

Starting Out at Paradise Valley Community College

- **Admission to PVCC**



Each new student-athlete must complete a Student Information Form and it may be submitted to the Office of Admissions and Records (KSC-111) or on-line. This form is available at the Office of Admissions and Records, in the current semester Schedule of Classes, or online (www.pvc.maricopa.edu/admissions) Hours of operation: M-R from 8:00am – 7:00pm and F 8:00am – 5:00pm.

- **Transcripts for Athletic Eligibility**

A copy of your high school transcript, or a copy of your high-school diploma which shows your graduation date is required. You may take or send it to Ms. Helice Agria (L-109). If you have previously attended any other post-secondary schools, an official copy of these transcripts must also be sent to:

**Office of Admissions and Records
Paradise Valley Community College
18401 N. 32nd St.
Phoenix, AZ 85032**

These documents must be received before your eligibility for participation and scholarship can be determined. **Please note:** it is the responsibility of the student-athlete to contact previously attended institutions and request that transcripts be sent to PVCC. Remember, all transcripts from any college or university you have ever attended, even for one class or during high school, must be included.

- **Placement Testing**



Placement tests are mandatory before enrolling in most English, Reading and Math courses. Placement testing is done on a walk-in basis at the Assessment/Testing Center (KSC-226). No appointment is necessary. Call (602) 787-7050 or go on-line at <http://www.pvc.maricopa.edu/assessment> for walk-in testing hours. You must have a Student Information Form on file with Admissions and Records before testing. Photo ID is required for testing.

- **Advisement**

Andy Helman and Tony de' Shay are the preferred Academic Advisors for all student athletes. They are located in the Advisement Center (KSC-186) and can be reached at (602) 787-7060. Please visit with Andy or Tony to assist with course selection and to plan progression toward a degree or transfer program known as the **PUMA PATH**.

To insure that your eligibility is not jeopardized, **do not drop any classes before consulting with an advisor**. The advisement center is open M - R from 8:00am - 7:00pm, F from 8:00am 5:00pm. Walk-in advisement is available any week-day from 8:00am - 11:00am. Advisement by appointment is available in the afternoons. Office hours may vary during summer sessions.

- **Mandatory New Student Orientation**



New student orientations are held prior to the beginning of each semester to acquaint students with the PVCC campus. All first-time full-time students must attend this orientation to register or maintain their registration.

Admission Steps for PVCC Student Athletes:	
1) Sign NJCAA Letter of Intent	7) Register for classes
2) Check with coach for specific class recommendations and practice schedule	8) Complete the Athletics Eligibility Packet
3) Complete & submit a PVCC application for admission	9) Ask your high school to send a copy of your transcript to the PVCC Athletics Department.
4) Complete placement test for English, reading and math	10) Have any previous college official transcripts sent to the PVCC A&R Office.
5) Attend a new student-orientation	
6) Meet with an Academic Advisor	11) Create your PUMA PATH with an Academic Advisor

- **Student Success Course**



All first-time full-time students must attend a mandatory student success course their first semester of full-time attendance. Participants will learn strategies for college and life including:

- Identifying your learning style
- College note-taking
- Time management
- Exam preparation

You may register for this course with your academic advisor.

Registration

Please take advantage of early registration to insure you get the classes you desire. You may register in person, by mail, phone, on-line or FAX. Check the current semester schedule for more details including registration dates.

PHONE REGISTRATION: (602) 787-7000

FAX REGISTRATION: (602) 787-7025

ON-LINE: [HTTP://www.pvc.maricopa.edu/admissions](http://www.pvc.maricopa.edu/admissions)

Most questions regarding your academic career at PVCC can be answered by reading the PVCC Catalog and the current semester Schedule of Classes. Please use these resources!

Tuition

Once the initial semester tuition deadline has passed, all tuition is due at the time of registration. Tuition will vary based on your residency status. To ensure that you are billed properly make sure that you bring all the required proof of residency documents and materials to the Admissions & Records Office.

A tuition payment plan is available through the Cashier's Office.

