

PV College Services

"KSC" Building is the Kranitz Student Center

"E" Building is the Learning Resources

Admissions & Records Office, KSC-111	(602) 787-7020
Adult Re-Entry Services, KSC-177	(602) 787-6540
Academic Advising, KSC-186	(602) 787-7060
Assessment Center, KSC-226	(602) 787-7050
Athletics, L-109	(602) 787-7173
Bookstore, KSC-143	(602) 787-7120
Cafeteria, KSC-168	(602) 787-7146
Career Services, KSC-186	(602) 787-7073
Cashier's Office, KSC-110	(602) 787-7350
Center for Distance Learning, E-125	(602) 787-6750
The Children's Center, D-102	(602) 787-7150
College Safety/Security, KSC-126	(602) 787-7900
Computer Commons, E-Bldg.	(602) 787-6760
Continuing Education, KSC-204	(602) 787-6800
Center for Workforce Development	(602) 787-6806
Disability Resource Center, KSC-119	(602) 787-7171
Divisions:	
Behavioral Science	(602) 787-7280
Business & Information Technologies	(602) 787-6726
Communication & Humanities	(602) 787-6585
Counseling & Personal Development	(602) 787-6540
English	(602) 787-6560
Fine & Performing Arts	(602) 787-6803
Health & Exercise Science	(602) 787-7272
Library	(602) 787-7200
Math	(602) 787-6671
Science	(602) 787-6631
Social Science	(602) 787-7280
Fitness Center, F-Bldg.	(602) 787-7270
Information Center, KSC Hallway	(602) 787-7411
Job Development Service, KSC-176	(602) 787-7073
Learning Support Center (LSC), E-Bldg.	(602) 787-7180
Library, E-102	(602) 787-7200
Media Services, E-109	(602) 787-7220
Service-Learning, KSC-151A	(602) 787-7245
Student Development, KSC-119	(602) 787-7170
Student Financial Assistance, KSC-101	(602) 787-7100
Student Life Center, KSC-135	(602) 787-7240
Veterans Services Office, KSC-111	(602) 787-7045

The Admissions & Records Office, Room KSC-111 of the Student Services Center, is open for registration during the hours listed below. Please see p. 4 "Telephone Registration" for information on registering by phone. Students also may add, drop, or withdraw from classes during the hours listed here.

Spring 2009 Final Exams

If you are in classes which have conflicting final exam times, or if your class time is not listed, please contact your course instructor.

Note: Concurrently enrolled high school students needing a final grade from a PVCC class for high school graduation must make arrangements with their instructor for submitting their final grade early.

DAY CLASSES

MW, MWF M-R, M-F	ExamTime	Day/Date
7:30, 8:00A	7:30A - 9:20A	Mon May 11
8:30, 9:00A	8:30A - 10:20A	Wed May 13
9:30, 10:00A	9:30A - 11:20A	Mon May 11
10:30, 11:00A	10:30A - 12:20P	Wed May 13
11:30A, 12:00P	11:30A - 1:20P	Mon May 11
12:30P	12:30P - 2:20P	Wed May 13
1:00, 1:30P	1:30P - 3:20P	Mon May 11

T/R Classes	Exam Time	Day/Date
7:30, 8:30A	7:30A - 9:20A	Tues May 12
9:00, 9:30A	7:30A - 9:20A	Thurs May 14
10:00, 10:30, 11:00A	10:30A - 12:20P	Tues May 12
11:30A, 12:00, 12:30P	9:30A - 11:20A	Thurs May 14
1:00, 1:30P	1:30P - 3:20P	Tues May 12

LATE AFTERNOON CLASSES

(2:00 - 4:00P start times)

Days	Exam Time	Day/Date
M/MW	3:30P - 5:20P	Mon May 11
T/TR	3:30P - 5:20P	Tues May 12
Wednesday	3:30P - 5:20P	Wed May 13
Thursday	Last class meeting	Thurs May 7

EVENING & SATURDAY CLASSES

(Evening: 4:30 - 8:30P start times)

M/MW Classes	Exam Time	Day/Date
4:30, 5:00, 5:30P	5:30P - 7:20P	Mon May 11
6:00, 6:30, 7:00P	7:30P - 9:20P	Mon May 11
7:30, 7:45, 8:00P	7:30P - 9:20P	Wed May 13
8:30P	7:30P - 9:20P	Wed May 13

T/TR Classes	Exam Time	Day/Date
4:30, 5:00, 5:30P	5:30P - 7:20P	Tues May 12
6:00, 6:30, 7:00P	7:30P - 9:20P	Tues May 12
7:30, 7:45, 8:00P	-- Last class meeting --	
8:30P	-- Last class meeting --	

Wed Evening Only	Last class meeting	Wed May 6
Thurs Evening Only	Last class meeting	Thurs May 7
Friday Only	Last class meeting	Fri May 8
Saturday Only	Last class meeting	Sat May 9

Classes will meet during the scheduled Final Exam period.

Paradise Valley Community College

Refund Policy (AR 2.2.10)

Length of Class Official Withdrawal Deadlines for 100% Refund

1-9 Calendar Days:	Prior to the class start date
10-19 Calendar Days:	1 calendar day including the class start date
20-29 Calendar Days:	2 calendar days including the class start date
30-39 Calendar Days:	3 calendar days including the class start date
40-49 Calendar Days:	4 calendar days including the class start date
50-59 Calendar Days:	5 calendar days including the class start date
60-69 Calendar Days:	6 calendar days including the class start date
70+ Calendar Days:	7 calendar days including the class start date

NOTE: Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. All refunds and deposits that may be due a student will first be applied to debts owed to the college. Refunds for students receiving federal financial assistance are subject to federal guidelines.

Spring 2009 Refund Dates

for 13-16 week classes that begin the first week of the semester. Beyond these dates, there will be no refund.

Scheduled Class Begins*: 100% Refund

*class start date, not date of first attendance

January 17, Saturday	January 23
January 20, Tuesday	January 26
January 21, Wednesday	January 27
January 22, Thursday	January 28
January 23, Friday	January 29
January 26, Monday	February 2

IMPORTANT: Refunds beyond the published deadlines will **not** be considered for reasons which are beyond the control of the college. Job transfers, change in work schedule, etc. will **NOT** be considered as grounds for appeal.

A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring or summer) within the withdrawal deadlines listed above will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes 1-9 calendar days in length or as specified by the college. Withdrawal deadlines for a 100% refund will be printed on the student invoice. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

B. Refund Policy for Non-credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the class start date to be eligible for a 100% refund.

C. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

D. Other Refunds

Students withdrawing from college for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official.

1. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.

2. Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.

3. Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from the college for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requesting a Refund: Please see the Cashier's website: www.pvc.maricopa.edu/cashiers to request a refund. Refunds will be issued based upon method of tuition payment - cash, check, or credit card.

Cash/Check Tuition Payment:

- A refund in the form of a check will be issued within 30 days after the refund is requested from the Cashier's Office, and only after the student has officially withdrawn from class and only if 2 weeks time has elapsed since the date the check was presented for payment or proof that the check has cleared the bank is provided.

Credit Card Tuition Payment:

- A credit card refund will be issued within 30 days after the refund is requested from the Cashier's Office and only after the student has officially withdrawn from class. Credit card refunds must be issued to the original credit card used to pay tuition and fees.

Refund Schedule: All students who **officially** withdraw from the college or individual classes by the withdrawal process set forth in the catalog will receive a refund based on the schedule printed above. **Classes that begin later in the semester** will have the refund based on the date of the first class meeting.

Attending the First Class is Critical!

Because of a high demand for class openings, a **student who does not attend the first class meeting may be dropped from the course.** If you are unable to attend this first class session, you **MUST** contact your instructor regarding your absence **prior** to the first scheduled class meeting. If you don't, the instructor may drop you from the class roster to provide openings for others.

You are responsible for checking your enrollment status.