STUDENT HANDBOOK

EARLY COLLEGE PROGRAMS

PARADISE VALLEY COMMUNITY COLLEGE

A.C.E | HOOP OF LEARNING | PUMA EARLY COLLEGE

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IMPORTANT PHONE NUMBERS

Early College Programs Office Phone	(602) 787-7170
Dr. Audrey Moreno, Director of Early College	(602) 787-6723
Mr. Kevin Smith, ACE + Hoop of Learning Program Coordinator	(602) 787-7163
Ms. Demetria Shepherd, Puma Early College Program Coordinator	(602) 787-7182
Ms. Stephanie Wolf, AAEC Academic Planner	(602) 787-7193
Mr. Mario Marquez, PVUSD Student Services Analyst	(602) 787-6695
Ms. Taylor Stupka, PVUSD Student Services Analyst	(602) 787-6647
Admissions & Records	(602) 787-7020
Advisement	(602) 787-7060
Assessment (Testing)	(602) 787-7050
Bookstore	(602) 787-7120
Career Services	(602) 787-7073
Public Safety	(602) 787-7900
Computer Commons (Student ID)	(602) 787-6760
Counseling Service & Personal Development	(602) 787-6540
Disability Resource Center	(602) 787-7174
Financial Aid Department	(602) 787-7100
Fitness Center	(602) 787-7270
Information Center	(602) 787-7411
Learning Support Center (Tutoring)	(602) 787-7180
Academic Success Coach	(602) 787-7736
Library/Circulation Desk	(602) 787-7200
Student Life and Leadership Center	(602) 787-7240

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 2021-2022

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 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:

A – Excellent	**B** – Above Average	**C** – Average	**D** – Passing**
F – Failing	**I** – Incomplete (does not affect GPA)	**W** – Withdrawal (does not affect GPA)	**Y** – 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 MCCCD 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.

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

ny 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

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. 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

MCCCD ACADEMIC CALENDAR

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2021-2022 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 – 2021 **Note: Subject to the 2021-2022 Catalog**

Mon	Apr 26	Tuition Due for Summer 2021 Semester
Mon	May 31	**Observance of Memorial Day**
Tues	Jun 1	Summer Semester Begins
Mon-Sat	Jul 5-10	Summer Break for Clock Hour Programs Only
Mon	Jul 5	Observance of Independence Day
Mon	Aug 2	Tuition Due for Fall 2021 Semester
Thu	Aug 5	Summer Semester Ends

FALL SEMESTER – 2021

Fri	Aug 13	First Day of Faculty Accountability
Sat	Aug 21	Classes Begin
Mon	Sep 6	**Observance of Labor Day**
Mon	Sep 20	Find a Class Opens for Spring
Mon	Oct 4	Spring 2022 Priority Registration for Currently Enrolled Students
Sat+	Oct 9	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 11	Student Withdrawal with Instructor's Signature Begins
Mon	Oct 11	Spring 2022 Open Registration Begins
*		Application for December 2021 Graduation
Thu	Nov 11	Observance of Veterans Day
Thu-Sun	Nov 25-28	**Thanksgiving Holiday (Campus Closed)**
Mon	Dec 6	Tuition Due for Spring 2022 Semester
Sun	Dec 12	Last Day of Classes
Mon-Thu**	Dec 13-16	Final Exams
Fri	Dec 17	Mid-Year Recess Begins for Students
Fri	Dec 17	Fall Semester Ends (Last day of Faculty Accountability)
Thur-Sun	Dec 23-Jan 2	Mid-Year Recess (Campus Closed)

SPRING SEMESTER – 2022

Mon	Jan 3	Employees Return
Mon	Jan 10	First day of Faculty Accountability
Wed	Jan 12	Clock Hour Student Classes Begin
Sat	Jan 15	Classes Begin
Mon	Jan 17	**Observance of Martin Luther King, Jr. Day**
Mon	Feb 21	**Observance of Presidents' Day**
Tue	Feb 22	Find a Class Opens for Summer/Fall 2022
Sat+	Mar 5	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 7	Student Withdrawal with Instructor's Signature Begins
Mon	Mar 7	Summer/Fall 2022 Priority Registration for Currently Enrolled Students
*		Application for May 2022 Graduation
Mon-Sun	Mar 14-20	**Spring Break**
Mon	Mar 21	Summer/Fall 2022 Open Registration Begins
Mon	May 2	Tuition Due for Summer 2022 Semester
Sun	May 8	Last Day of Classes
Mon-Thu**	May 9-12	Final Exams
Fri	May 13	Commencement
Fri	May 13	Spring Semester Ends (Last day of Faculty Accountability)
Mon	May 30	**Observance of Memorial Day**

SUMMER SEMESTER – 2022 **Note: Subject to the 2022-2023 Catalog**

Tues	May 31	Summer Semester Begins
Mon	Jul 4	**Observance of Independence Day**
Mon-Sat	Jul 4-9	Summer Break for Clock Hour Programs Only
Mon	Aug 1	Tuition Due for Fall 2022 Semester
Thu	Aug 4	Summer Semester Ends

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

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 (AA) Degree with AGEC-A

Official MCCCD Advisement Checksheet*

2019-2020 Catalog Year

Plan Codes 8400 / 8001N

Student Name	Student ID	Advisor / College	Date

General Education AGEC-A Core Requirements (35+ Credits)**

Value	Course	Credits	Grade	Term
First-Year Composition [FYC] (6 Credits)				
FYC	ENG101 or 107	3		
FYC	ENG102 or 108	3		
Literacy & Critical Inquiry [L] (3 Credits)				
L		3		
Mathematical Applications [MA] (3-6 Credits)				
MA	MAT 140, 141, 142, 145, 146, or higher [MA] course	3-6		
Computer/Statistics/Quantitative Applications [CS] (3 Credits)				
CS		3		
Humanities, Arts & Design [HU] (6 Credits)				
HU		3		
HU		3		
Social-Behavioral Sciences [SB] (6 Credits)				
SB		3		
SB		3		
Natural Sciences [SQ] [SG] (8 Credits) Two lab sciences are required. Only one course may be SG.				
SQ		4		
SQ or SG		4		
Awareness Areas [C] [G] [H] (0-6 Credits) May be shared with core. Cultural Diversity in the U.S. [C] *and* Global [G] or Historical [H] Awareness required.				
C		0-3		
G or H		0-3		
	Sub-Total:			

MCCCD Additional Requirements (0-6 Credits) May be shared with core.

Course	Credits	Grade	Term
COM 100 [SB], 110 [SB], 225 [L], or 230 [SB]	0-3		
CRE 101 [L] or Equivalent as indicated by assessment	0-3		
Sub-Total:			

General Electives

In consultation with an academic advisor, select courses that align with your transfer goals. Courses must be 100-level or higher with grades of "C" or better.

Course	Credits	Grade	Term
Sub-Total:			

Notes

Degree Summary

	Credits
AGEC-A :	
MCCCD Additional Requirements:	
General Electives:	
TOTAL CREDITS (60-64 credits):	

Graduation Requirements

A minimum of 12 credits were earned at the awarding college	☐
GPA of 2.0 or higher at the awarding college	☐
Plan GPA of 2.0 or higher	☐

*The academic policies governing this degree can be seen at the following link:
https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies

**For a list of approved Arizona General Education Curriculum (AGEC) courses use the following link:
http://aztransfer.com/mccd_matrix

General education values are based on the semester in which the student is awarded credit on the transcript. Students are responsible for proper selection of courses and verification of coursework applicability with their transfer university.

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented. 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.

Associate in Business- General Requirements (ABUSgr) Degree with AGEC-B

Official MCCCCD Advisement Checksheet* Field of Interest: Business, Entrepreneurialism and Management

2019-2020 Catalog Year

Plan Codes 8900 / 8002N

Student Name	Student ID	Advisor / College	Date

General Education AGEC-B Core Requirements (35-41 Credits)**

Value	Course	Credits	Grade	Term
First-Year Composition [FYC] (6 Credits)				
FYC	ENG101 or 107	3		
FYC	ENG102 or 108	3		
Literacy & Critical Inquiry [L] (3 Credits)				
L		3		
Mathematical Applications [MA] (3 Credits)				
MA	MAT 212, 213, or higher [MA] course	3		
Computer/Statistics/Quantitative Applications [CS] (3 Credits)				
CS	CIS105	3		
Humanities, Arts & Design [HU] (6 Credits)				
HU		3		
HU		3		
Social-Behavioral Sciences [SB] (6 Credits)				
SB	ECN211	3		
SB	ECN212	3		
Natural Sciences [SQ] [SG] (8 Credits) Two lab sciences are required. Only one course may be SG.				
SQ		4		
SQ or SG		4		
Awareness Areas [C] [G] [H] (0-6 Credits) May be shared with core. Cultural Diversity in the U.S. [C] *and* Historical [H] or Global [G] Awareness required.				
C		0-3		
G or H		0-3		
	Sub-Total:			

Additional Required Courses (15-25 Credits)

Course	Credits	Grade	Term
GBS205	3		
GBS221	3		
Accounting Sequence (6 or 9 Credits)			
(ACC111, 112, & 212) or (ACC111, 230, & 240) or (ACC211 & 212)	6 or 9		
Restricted Electives (0-6 Credits) May be shared with core. Complete two courses.			
CIS114DE, CIS133DA, CIS162AD, (GBS110 or MGT251), GBS151, GBS233 [L], GBS220***, IBS101 [G], MGT253, REA179, REA180, MKT271, PAD100, SBU200 [G]	0-6		
Quantitative Methods (3-4 Credits) May **not** be shared with Business Electives			
GBS220 *recommended for UofA transfer* **OR** MAT217 or 218 *recommended for ASU transfer*	3-4		
Sub-Total:			

General Electives (0-12 Credits), if needed to reach 62 credit min. total

In consultation with an academic advisor, select courses that align with your transfer goals. Courses must be 100-level or higher with grades of "C" or better.

Course	Credits	Grade	Term
Sub-Total:			

Notes

Degree Summary

	Credits
AGEC-B:	
Additional Required Courses:	
General Electives:	
TOTAL CREDITS (62 credit minimum):	

Graduation Requirements

	Complete
A minimum of 12 credits earned at the awarding college	☐
GPA of 2.0 or higher at the awarding college	☐
Plan GPA of 2.0 or higher	☐

*The academic policies governing this degree can be seen at the following link: https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies

**For a list of approved Arizona General Education Curriculum (AGEC) courses use the following link: http://aztransfer.com/mccd_matrix

*** A course cannot simultaneously satisfy Quantitative Methods and Business Electives sections (i.e. GBS220).

Additional Notes: All business majors except Computer Information Systems should follow the ABUS-GR pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

Accountacy Majors transferring to ASU should take two of the following courses in meeting the general education requirements: A transfer course in Sociology; Psychology; COM230 or COM225. If students do not take these prior to transfer, they may need to take additional hours to meet ASU graduation requirements.

Check with advisement / records offices for the posting of AGEC certification for block transfer on official transcripts. Students are responsible for proper selection of courses and verification of coursework applicability with their transfer university.

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

Associate in Science (AS) Degree with AGEC-S

Official MCCCD Advisement Checksheet*

2019-2020 Catalog Year

Plan Codes 8600 / 8003N

Student Name	Student ID	Advisor/ College	Date

General Education AGEC-S Core Requirements (36-38 Credits)**				
Value	**Course**	**Credits**	**Grade**	**Term**
First-Year Composition [FYC] (6 Credits)				
FYC	ENG101 or 107	3		
FYC	ENG102 or 108	3		
Literacy & Critical Inquiry [L] (0-3 Credits)				
L		0-3		
Mathematical Applications [MA] (4-5 Credits)				
MA	MAT 220 or 221 or higher [MA] course	4-5		
Humanities, Arts & Design [HU] (6 Credits)				
HU		3		
HU		3		
Social-Behavioral Sciences [SB] (6 Credits)				
SB		3		
SB		3		
Natural Sciences [SQ] [SG] (8 Credits) Must complete a matching sequence.				
SQ	CHM151/151LL or PHY121 or BIO181	4		
SQ or SG	CHM152/152LL or PHY131 or BIO182	4		
Subject Options (based on major) (6-8 Credits) In consultation with an Academic Advisor, select courses that fulfill major or transfer requirements from the following subject areas: Astronomy, Biology, Chemistry, Computer Science, Engineering, Environmental Science, Geology, Mathematics (above Calculus I), Physical Geography, and/or Physics.				
varies		3-4		
varies		3-4		
Awareness Areas [C] [G] [H] (0-6 Credits) May be shared with core. Cultural Diversity in the U.S. [C] *and* Global [G] or Historical [H] Awareness required.				
C		0-3		
G or H		0-3		
	Sub-Total:			

MCCCD Additional Requirements (0-6 Credits) May be shared with core.			
Course	**Credits**	**Grade**	**Term**
COM 100 [SB], 110 [SB], 225 [L], or 230 [SB]	0-3		
CRE 101 [L] or Equivalent as indicated by assessment	0-3		
Sub-Total:			

General Electives			
In consultation with an academic advisor, select courses that align with your transfer goals. Courses must be 100-level or higher with grades of "C" or better.			
Course	**Credits**	**Grade**	**Term**
Sub-Total:			

Notes

Degree Summary	Credits
AGEC-S:	
MCCCD Additional Requirements:	
General Electives:	
TOTAL CREDITS (60-64 credits):	

Graduation Requirements	
A minimum of 12 credits were earned at the awarding college	☐
GPA of 2.0 or higher at the awarding college	☐
Plan GPA of 2.0 or higher	☐

*The academic policies governing this degree can be seen at the following link: https://curriculum.maricopa.edu/curriculum/degrees-certificates/associate-degrees/academic-policies

**For a list of approved Arizona General Education Curriculum (AGEC) courses use the following link: http://aztransfer.com/mccd_matrix

General education values are based on the semester in which the student is awarded credit on the transcript. Students are responsible for proper selection of courses and verification of coursework applicability with their transfer university.

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented. Based on the dynamic nature

GLOSSARY OF COLLEGE TERMS

A Glossary of Important College Terms

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.
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 **A**rizona **G**eneral **E**ducation **C**urriculum: 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])
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.
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.
CAREER SERVICES	Career Advisory that provides support for finding a job, internships, and other career related resources.
CATALOG	The annual publication of a college or university which explains the institution's policies, procedures, and programs, including course descriptions.
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.
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.
COMMUNITY COLLEGE	A "two-year" college offering associate degrees, certificate programs, and courses at freshman, sophomore, and non-credit 100-200 levels.
COUNSELOR	A faculty member available to help you with personal, career, or school related questions.
COURSE DESCRIPTION	A brief, official statement of the content and prerequisites of each course included in the catalog
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.

CREDIT HOUR	Numerical unit assigned to a course based on the amount of time spent in class each week.
CURRICULUM	A series of courses that meet a particular academic or vocational goal. It is also called a program of study.
ELECTIVES	Courses a student can select in order to complete a program of study, sometimes with restrictions.
GRANTS	Student financial aid awarded to undergraduate students (working on their first bachelor's degree) who demonstrate financial need. Grants do not require repayment.
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.
MAJOR	The field of specialization. Examples: computer science, nursing etcetera.
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.
PRIVATE COLLEGE	A college not supported by state funding, often having a unique program & image.
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.
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)
SUBJECT CODE	The three-letter abbreviation which identifies the subject area of a course such as RDG for Reading courses.
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.
TRANSCRIPT	A record of a student's course work and grades
TRANSFER CREDIT	Credit earned at another college applied to a PVCC program or vice versa.
UNIVERSITY	Any institution of higher education offering bachelors, masters, and doctoral degree programs.
UPPER DIVISION	Courses usually taken during junior and senior years offered at four- year institutions (300 and 400 level. Example: ENG 492).

TEXTBOOK AGREEMENT

PARADISE VALLEY
EARLY COLLEGE PROGRAMS

Textbook Agreement

Student's Full Name	Semester	Program	Date

Student ID Number	Student Phone	Student Email

You are receiving textbooks on loan through the PVCC Early College Programs Department for the Fall / Spring / Summer _____ semester for the following courses (please list all courses and books being loaned):

The Early College Department at PVCC works hard to ensure you have the necessary tools needed to succeed in your college courses. It is our goal to provide these textbooks each and every semester, however, we need to ensure that the books are returned to us in usable condition. Please read and acknowledge the following expectations for borrowing textbooks:

_____ **All books must be returned to the Early College Department no later than the last day of the semester _____ or upon withdrawal of a class.**

_____ **All books must be returned in reusable condition, free from significant damage or missing pages.**

_____ **If books are returned damaged or they are not returned by the required due date then you will have a hold placed on your student account, which may prevent enrollment in future classes or access to transcripts, until the book(s) are returned to paid for.**

Please sign and return this contract to the Early College Department Staff at PVCC.

I fully understand the requirements of the textbook loan agreement through the Early College Programs Department at PVCC.

Student Signature	Date

Date Returned Textbook	Early College Staff Signature
Early College Programs Department	602.787.7170

CONCURRENT ENROLLMENT FORM

MARICOPA COMMUNITY COLLEGES®

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	
City, State, Zip	
Home Phone No.	
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

MARICOPA COMMUNITY COLLEGES

Parent/Guardian Responsibility and Consent for Students Under Age of 18

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 MCCCD 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 (MCCCD) 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 IX/504 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.

MARICOPA COMMUNITY COLLEGES

Responsabilidad y autorización del padre/guardián para estudiantes menores de 18 años

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 matricula 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 matricula, 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 MCCCD 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 MCCCD) 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.

PLACEMENT TESTING

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 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/future-students/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/en-us/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

Testing Services Website:
https://www.paradisevalley.edu/students/testing-services

Testing Services
Course Placement Information- EdReady

PARADISE VALLEY COMMUNITY COLLEGE

Maricopa Community College District

MARICOPA COMMUNITY COLLEGES

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/future-students/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

RESPONSIBILITES & EXPECTATIONS

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.

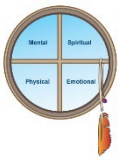
Early College Staff are committed to:

- ☑ 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

Parent Signature

PVCC Puma Early College
Paradise Valley Community College
18401 N. 32nd Street, Phoenix, Arizona, 85032
Phone (602) 787-7170 ext. 7-7182

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"**
7. Complete an exit survey upon graduation from High School.
8. Understand that each semester the final class placement will be determined by the Puma Early College Staff.
9. 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.
10. Satisfy my High School graduation requirements for the duration of Puma Early College.
11. Follow the rules and regulations of Paradise Valley Community College.
12. Meet with Puma Early College staff at least twice a semester.
13. 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.
14. If I receive a **"W", "D" or an "F"** in any of my classes, I will be put on academic probation.
15. 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

THE MARICOPA ACE PROGRAMS

Welcome to the ACE Program at Paradise Valley Community College!

ACE refers to **A**chieving a **C**ollege **E**ducation. 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

CPD-150	**STRATEGIES FOR COLLEGE SUCCESS**	**3 CREDIT UNITS**
BPC-110	**COMPUTER USAGE & APPLICATIONS**	**3 CREDIT UNITS**

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 MCCCD.
- ✓ 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 = $86] 3-credit unit course = $273 (including registration fee), plus textbooks. Total number of classes/units earned varies by student.

Sample Hoop Courses

CPD-150	**STRATEGIES FOR COLLEGE SUCCESS**	**3 CREDIT UNITS**
BPC-110	**COMPUTER USAGE & APPLICATIONS**	**3 CREDIT UNITS**

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

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, MCCCD 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.

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 (June 1st to July 1st).

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

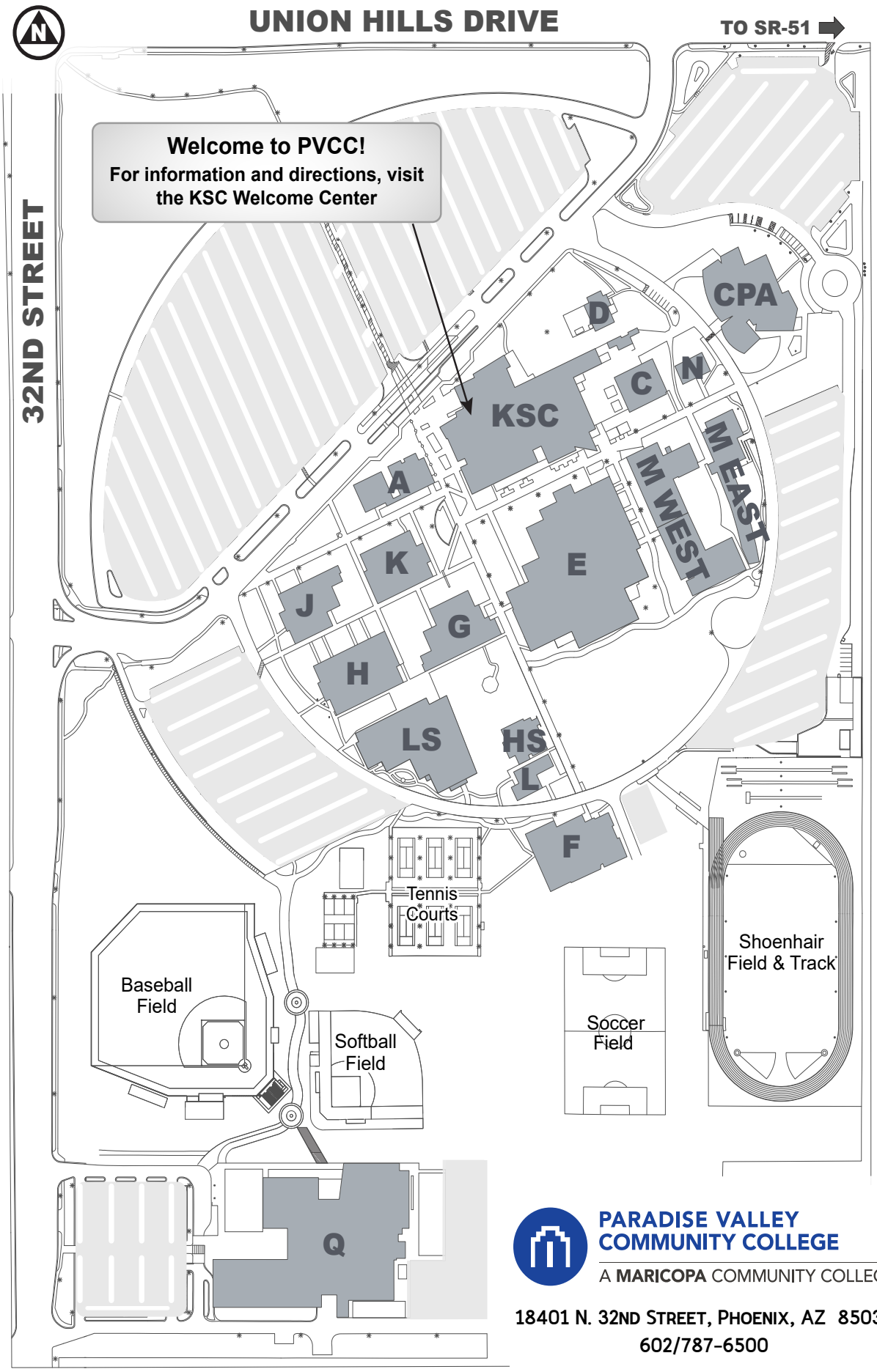
Occasionally (approximately one-two times each semester) you will be expected to meet with program advisor for meetings, advisement, or activities outside of the regular Puma Early College hours. These will be held after class or on Fridays.

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



PARADISE VALLEY COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

18401 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)

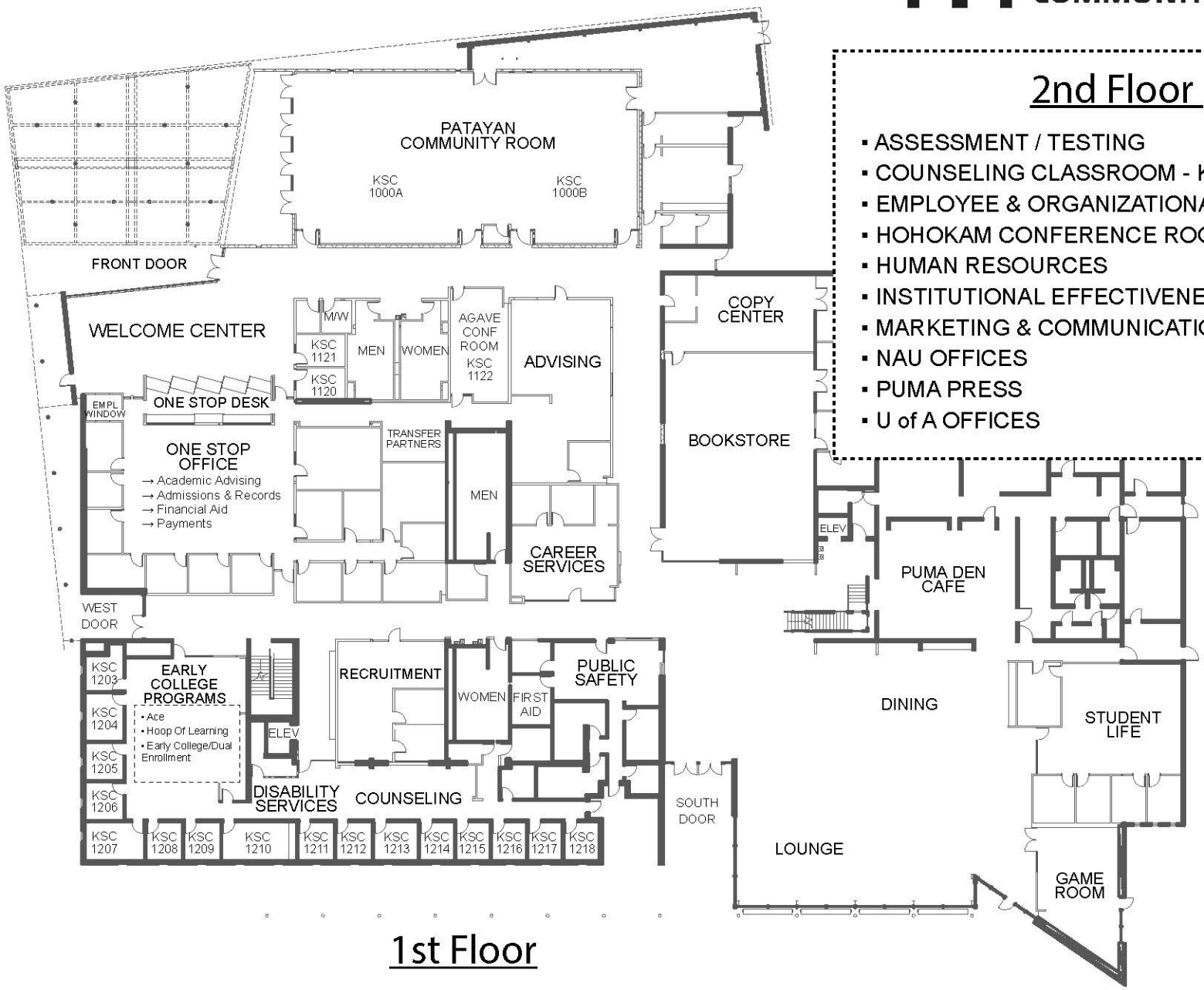
N MUSIC BUILDING
- Classrooms: N101 — N103

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

Revised: Nov. 2018

KRANITZ STUDENT CENTER

PARADISE VALLEY COMMUNITY COLLEGE



2nd Floor

- ASSESSMENT / TESTING
- COUNSELING CLASSROOM - KSC 2009
- EMPLOYEE & ORGANIZATIONAL LEARNING
- HOHOKAM CONFERENCE ROOM - KSC 2605
- HUMAN RESOURCES
- INSTITUTIONAL EFFECTIVENESS
- MARKETING & COMMUNICATION
- NAU OFFICES
- PUMA PRESS
- U of A OFFICES

1st Floor

REV: 9-2017

PARADISE VALLEY COMMUNITY COLLEGE

A **MARICOPA** COMMUNITY COLLEGE

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

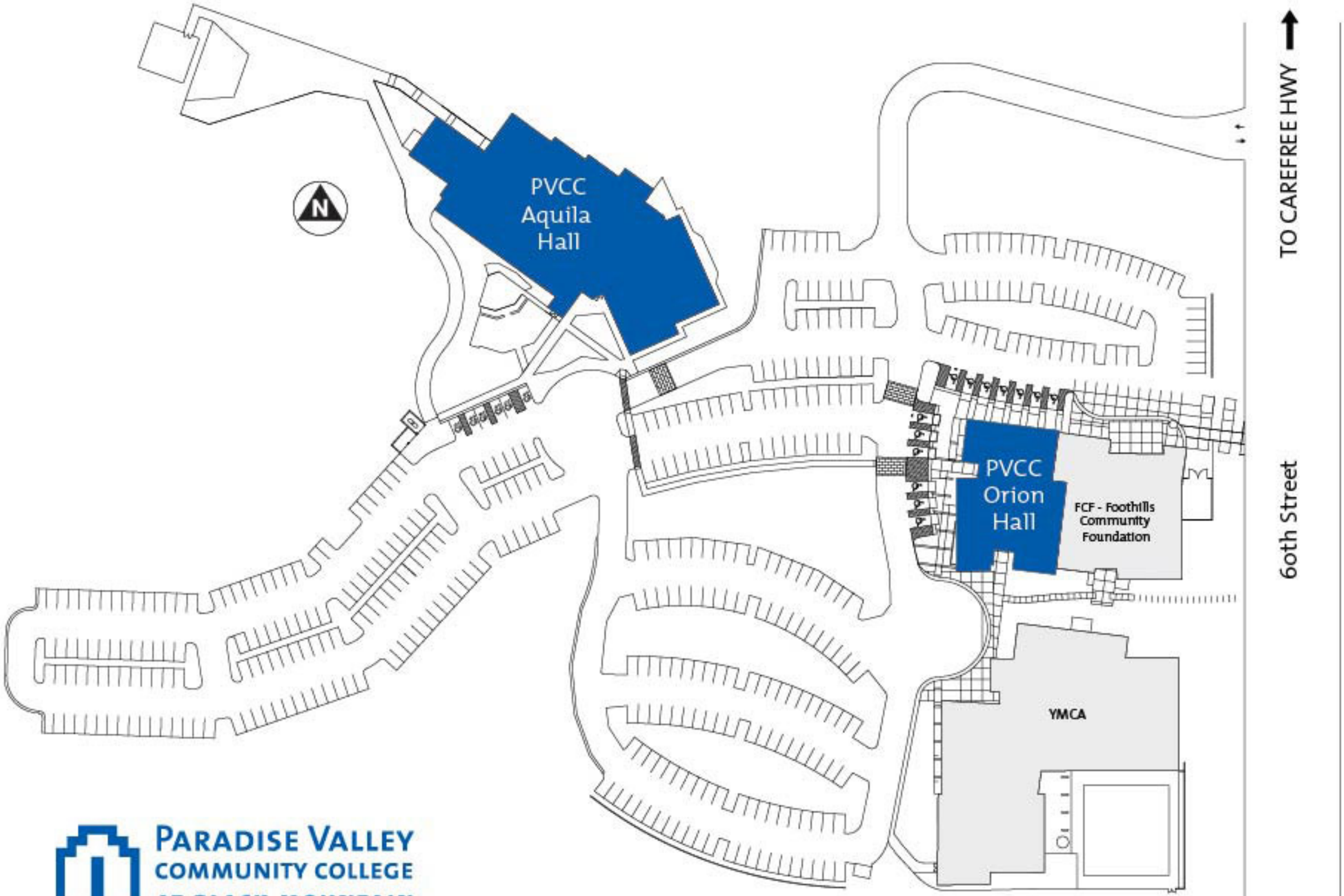
On 2nd floor near stairways

EMERGENCY PHONE

EVACUATION AREA

Emergency Gathering point
(150+ ft. away from buildings)

REV. APR-2018



PARADISE VALLEY
COMMUNITY COLLEGE
AT BLACK MOUNTAIN

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

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 or 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**

Puma Resources for Students

https://maricopa-csm.symplicity.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 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

Puma Resources for Students

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.