

PARADISE VALLEY COMMUNITY COLLEGE: VISION STATEMENT

Paradise Valley Community College will be an innovative teaching and learning institution that anticipates and responds to community needs and prepares its students to contribute to, participate and succeed in a diverse global society.

PARADISE VALLEY COMMUNITY COLLEGE: MISSION STATEMENT

The mission of Paradise Valley Community College is to provide life-long learning opportunities through effective and accessible instructional programs and student services. These programs and services are continuously evaluated and improved to meet the needs of students, businesses and the community.

MARICOPA COMMUNITY COLLEGES: VISION STATEMENT

A Community of Colleges . . . Colleges for the Community . . . working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

MARICOPA COMMUNITY COLLEGES: MISSION STATEMENT

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

OUTCOMES ASSESSMENT

The mission of the Maricopa Community Colleges is “to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve.” In order to evaluate how successfully MCCCDC accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

MARICOPA COMMUNITY COLLEGES

STATEMENT OF VALUES

The Maricopa Community Colleges are committed to:

COMMUNITY

We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

EXCELLENCE

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

HONESTY AND INTEGRITY

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

INCLUSIVENESS

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

INNOVATION

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

LEARNING

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

RESPONSIBILITY

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

STEWARDSHIP

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as “AR” followed by a regulation number, which corresponds with the regulations on the MCCCD web site < http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs_toc.htm >

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as “A.R.S.” followed by a reference number.

GENERAL STATEMENT (AR 2.4.1)

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

NONDISCRIMINATION POLICY (AR 2.4.2)

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges’ programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges’ programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

EQUAL OPPORTUNITY STATEMENT (AR 2.4.3)

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

AFFIRMATIVE ACTION STATEMENTS

AFFIRMATIVE ACTION POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age,

disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

**AFFIRMATIVE ACTION POLICY STATEMENT FOR OTHER ELIGIBLE VETERANS,
SPECIAL DISABLED VETERANS, AND VIETNAM ERA VETERANS**

In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

**NOTICE OF AMERICANS WITH DISABILITIES ACT (ADA)/SECTION 504 OF THE
REHABILITATION ACT/TITLE IX COORDINATOR**

Dr. Paul Dale, ADA/504 Coordinator phone: (602) 787-6603

Dr. Jane Saldana-Talley, Title IX Coordinator, phone: (602) 787-6601

Address: Paradise Valley Community College, 18401 N. 32nd Street, Phoenix, AZ 85032

Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

**Students with disabilities may request catalog information
in an alternative format from the college ADA/504 Coordinator.**

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

PÓLIZA DE NO DISCRIMINACIÓN

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Así mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso intimidación referente a raza, color, religión, sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

DECLARACIÓN DE IGUALDAD DE OPORTUNIDAD

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

DECLARACIÓN DE ACCIÓN AFIRMATIVA

PÓLIZA Y DECLARACIÓN DE ACCIÓN AFIRMATIVA PARA INDIVIDUOS CON INCAPACIDADES

De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

DECLARACIÓN DE PÓLIZA DE ACCIÓN AFIRMATIVA PARA OTROS VETERANOS ELEGIBLES, VETERANOS CON INCAPACITACIÓN ESPECIAL Y VETERANOS DE LA ERA VIETNAMITA

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

NOTIFICACIÓN DEL ACTA DE AMERICANOS CON IMPEDIMENTOS (ADA)/SECCIÓN 504 DEL ACTA DE REHABILITACIÓN/COORDINADOR DEL TÍTULO IX

Dr. Paul Dale, ADA/504/Coordinador, número telefónico: (602) 787-6603

Dr. Jane Saldana-Talley, Coordinador del Título IX, número telefónico: (602) 787-6601

Dirección: Paradise Valley Community College, 18401 N. 32nd Street, Phoenix, AZ 85032.

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

HOW TO USE YOUR CATALOG

This catalog was developed for you. It provides important information to help you plan for college. The catalog includes information about courses, resources and services, academic study techniques and strategies, program descriptions, degree requirements, and college policies and procedures.

The focus of this catalog is on your success. It provides you with the information to be a successful student. It is your responsibility to review the information and to use your catalog. We recommend that you use your catalog in the following ways.

BE A SUCCESSFUL COLLEGE STUDENT

It has been said that life is a journey and if you don't know where you are going you will probably end up somewhere else. Whenever you begin a new journey you'll need a plan and a goal so you know how and when you've reached your destination. To help you do this, PVCC has created a program called iGoal@PVCC.

iGoal@PVCC is an overarching program designed to help you plan your success as a learner and student. This program incorporates eight student learning and success outcomes that will assist you in getting the most out of your college education. The faculty and staff of PVCC are committed to helping you realize all of these outcomes.

Additional resources in this catalog to help you be a successful college students are:

- pg. 3 Plan your success
- pg. 4 Career goals and selecting a college major
- pg. 5 Course requirements
- pg. 6 Time and academic demands schedule
- pg. 6 Effective time management, suggestions to assist you in class
- pg. 7 Successful Student Strategies

LEARN ABOUT COURSES AND DEGREE REQUIREMENTS

Knowing what the course is about and how it will fit into your goal or program is one of the main requirements for proper course selection. Course descriptions are available beginning on page 15. Whether your goal is to complete one class, a certificate, or an Associate Degree, you can use the course descriptions to find information about courses. If you are working on completing an Associate Degree, you will need to become familiar with the General Education Degree Requirements (beginning in page 11). See an advisor to obtain a degree check sheet to help you keep track of your progress. If you are planning on completing a degree or selection courses prior to transferring to a four-year college or university, then you will find the information on the Transfer Process very helpful (pages 61-62).

LEARN WHERE AND HOW TO GET THINGS DONE

This catalog has information that will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you such as Advising, Admissions, Registration & Records, Counseling, Student Services, Financial Aid, Learning Support Center, Library, and Adult Re-Entry. You can also find information about our Student Leadership Program. In addition to information about resources, you will find information about how to get things done such as adding a class, applying for graduation, getting a transcript, etc. Finally, you will find the MCCCDC Policies & Procedures beginning in page 193, and Student Services & Resources information on page 247.

As you will learn from reading the catalog Student Learning and Success Strategies, all PVCC employees feel a shared responsibility for your success. You also have a responsibility for your success -- so let us work together. Our offices and phone numbers are listed on the inside front cover of this catalog, as well as the more detailed Campus Directory beginning on page 262.