matricular en clases en escuelas en MCCCDC sin una garantía de financiamiento de un padre o guardián. Para poder comprobar su situación en cuidados de crianza, los estudiantes deben proporcionar documentación que demuestra que ellos están actualmente bajo la tutela del tribunal. Documentación aceptable incluye, pero no se limita a: una carta firmada con membrete de DCS, documentos de audiencia inicial de dependencia, un Aviso a Proveedor, o una carta firmada con membrete de hogar grupal. Al recibirla, se excusará de la firma del padre o guardián.

**Por favor tome en cuenta:** Todos los estudiantes están inscritos en el sistema de notificación ALERT para recibir Alertas de Emergencia sobre la salud y la seguridad de las personas en los campus/sitios por medio de mensajes de texto. Por favor asegúrese de que su estudiante proporcione un número de teléfono celular actual.

Maricopa County Community College District (el Distrito de Colegios Universitarios Comunitarios del Condado de Maricopa, cuyas siglas en inglés son MCCCDC) es una institución EEO/AA y un empleador con igualdad de oportunidades de veteranos protegidos y personas con discapacidades. Todos los solicitantes que cumplen con los derechos recibirán consideración para empleo sin importar su raza, color, religión, sexo, orientación sexual, identidad de género, edad, u origen nacional. La falta de habilidades para el idioma inglés no será un impedimento para admisión y participación en los programas de educación profesional y técnica del Distrito. Maricopa County Community College District no discrimina con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Para preocupaciones sobre Título IX/504, llame al siguiente número para comunicarse con el coordinador encargado: (480) 731-8499. Para información adicional, así como para obtener una lista de todos los coordinadores dentro del sistema de Maricopa College, visite <http://www.maricopa.edu/non-discrimination>.



### EdReady Scores:

After completing the diagnostic assessment, students will receive an EdReady score. If you reached the score you need for the course you want to take, then you have finished your work in EdReady. Your scores will post in your Student Center within 2 business days.

If you did not reach the score you need for the course you want to take, then you will continue to work in EdReady on a personalized study path. The study path recommends topics for you to review. You can study the materials for each topic and take the unit and topic assessments to improve your EdReady score. As you work in EdReady, you can increase your score to reach your target EdReady score for placement.

Scores will post in your Student Center within 2 business days.

### Placement FAQs:

- *Having issues Logging into EdReady Account?*  
You can contact EdReady at: [edready.student.communications@memo.maricopa.edu](mailto:edready.student.communications@memo.maricopa.edu). Be sure to give your MEID and Maricopa email information.
- *Don't see the placement test in your EdReady account?*  
Look on the bottom, right-hand side of the screen and click the link Show all Goals.
- *How do I know what classes I placed into?*  
The **Placement Coach** uses high school GPA, ACT, SAT, GED, Accuplacer and EdReady scores to provide you with course recommendations: <https://www.maricopa.edu/futurestudents/placement-coach>

### Accommodations:

Please refer to EdReady's Accessibility Information page for information about screen readers, keyboard navigation and screen contrast:

<https://support.edready.org/hc/enus/articles/360004488534-What-accessibility-supports-does-EdReady-provide-#features>

The assessments within EdReady are untimed. If you have a testing accommodation request not covered by this information, please contact **Disabilities Resources and Services** at 602-787-7171 so they can review your accommodation request with you.

### Testing Services Hours:

Monday – Thursday: 8am to 6pm

Friday: 9am to 5pm

Closed on *Fridays during the Summer*

**Phone:** 602-787-7050

**Email:** [assessment@paradisevalley.edu](mailto:assessment@paradisevalley.edu)

### Testing Services Website:

<https://www.paradisevalley.edu/students/testing-services>

# TESTING SERVICES

## Course Placement Information - EdReady



**PARADISE VALLEY**  
COMMUNITY COLLEGE

Maricopa Community College District





## GENERAL INFORMATION:

Paradise Valley Community College now uses multiple placement measures in order to determine the right courses students should be placed into. These measures include:

**High School GPA:** Student needs an unweighted GPA of 2.6 GPA or higher (based on a 4.0 scale). You must have attended high school within the U.S. within the last 10 years AND completed at least two years of high school coursework.

**ACT:** Placement based on individual subject-area test scores of an 18 or higher. Scores are valid for 5 years.

**SAT:** Placement based on individual subject-area test scores. Scores are valid for 5 years.

**GED:** Placement based on individual subject-area test scores of 165 or higher scores are valid for 5 years.

Please review the **MCCCD Course Placement Chart** to better understand placement through high school GPA, ACT scores, SAT scores & GED scores:

<https://cdn.maricopa.edu/documents/pdf/transfer/course-placement-chart.pdf>

### Submission of Multiple Measures:

You can submit your high school GPA, ACT, SAT or GED scores in-person at the Welcome Center or online at (eForms): <https://www.maricopa.edu/futurestudents/assessment-placement>

### Placement with a Placement Test:

Our other option is to take a placement test. You will need to take a placement test if any of the following are true:

- You are currently a high school freshman or sophomore

- You wish to place in a higher level of English, Math, or Reading
- Your cumulative high school GPA is below a 2.6 AND you do not have an eligible ACT score, SAT score, or GED score
- Your high school transcripts are older than 10 years
- Your high school transcripts are from outside the United States

### EdReady Placement Tests:

EdReady is a free tool that assesses your English, reading and math knowledge, and then creates a personalized study plan so you can master the concepts required for placement.

**\*No appointment or walk-in testing needed.**

**This non-proctored, online testing option can be accessed at:**

<https://maricopa.edready.org/home>

To get started, review the Student Guide (which tells you how to use EdReady) at <https://cdn.maricopa.edu/documents/pdf/transfer/Edready-student-guide.pdf>

You will need the following information before signing into EdReady – your MEID (first three letters of your first name followed by numbers) and your Maricopa password. If you are unsure of your MEID, contact the PVCC Help Desk at **602-787-7780**.

New to College Student seeking a degree will need to take all three placement tests: English, Reading and Math. \*Placement tests for Reading and Math have two separate testing sections:

## ENGLISH

- **EdReady English**  
(score an 80 or higher places into college level ENG101).

## READING

- **College Reading**  
(score of a 75 or higher places into RDG100, a refresher course to CRE101).
- **Critical Reading and Critical Thinking**  
(score of 90-94 places into college level CRE101; a score of a 95 or higher = Exempt from CRE101).

## MATH

- **Quantitative Reasoning, Algebra & Statistics**  
(score of a 70 or higher places into MAT120, 121, 122 or MAT140, 141, 142 or MAT155, 156 courses).
- **College Algebra**  
(score of an 80 or higher places into MAT140, 141, 142, MAT150, 151, 152, MAT182 (if concurrently enrolled in MAT150, 151, 152), MAT187).

*Testing into a 200-level Math course?*

Students will need a combination of an 80 or higher on EdReady College Algebra AND another multiple measure. See below.

### Placement into MAT206, 212/213 or 172:

EdReady College Algebra = 80 or higher AND one of the following:

- ACT Math = 24 or higher,
- SAT Math = 560 or higher,
- HS College Alg or Pre-Calc with B or better

### Placement into MAT220, 221:

EdReady College Algebra = 80 or higher AND one of the following:

- ACT Math = 28 or higher,
- SAT Math = 640 or higher,
- HS College Alg/Trig or Pre-Calc with B or better





# RESPONSIBILITIES & EXPECTATIONS

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## EXPECTATION OF PVCC EARLY COLLEGE PARENTS/GUARDIANS

- ✓ Attend parent meetings and orientations.
- ✓ Provide transportation assistance to and from PVCC for students to attend classes, field trips, and any other program-related activities.
- ✓ Assist in purchasing textbooks and other related materials for each class, if needed
- ✓ Talk with student and keep up to date with daily activities of their classes and related program activities.
- ✓ Be positive and encourage students with their personal efforts and program responsibilities.
- ✓ Take an active role in students' education and support future goals.
- ✓ Understand FERPA\* (Family Educational Rights and Privacy Act) law and communicate directly with son/daughter to monitor academic progress.
- ✓ Notify PVCC Early College Office of ANY address, phone numbers, and/or e-mail address changes. This is crucial to maintain accurate student records.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For more information, visit:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

# EARLY COLLEGE SUCCESS: A SHARED RESPONSIBILITY

The Early College Program at Paradise Valley Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. We recognize that student success is a shared responsibility of both staff and students, and we believe that to succeed, students must be involved as active partners in their education.

## EARLY COLLEGE STAFF ARE COMMITTED TO:

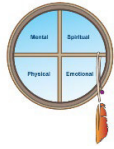
- ☑ Monitoring and enforcing Early College student attendance policy.
- ☑ Providing an academic advisor to support and track students' educational and career progress.
- ☑ Providing Early College students with a program of study to ensure proper class placement.
- ☑ Making every effort to provide accurate, timely information regarding access to the college's programs, services, and amenities.
- ☑ Providing quality student services and making knowledgeable and accurate inter-office referrals.
- ☑ Reviewing and updating student services and procedures based on feedback from students.
- ☑ Treating students with respect, courtesy, and dignity.
- ☑ Recognizing that academic progress and intellectual growth are the students' primary goals, and providing services that will promote such progress.
- ☑ Providing learning opportunities for students to acquire life management skills such as realistic goal setting, time management, stress management, and social skills.

## EARLY COLLEGE STUDENTS ARE EXPECTED TO:

- ☑ Attend all class and Bonus Time sessions!!
- ☑ Provide or arrange transportation to and from Paradise Valley Community College campus, if applicable.
- ☑ Provide textbook(s) and all other relevant class materials for each class.
- ☑ Communicate their needs and let employees know the perceived barriers to meeting their requests.
- ☑ Read and review printed materials and ask questions regarding access and services in a timely manner.
- ☑ Follow through on all class requirements and complete them in a timely manner, including but not limited to projects, homework, research papers, etc.
- ☑ Make use of student services and evaluate in order to provide meaningful feedback.
- ☑ Treat employees, faculty, and other students with respect, courtesy and dignity.
- ☑ Make a commitment to their own academic and intellectual growth and to use those services that will help them achieve their goals.
- ☑ Be aware of and select those personal growth opportunities that will help them develop life and social skills.



**EARLY COLLEGE PROGRAMS:  
STUDENT CONTRACTS**



# PARADISE VALLEY COMMUNITY COLLEGE ACE/HOOP OF LEARNING PROGRAM STUDENT AGREEMENT



The goal of the PVCC's Hoop of Learning and ACE Program is to provide an environment where students grow through an enjoyable, productive and safe experience. Our staff is supportive and actively involved, but, ultimately the participant must display commitment and initiative in order to be successful in the program. The following standards and expectations are set to promote a safe and respectful environment for all participants. Each student must sign the Student Agreement to signify their understanding and willingness to abide by the standards and expectations and to signify their willingness to be an active participant in the Hoop of Learning Program.

## Expectations of Students

Participating in the ACE/Hoop of Learning Program requires enrollment in one or more courses at Paradise Valley Community College (PVCC). It also requires commitment to the following:

### Student Orientation

Participation in the orientation at the beginning of each new semester.

### Personal Education Session

Meet with the ACE/Hoop of Learning Program Coordinator at least twice per semester during the school year to review and discuss educational goals and academic progress. I must also participate in the assessment of my participation in the programs pre and post my time with ACE/Hoop of Learning.

### Activities/College Visits

Success in college is gained through effort and hard work, therefore meeting with my instructor is mandatory. Progress Reports are submitted once during the semester.

As part of my participation in the program, I agree to comply with all the mentioned criteria of the program. Further, I understand I must remain in good academic standing in my college courses at PVCC and in my courses at the high school at which I am enrolled. If needed, I will seek help from the Program Coordinator or my high school guidance counselor.

I understand and agree to turn in all materials, and forms by the due dates. I understand as a participant in the program, I must attend all classes and mandatory activities. I acknowledge that my failure to do so may result in my withdrawal from the program.

### Establishment of Rules

The ACE/Hoop of Learning Program has the authority to establish rules and guidelines necessary for the operation of the Program.

### Code of Conduct

Students who participate in the program are representatives of their tribe, PVCC, and their respective high schools. Students are expected to conduct themselves appropriately and respectfully; as such, each participant will abide by the rules set forth by the ACE/Hoop of Learning Program, Program Coordinator and the on-site program staff. Any student who engages in disrespectful, hostile, or violent behavior that threatens one's self, another person, or the program will be dismissed from the program. The objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere. It is the policy of the ACE/Hoop of Learning Program that all individuals, parents/guardians and students and any other member of the college be treated with respect and fairness.

I understand the importance in complying with the Code of Conduct. I will assume personal responsibility for my own actions, exercise self-control, exhibit self-discipline, and accept the responsibility and consequences of any inappropriate behavior.

### Responsibility

Students participating in the ACE/Hoop of Learning Program are expected to take responsibility for their own actions and will be held accountable for such by Paradise Valley Community College. As such, I acknowledge I am responsible for complying with the PVCC policies and procedures as outlined in the Student Handbook. I further understand I must expend my best effort to successfully complete the number of credits/courses for which I am enrolled.

### Withdrawal from the Program

I understand PVCC and/or the ACE/Hoop of Learning Program Coordinator has the right to withdraw me from the program at any time if, in the judgment of the Program Coordinator, I have violated the code of conduct or have conducted myself in a way that has disrupted the program. I understand further that if I am withdrawn from the program, I can no longer participate in any future programs pertaining to the ACE/Hoop of Learning Program. I fully understand that because this program is paid for by PVCC, I must not withdraw from the program without prior permission from the Program Coordinator.

### Student Agreement

*The signature below confirms that I have read, understand and agree to the above afore mentioned statements.*

---

Student Name

---

Student Signature

### Parent Agreement

*I certify I have read the information above and I believe my student is capable of being successful in the ACE/Hoop of Learning Program. Additionally, I am willing to be an active participant in parent meetings and will support my child in self-direction and self-development.*

---

Parent Name

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Parent Signature

## Student Contract

I, \_\_\_\_\_, agree to abide by the following rules and regulations to fulfill my responsibilities as a Puma Early College student:

1. Attend all class sessions and complete all assignments and projects
  - a. First class session of every semester is **mandatory**
  - b. In case of absence (not to exceed THREE per semester), I will report it to my instructor **AND** PVCC Puma Early College office by calling (602) 787-7182 or (602) 787-7170.
2. If applicable, provide transportation to and from PVCC.
3. If applicable, provide textbook(s), related materials, and course fees for each Puma Early College class.
4. In the event of an absence, I will make up any missed assignments.
5. Follow the syllabus of my class and complete my assignments, exams, projects and other related class requirements in a timely manner.
6. I will no longer be eligible to be a participant of the Puma Early College if:
  - a. Drops out of high school
  - b. Fails to attend High School and Puma Early College classes on a regular basis or perform satisfactorily
  - c. Does not abide by PVCC and Puma Early College regulations and Code of Conduct
  - d. Does not progress with the prescribed Puma Early College Curriculum
  - e. A student will be removed from the program if he/she earns 2 or more grades of **“W”, “D” or an “F”**
6. Complete an exit survey upon graduation from High School.
7. Understand that each semester the final class placement will be determined by the Puma Early College Staff.
8. Notify the PVCC Puma Early College about any changes in address, telephone and cell phone number(s), email address(es), and High School enrollment status.
9. Satisfy my High School graduation requirements for the duration of Puma Early College.
10. Follow the rules and regulations of Paradise Valley Community College.
11. Meet with Puma Early College staff at least twice a semester.
12. Return all borrowed books and materials to the Puma Early College Staff, Library, LSC, or any other PVCC office from which they were initially obtained. Failure to do so will result in losing the privilege of borrowing books, being responsible for replacing them if lost or misplaced, and having a hold placed on academic records until fees are paid.
13. If I receive a **“W”, “D” or an “F”** in any of my classes, I will be put on academic probation.
14. If I fail to attend the first day of class, have excessive absences, withdraw from classes or receive a **“W”, “D” or an “F”** I may be required to reimburse the Puma Early College for the full cost of tuition if I am a grant recipient.

***I have read and fully understand the rules and regulations of the PVCC Puma Early College. Failure to abide by any of the above statements will result in being removed from the Puma Early College.***

---

Student Signature

High School Attending

Date

***I acknowledge that my son/daughter must abide by the above rules and regulations, and I agree to support his/her commitment to Puma Early College.***

---

Parent or Guardian Signature

Date



**EARLY COLLEGE PROGRAMS:  
PROGRAM HANDOUTS & GUIDELINES**

# THE PVCC ACE PROGRAM

## Achieving a College Education



### WELCOME TO THE ACE PROGRAM AT PARADISE VALLEY COMMUNITY COLLEGE!

ACE refers to Achieving a College Education. The ACE Program is for high school students who have just completed their sophomore year and who have an interest in going to college. The purpose of the ACE Program is to retain students in high school and ensure their transfer to the community college or other institutions of higher education after graduating from high school.

The ACE Program gives high school students the opportunity to experience college long before they graduate from high school. By bringing students into the college environment while they are still in high school, the transition into full-time college life will become easier. Students who participate in this program will:

- ✓ Receive a scholarship to cover tuition and fees during their **high school phase** of involvement with the Program. (2 years: Junior and Senior years)
- ✓ Take college courses offered during the summer and regular academic year (spring and fall semesters), in addition to their high school classes.
- ✓ Participate in co-curricular programs, which include field trips to state universities, businesses and industries.
- ✓ Develop proficiency in basic academic skills and strategies essential for coursework, college survival, and daily life.
- ✓ Be ready to transfer to a college or university.
- ✓ Be exposed to a variety of vocational and career options/opportunities.

#### Sample of ACE Summer Courses

<b>FYE103</b>	<b>STRATEGIES FOR COLLEGE SUCCESS</b>	<b>3 CREDIT UNITS</b>
<b>COM110</b>	<b>COMPUTER USAGE &amp; APPLICATIONS</b>	<b>3 CREDIT UNITS</b>



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# HOOP OF LEARNING PROGRAM

## Welcome to the Hoop of Learning Program at Paradise Valley Community College!



### WHAT IS HOOP OF LEARNING?

Hoop of Learning is a high school to college bridge program for Native American students from 9th to 12th grade. The program is year-round, but is most active during the summer months with two back-to-back summer sessions. Students begin in a cohort with other Native American Students.

### MISSION STATEMENT

Encourage, Enable, and Create Conditions that will Empower Native American students to complete high school and transition successfully into higher education.

### PROGRAM GOALS

- ✓ Increase high school graduation and retention rates.
- ✓ Increase American Indian enrollment and persistence rate in MCCC.
- ✓ Empower Native American students to reach their goals.
- ✓ Strengthen external collaboration by establishing partnership with American Indian communities, school districts, and other agencies to support student success.
- ✓ Enhance Native American culturally relevant curriculum.
- ✓ Increase diversity on campus

### PROGRAM FUNDING

The Hoop of Learning program provides free tuition for participating students. The scholarship covers tuition & registration fees, textbooks, and may include a Monthly Bus Pass (if funding is available).

Tuition cost: [1 credit unit = \$97] 3-credit unit course = \$306.00 (including registration fee), plus textbooks.  
Total number of classes/units earned varies by student.

### SAMPLE HOOP COURSES

<b>FYE103</b>	<b>STRATEGIES FOR COLLEGE SUCCESS</b>	<b>3 CREDIT UNITS</b>
<b>COM110</b>	<b>COMPUTER USAGE &amp; APPLICATIONS</b>	<b>3 CREDIT UNITS</b>

\*General Education (AGEC) Courses (English, Reading, Math, etc.)

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# ACE/HOOP OF LEARNING PROGRAM POLICY AND PROCEDURES

## BONUS TIME/FIELD TRIPS/WORKSHOPS

PVCC ACE/Hoop requires attendance at a monthly “Bonus Time” session. This is an opportunity for staff to connect with students outside of class to get to know students, present workshops, make announcements, provide critical information on scheduling and scholarships, and more. ACE/Hoop staff will also offer special programs from time to time, and we encourage students to attend. These events will give the students an opportunity to renew friendships, enhance skills, and receive assistance with financial aid, scholarship searches, and tutoring support. Field trips to Universities and other businesses and industries may be conducted during the summer and school year. Field trips are not mandatory, but participating in these events will make the ACE/Hoop experience broader and more meaningful to students.

## STOP OUT POLICY

All students who already know that they will miss more than three class sessions in a semester are encouraged to speak to the ACE/Hoop coordinator regarding ‘stopping out’. A ‘Stop-Out’ allows a student to concentrate on high school studies or extra-curricular activities for a given semester WITHOUT being dropped from the ACE/Hoop Program. Students with a ‘Stop-Out’ will simply not be registered for classes for one semester (of student’s choice) without penalty. A student may use a stop out for any semester EXCEPT for first semester. IT WILL BE THE RESPONSIBILITY OF THE STOP-OUT STUDENT TO CONTACT THE ACE/HOOP STAFF TO MAKE PLANS FOR THE UPCOMING SEMESTER. A student may **NOT** use ‘Stop-Out’ two consecutive semesters; students with TWO CONSECUTIVE STOP-OUTS will be placed on inactive status with the ACE/Hoop Program. During a ‘Stop-Out the student is still mandated to attend all Bonus Time or supplemental activities. Stop-Outs are not allowed after an incomplete attend of a course.

## PROBATIONARY STATUS

- A. A student will be placed on probationary status if he/she has earned a grade of D, F, or W in the college course(s) for which he/she has been enrolled.
- B. If a student wishes to remain in the program, they need to retake the course and earn a grade of C or higher. This will be at the students’ own expense subject to scholarship availability and the conditions of the probation contract.
- C. Students are required ONE hour of tutoring a week.
- D. If student has remained in probationary status for a period of TWO semester and has passed with a C or better, the student is allowed to appeal for their scholarship again, but acceptance is not guaranteed.

## WITHDRAWAL/INACTIVE

Students may be withdrawn from the program:

- A. If he/she does not abide by ACE/ Hoop of Learning regulations, MCCC Administrative Regulations and Code of Conduct, or
- B. If he/she has received more than one D, W or F in a college course.
- C. If he/she would like to continue to participate, he/she will need to earn a grade point average of 2.0 in high school and reapply for program consideration; however, he/she will be evaluated with all other applicants.
- D. If he/she takes two consecutive “stop-outs.” If he/she drops out of high school or earns below a 2.0 GPA in high school.

Students may also be placed on inactive status if they do not fulfill the program requirements by participating and remaining involved in all program meetings and activities including Bonus Time.

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# PUMA EARLY COLLEGE PROGRAM GUIDELINES

## PUMA EARLY COLLEGE PROGRAM GOALS

- ✓ To demystify higher education, its requirements, costs and benefits;
- ✓ To allow students to earn up to 35 college credits (Arizona General Education Curriculum) while still enrolled in high school;
- ✓ To familiarize students with college life;
- ✓ To provide tools for students to succeed socially, academically and personally;
- ✓ To assist students in identifying educational, career, and vocational goals and interests;
- ✓ To identify sources of financial assistance and scholarships and facilitate students in the application process.

## PUMA EARLY COLLEGE MARICOPA GRANT

Puma College Connection students may have tuition paid by the Maricopa Grant for **up to 12 credit hours per year**. The Maricopa Grant application must be renewed every year in April by submitting a new application and supporting income documentation. Additionally, textbooks may be provided through book loan for grant eligible students by the Early College Program and must be returned by the last day of class each semester.

## SUMMER CLASSES

Puma Early College students will begin taking classes during Summer Session which generally runs for five weeks (May 30th to June 29th).

## FALL/SPRING CLASSES

During the first year in the Puma Early College Program, students take classes together as a cohort. Classes are held Monday through Thursday during the Fall (August to December) and Spring (January to May) sessions. Starting Fall semester of their second year, students are mainstreamed into regular college classes in addition to their cohort class. Each student is required to take placement tests in Reading and Writing, and during their Junior year, Math. Test scores are analyzed and each student's individual needs are met by placing them in the appropriate classes based on their test scores. The student is expected to meet the requirements and obligations of a regular college student. Early College students are placed in General Education courses necessary for every degree. The Puma College Connection Program works to ensure that the Puma College Connection participants gain the most experience and complete 35 credits earning their AGEC (Arizona General Education Curriculum) certificate.

## MEETINGS AND ACTIVITIES

Occasionally (approximately one-two times each semester) you will be expected to meet with program advisor for meetings, advisement, or activities outside of the regular Puma Early College hours. These will be held after class or on Fridays.

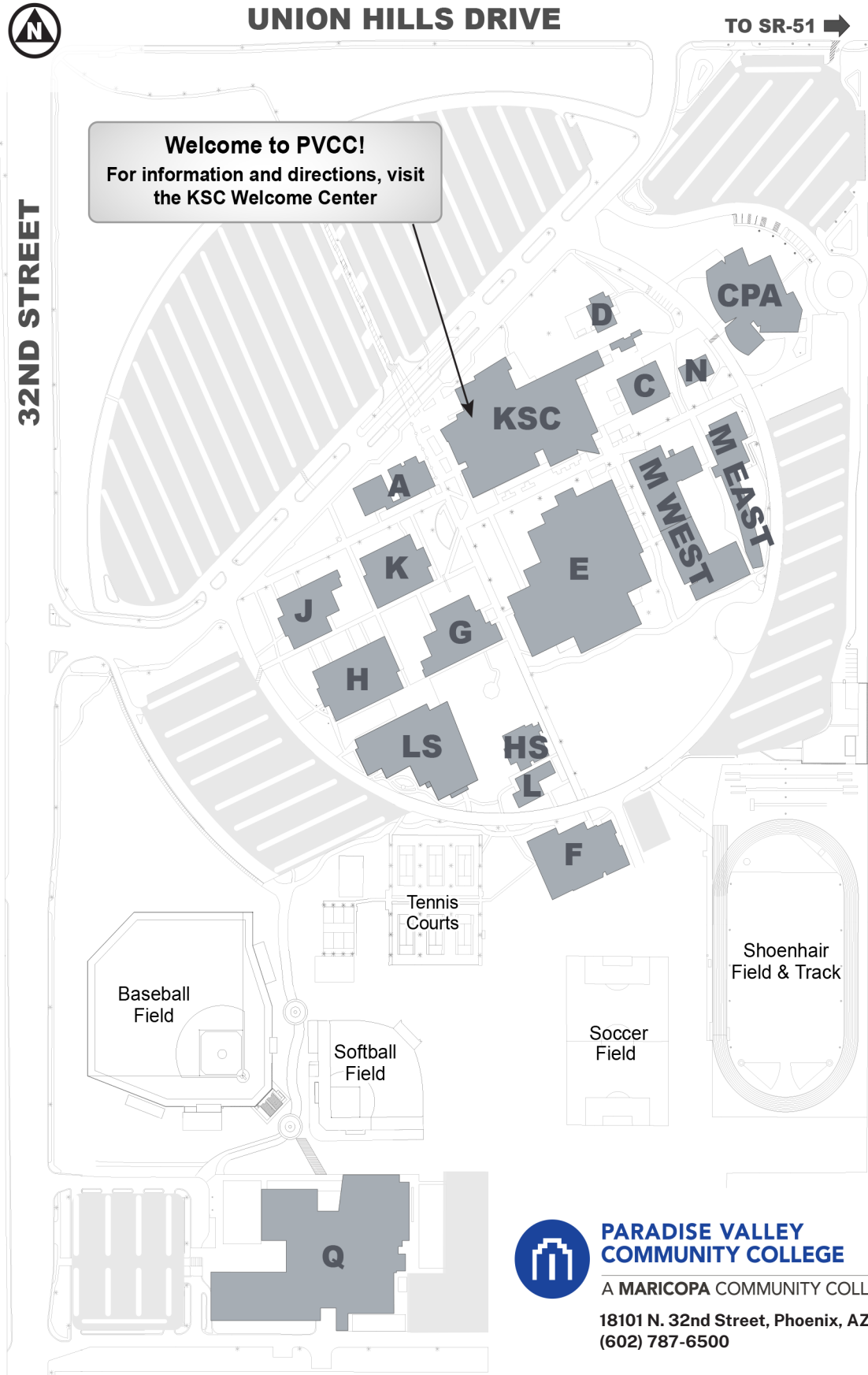
## STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities (sports, band, dance, etc.) in high school or otherwise does not excuse a student from being absent in their college classes. At the beginning of each semester students need to compare their extracurricular schedule with their college schedule to determine conflicts. If a conflict does arise the student must contact their college instructor(s) before the start of class(es) to determine if an arrangement can be made. If the extracurricular schedule provides too much conflict then the student will need to modify their college class schedule.



# CAMPUS MAP & RESOURCES FOR STUDENTS

# PARADISE VALLEY COMMUNITY COLLEGE CAMPUS DIRECTORY



**Welcome to PVCC!**  
For information and directions, visit  
the KSC Welcome Center



**PARADISE VALLEY  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

18101 N. 32nd Street, Phoenix, AZ 85032  
(602) 787-6500

# PARADISE VALLEY COMMUNITY COLLEGE CAMPUS DIRECTORY

## **A ADMINISTRATION BUILDING**

Conference Room: A122  
Deans' Offices  
Development & Community Relations  
Information Technology Services  
President's Office  
Vice Presidents' Offices

## **C PHYSICAL PLANT**

Deliveries

## **CPA CENTER FOR THE PERFORMING ARTS**

Classrooms: CPA113 – CPA149  
Lobby Art Gallery  
Rehearsal Rooms & Green Room  
Theatre

## **D CERAMICS STUDIO**

## **E LEARNING RESOURCES COMPLEX**

Buxton Southwest Art Collection  
Computer Commons  
Facilities Services Department  
Learning Support Center  
Library - Jo & Warren Buxton Library  
IT / Media HelpDesk  
Teacher Development Center

## **F FITNESS CENTER**

Classrooms  
HEALTH & EXERCISE SCIENCE DIVISION  
Faculty Offices

## **G G BUILDING**

Classrooms G136 – G138  
PHYSICAL SCIENCES DEPARTMENT  
Laboratories: G139 & G147  
NURSING DEPARTMENT  
Conference Room: G126  
Faculty Offices

## **H SCIENCE LABS**

Classroom / Labs: H101 – H104  
Laboratories: H107, H113, H127 – H129

## **HS HEALTH SCIENCES BUILDING**

Health Simulation / Skills Labs

## **J J BUILDING**

Art Studio: J141 (Outside Entry)  
Classrooms: J136 – J140  
BUSINESS / INFORMATION TECHNOLOGY DIVISION  
Conference Room: J126  
Faculty Offices

## **K K BUILDING**

Classrooms: K103 – K104, K109 – K116  
Entrepreneurship Education Center – K117  
Honors Center: K101 – K102  
Veterans' Services: K108

## **KSC KRANITZ STUDENT CENTER**

### **Lower Level**

### **WELCOME CENTER**

Academic Advising  
Admissions, Registration & Records  
Financial Aid  
New Student Information Center  
Payments  
Bookstore  
Cafeteria - Puma Den Café  
Career Services & Job Placement

### **Conference Rooms:**

Patayan Community Center:  
KSC1000

Agave Room: KSC1122  
Copy Center

### **COUNSELING DIVISION**

Dean of Student Affairs

Disability Resources & Services

Early Education Programs

College Police Office

Recruitment

Student Life Center

Student Union / Game Room

## **KSC KRANITZ STUDENT CENTER**

### **Upper Level**

Counseling Classroom: KSC2009

Assessment / Testing Center

Conference Room: Hohokam

Room: KSC2605

Employee & Organizational

Learning

Human Resources  
Institutional Effectiveness  
Marketing / Public Information  
Northern Arizona University Offices  
Puma Press  
University of Arizona North Valley

## **L L BUILDING**

Classrooms: L101 – L102  
EMT Skills Lab  
Athletics Department  
EMT & Fire Science Departments  
Faculty Offices

## **LS LIFE SCIENCES BUILDING**

LIFE SCIENCES DIVISION  
Classrooms: LS109, LS201 – LS206  
Conference Room: LS217  
Faculty Offices  
Laboratories: LS101 – LS108

## **M M BUILDING - East**

BEHAVIORAL SCIENCES DIVISION  
COMMUNICATION & HUMANITIES DIVISION  
ENGLISH DIVISION  
FINE & PERFORMING ARTS DIVISION  
SOCIAL SCIENCES DIVISION  
Studio Theater  
Conference Rooms: M197, M297  
Faculty Offices

## **M M BUILDING - West**

Art Studio: M142  
Classrooms: M101 – M134 (Lower Level)  
Classrooms: M201 – M234 (Upper Level)

## **N MUSIC BUILDING**

Classrooms: N101 – N103

## **Q Q BUILDING**

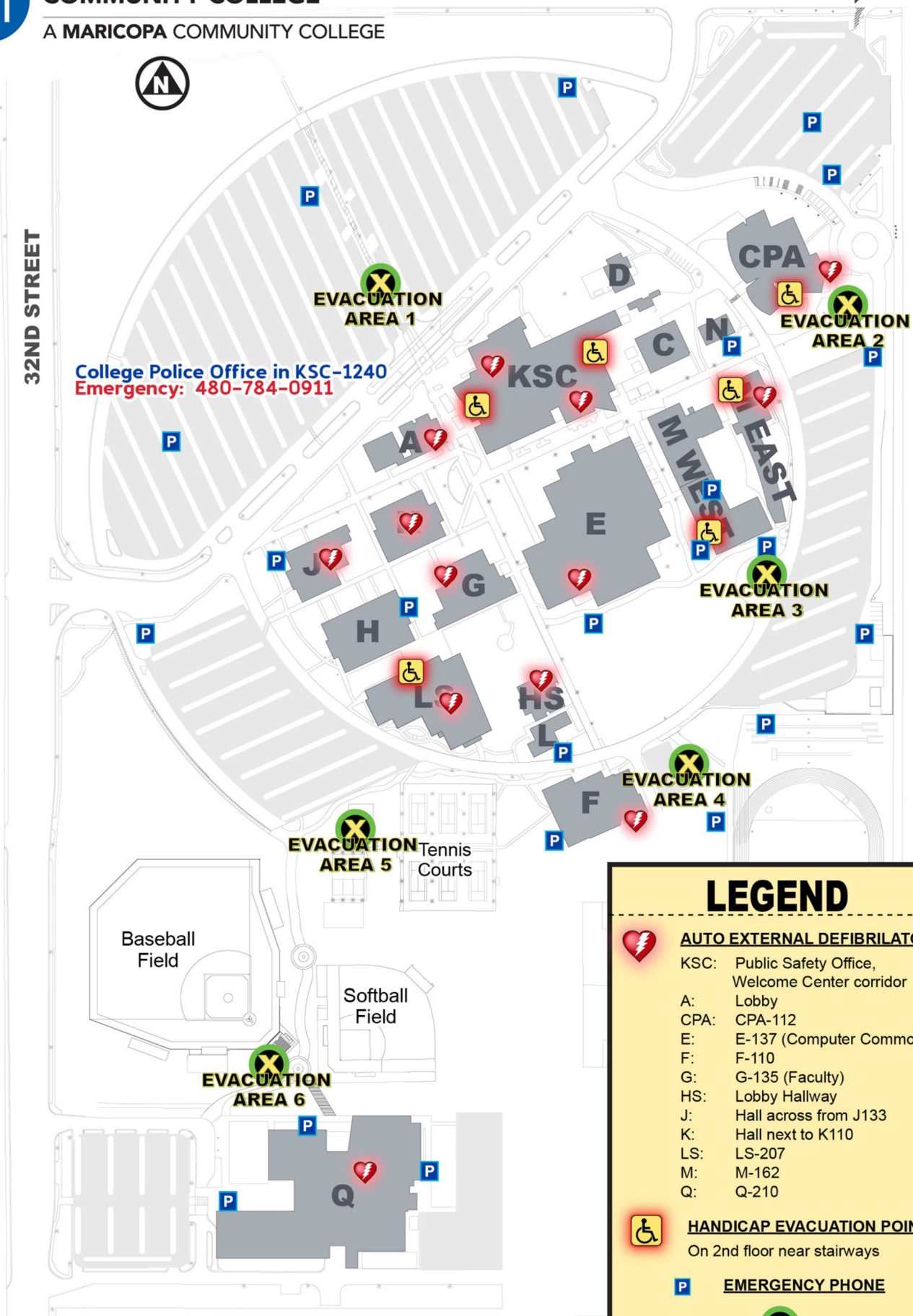
Classrooms: Q130, Q151-152, Q201 – 209, Q301 – 305, Q401 – 405  
Center for Distance Learning  
Center for Teaching & Learning  
MATHEMATICS DIVISION  
Math Center and Testing  
Conference Rooms: Q120, Q125, Q171, Q262  
Faculty Offices









**32ND STREET**



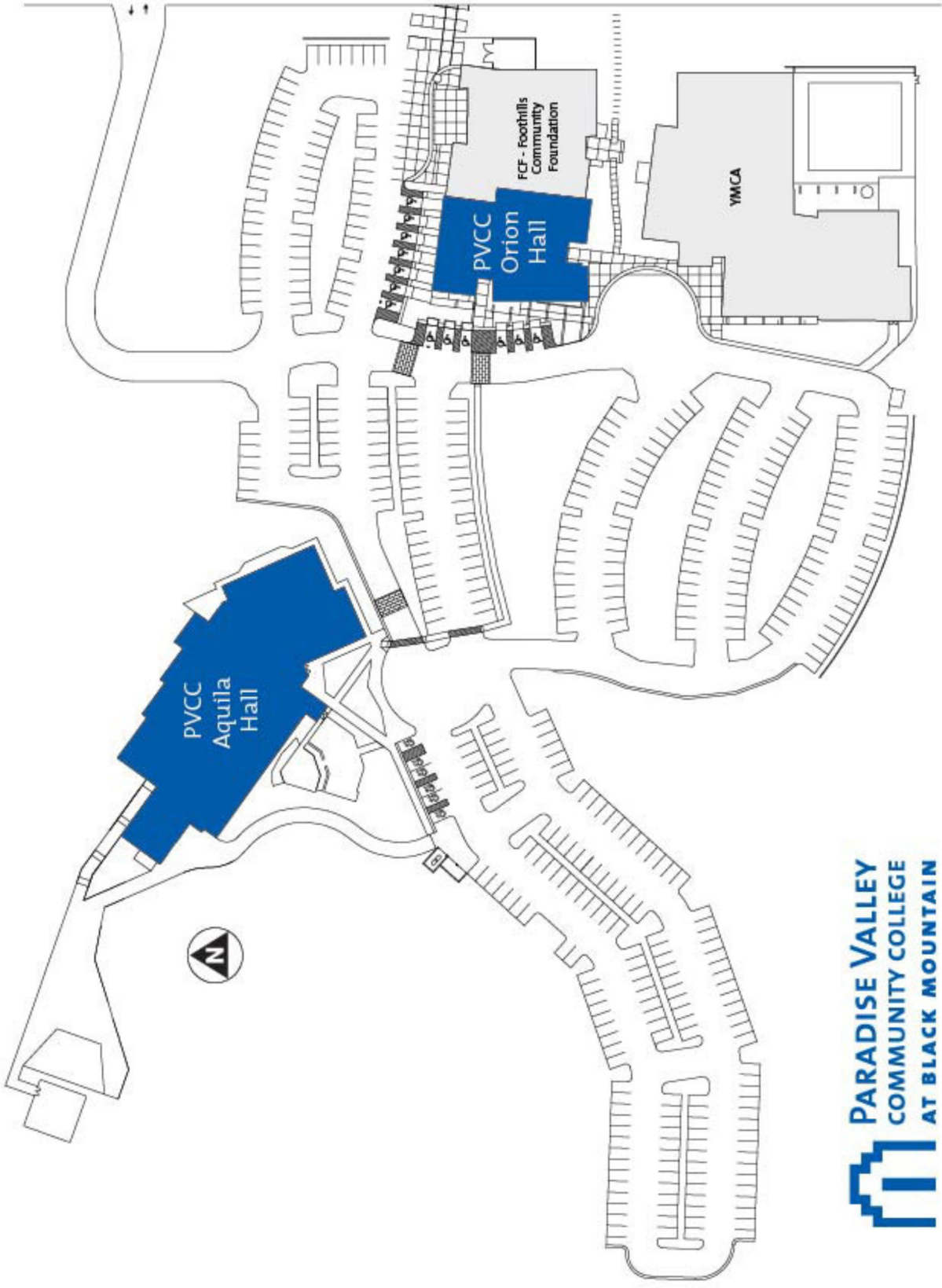
**College Police Office in KSC-1240**  
**Emergency: 480-784-0911**

## LEGEND

-  **AUTO EXTERNAL DEFIBRILATOR**  
KSC: Public Safety Office, Welcome Center corridor  
A: Lobby  
CPA: CPA-112  
E: E-137 (Computer Commons)  
F: F-110  
G: G-135 (Faculty)  
HS: Lobby Hallway  
J: Hall across from J133  
K: Hall next to K110  
LS: LS-207  
M: M-162  
Q: Q-210
-  **HANDICAP EVACUATION POINT**  
On 2nd floor near stairways
-  **EMERGENCY PHONE**
-  **EVACUATION AREA**  
Emergency Gathering point  
(150+ ft. away from buildings)



60th Street  
To Carefree Hwy ←



**PARADISE VALLEY**  
**COMMUNITY COLLEGE**  
**AT BLACK MOUNTAIN**

34250 N. 60th Street, Scottsdale, AZ 85266  
(602) 493-2600

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# PUMA RESOURCES FOR STUDENTS



Disclaimer: The information on this page might not be current. PVCC is currently operating remotely in response to the Global COVID-19 pandemic. Many student services can now be accessed online. Please see the links below for the most up-to-date information available.

## 1. ACADEMIC SUCCESS

Students who know and use the available resources from the start do better and complete their goals more often than those who don't or who wait until they're struggling to seek help. From enrollment to graduation, you will want to check these out:

**Advisement:** It is very important that students meet with an academic advisor at least once a semester. Advisors can help students make sure they are on the right track to completing their desired educational goals. Advisors also serve as a great campus resource. Located in the KSC Building Welcome Center. Phone: 602-787-7180. Walk-ins are available Monday-Friday. If you don't have time to visit with an advisor, don't worry, you can always ask an advisor a question using chat or by email or schedule a phone meeting. <https://www.paradisevalley.edu/students/advisement>

**MyInfo App:** Welcome to the free tool that will make your school life easier! MyInfo has all kinds of features--financial aid awards, schedules, account information, payments, textbook purchasing for classes you're taking, even GPS to get you to your classes! These are just some of the features of the app that you can download from the Apple App Store and the Google Play Store. Find more information, including the User Guide, at <https://my.maricopa.edu/tools/myinfo>

**Learning Success Center:** College students who use tutoring have an average GPA a letter grade higher than the national average college GPA. Free, drop-in tutoring in all subjects including math, success coaching (work-life-school balance), college-textbook reading, study rooms, and resources are available in the E building and at the Black Mountain LSC. Located in E180. Phone: 602-787-7180. <https://www.paradisevalley.edu/students/learning-success-center>

**MCCCD Free Write:** Do you need to review how to write an academic essay? Are you having trouble with commas? Maricopa Community Colleges offers a free Canvas course that provides a variety of online writing resources. Just use the following self-enrollment link to access the course: <https://learn.maricopa.edu/enroll/HN79XW>

**Counseling:** In addition to student success, stress management, career exploration, and multiculturalism classes, our counselors provide academic and career counseling free to students. Learn to manage test anxiety, discover career possibilities, and engage in a more balanced life through the Counseling Center. To schedule an appointment, call or stop by the Counseling Office. Located in KSC 1220. Phone: 602-787-6540. <https://www.paradisevalley.edu/counseling>

**Career Services:** Search for career related jobs and internships and explore your field of interest with a career in mind. Develop a focused resume and LinkedIn account. Learn online job- and internship-searching techniques using Maricopa CareerLink <https://maricopa-csm.symphlicity.com>, networking, interviewing, and how they all work together. Career development is an essential component of a holistic college experience. Located in KSC 1181 (next to Bookstore). Phone: 602-787-7073. <https://www.paradisevalley.edu/careerservices>

**Q Math Tutoring and Testing:** Located in Q, where the math classes take place, you'll find the center where you rent calculators for the semester, take your math tests, and find tutors who can help you with your math classes. Located in Q Building Math Center. Phone: 602-787-7740. <https://www.paradisevalley.edu/academics/mathematics/math-center>

**Library:** Need research help? Unsure how to cite and use sources for an assignment? Visit the library to chat with a friendly librarian for one-on-one help. Or use our 24/7 chat service. (link). The library also has private and group study

rooms, textbooks, and laptops for checkout. Located in E Building. Phone: ( Circulation) 602.787.7200 (Reference) 602-787-7215. <https://www.paradisevalley.edu/library>

**Disability Resources and Services:** In a confidential setting, students with disabilities have the opportunity for equal educational access through reasonable accommodations that give them the same opportunities to succeed as every other student. Documentation and registration of disabilities take place here in a helpful, respectful environment. Located in KSC 1220. Phone: 602-787-7171. <https://www.paradisevalley.edu/students/disability-resources-and-services>

**Computer Commons:** If you need help learning how to use a program for your class or need someplace to do your online coursework or use a computer for assignments, the Computer Commons is for you. You'll find friendly technicians who can help you with technical issues like password resets. Student IDs are also available here, so bring a picture ID like a driver's license and prepare to smile! Located in E Building. Phone: ( Commons) 602-787-6760 (Help Desk) 602-787-7780. <https://www.paradisevalley.edu/employees/information-technology/computer-commons>

**Entrepreneurship Education Center:** Do you want to be your own boss? Do you have an idea that you would like to develop into a business? Begin here, where the certificate program, mentors, and community and student business programs and opportunities can help you bring your ideas to life and help you to assess becoming a business owner. Located in K117. Phone: 602-787-6964. <https://www.paradisevalley.edu/eec>

**Honors:** The PVCC Honors Program challenges students with a GPA of 3.25 or higher while supporting them with scholarships. The program offers unlimited scholarships up to \$1,290 per semester to eligible students. Program benefits include smaller classes, enriching academic opportunities, trips, social events, and transcript recognition. To find out if you are eligible, please visit the Honors Office. Located in K101 & 102. Phone: 602-787-7888. <https://www.paradisevalley.edu/students/honors>

**Student Leadership Programs:** Discover your full leadership potential through Emerging Leaders, Diversity Inc., and the Student Public Policy Forum, all based on the Social Change Model that advocates leadership as a process, not a position. You have no time during the school year but still are interested in leadership development? Look into LeaderShape in the summer. Located in Room KSC-1303. Phone: (602) 787-7240. <https://www.paradisevalley.edu/students/student-life>

**Veterans Services:** PVCC is a proud Military Supportive Campus and offers Veteran Education Benefits to eligible service members/Veterans and/or their dependents to help with education training and training costs. There are a number of federal, state, and private Veteran educational funding programs. If you will be using any form of Veteran Education benefits you should visit the Veterans Services Office. Located in K108. Phone: 602-787-7045. <https://www.paradisevalley.edu/veterans>

**Graduation:** Did you know that the last step to graduating is to apply to graduate? In your final semester, fill out your graduation application, including getting your advisor's signature. The due date to submit your application is the first Friday in November for fall graduation and the first Friday in April for spring and summer. Congratulations — you've joined the PVCC alumni! <https://www.paradisevalley.edu/graduation>

## 2. CAMPUS INVOLVEMENT

PVCC has more to offer than classes. Look into some of the activities that can benefit your time here:

**Athletics:** The Puma Athletics program provides academic support and athletic opportunities to PV students and builds a sense of pride and excitement at our college. If you wish to join one of our teams, including championship teams such as Women's Soccer and Track & Field, contact our Athletics Department about possible tryouts. If you don't participate in a sport, our student-athletes and Paws the Puma want you, as a proud Puma, to cheer on your men's and women's teams and help celebrate their victories. See schedules and more information at <https://www.paradisevalley.edu/athletics>

**Student Clubs and Organizations:** If you would like to be more involved on campus, student clubs are the way to go! Below is a sampling of PVCC clubs:

- **Club Zeitgeist:** It's a club . . . an initiative . . . a movement! With an entrepreneurial spirit, Club Z, open to everyone, supports the college and community as well as its students in their initiatives. Weekly meetings take place at noon on Tuesdays in the Entrepreneurial Education Center — stop by to learn more!

- **M.E.N.:** The Male Empowerment Network wants our male students to succeed and does this through academic, personal, and professional development and a strong support network. The program works collectively and responsibly to meet the life-long learning needs of our diverse male student population.
- **Women Rising:** We want to see our female students succeed! Women Rising is a club in which members participate in activities that promote empowerment, engagement, success, leadership, and sisterhood.
- **A.W.A.R.E. Club:** Adults Who Are Returning to Education are awesome! If you have been away from school for a while, meet other students who understand the path that doesn't go directly from high school to college to graduation. In a supportive environment, you can find ways to make your time at PVCC fulfilling and successful.
- **UNoS:** The United Nations of Students is a student club that supports our diverse cultures; all students are welcome!

Check out all of our clubs here: <https://www.paradisevalley.edu/students/clubs-and-organizations> . If you don't see what you're looking for, come in to find out about how to start a club. Located in Room KSC-1303. Phone: (602) 787-7240.

**Fitness for Academic Success:** You know that taking care of your body allows you to do better in your classes. If you want to use the Fitness Center but don't have the time to commit to a regular time or program, you can join the Fitness Center for only \$25 a semester. See more information at <https://www.paradisevalley.edu/fitness>

### 3. MONEY MATTERS

Paying for school can seem intimidating, but it doesn't have to be. You don't have to pay for your classes all at once or even all by yourself. Here are some ways to save at PVCC:

**Financial Aid:** The financial aid staff are here to help you! From providing information and guidance on understanding what aid is available, how to apply, how to maintain your eligibility, money management and anything else you can think of. You can visit our staff in person at the Welcome Center, email our office, or contact the Financial Aid Answer Center for assistance. You can also get answers 24/7 by viewing over 300 short videos on everything financial aid from the FATV student portal . Located in KSC Welcome Center. Phone: 855-622-2332. <https://www.paradisevalley.edu/financial-aid>

**Scholarships:** Need money for college? There are many scholarships for ALL students, offered by high schools, colleges, private donors, foundations, businesses, churches, non-profits, communities, employers, and professional organizations. Some are based on merit, talent, and/or financial need. Scholarships will have a separate application process that must be completed. You can view a list of scholarships from the PVCC Scholarship webpage: <https://www.paradisevalley.edu/scholarships>. Important dates and deadlines can be accessed here: <https://www.paradisevalley.edu/financial-aid-dates>

**Payment Plan Options:** Pumas can hold their classes for just \$35 if they use a payment plan. Tuition payments can be spread over six months and can be an automatic payment from checking or savings or from a debit or credit card. Go to [My.Maricopa.edu](http://My.Maricopa.edu) and click on the Make a Payment icon to get started. Learn more at <https://www.paradisevalley.edu/students/cashier-services/payment-plan-information>

**Student Discounts** Did you know you have \$ perks for being a student? These free and discounted products, including five free downloads of Microsoft 365 , are designed to help students with the technical and practical tools they need to succeed. For details, visit <https://my.maricopa.edu/tools/student-perks>

### 4. PUMA COMMUNITY, FOOD, AND SUPPLY RESOURCES

**Community Resources** The web site includes general procedures when asking for assistance and quick links to a few community resources for such areas as housing, child care, utilities, food, and finances. If you need additional support, stop by the PVCC Counseling Department to schedule an appointment with the Resource Specialist. Located in KSC1220. Phone: 602-787-6540. <https://www.paradisevalley.edu/students/counseling/community-resources>

**Puma Pantry** At PVCC, we are committed to helping students overcome food insecurity to focus on their educational goals, so this "Puma-2-Puma" service provides non-perishable food items (canned and boxed foods) and toiletries for

students in need. The Puma Pantry is located in KSC 1303. <https://www.paradisevalley.edu/students/student-life/student-life-services/puma-pantry>

**Puma School Supplies Cupboard** School supplies are necessary and, unfortunately, sometimes unaffordable to students. If you're short of needed supplies, stop by the Puma School Supplies Cupboard, sponsored by the Business and Technology Club and housed in Student Life. Have extras or want to help out? Stop by Student Life to donate or call Lynn Clark at (602) 787-6742 to learn more. <https://www.paradisevalley.edu/students/learning-success-center/puma-community-food-supply-resources>

**Student Basic Needs Assistance** At the Maricopa Community Colleges, we understand that basic needs have a direct impact on the well-being and success of our students. Basic needs include food, housing, transportation, wellness, child care, and other important areas. This resources on our web site help connect students and their families to basic needs information and resources. Please visit the web site at <https://my.maricopa.edu/support/basic-needs> to learn more. You can also access this web site in Canvas by clicking on the "Help" button in your Canvas menu. You'll see a link for Maricopa Student Support-Basic Needs Assistance.

## 5. ENGLISH LANGUAGE LEARNER RESOURCES

For community members and students who want to strengthen their English speaking, listening, and writing skills, PVCC offers a variety of resources:

**Classes** For students who want to improve their written, spoken, and conversational English, classes are available in the fall and spring. <https://www.paradisevalley.edu/esl>

**ELL Conversation Groups** Not yet ready for classes? The Learning Success Center offers free English Conversation Groups to help community members get started with learning and using English. <https://www.paradisevalley.edu/students/learning-success-center/english-language-learners-services>

**Rosetta Stone** Practice speaking and listening to English through Rosetta Stone, an interactive, computerized software program, in the LSC's Language Lab. <https://www.paradisevalley.edu/students/learning-success-center>

**ELL Grammar Workshops** The LSC offers weekly grammar workshops that correspond to the grammar taught in level-three and -four ESL classes. <https://www.paradisevalley.edu/students/learning-success-center/english-language-learners-services>

*If you need a resource that you don't see listed here, ask your instructor or advisor for more information.*

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