

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 iLearn@PVCC.

iLearn@PVCC is an overarching program designed to help you plan your success as a learner and student. This program incorporates 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 student are:

- pg. 12 Plan your success
- pg. 13 Develop your ability
- pg. 16 Achieve the academic
- pg. 18 Effective time management, suggestions to assist you in class
- pg. 19 Time and academic demands schedule

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 133. 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 on page 21). 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 selecting courses prior to transferring to a four-year college or university, then you will find the information on the Transfer Process very helpful (pages 73).

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 on page 203, and Student Services & Resources information on page 257.

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.



A SHARED AGENDA FOR STUDENT SUCCESS

- GOAL SETTING AND PLANNING
- BECOMING AN ACTIVE AND ENGAGED LEARNER
- GETTING INVOLVED IN COLLEGE LIFE
- STUDENT DEVELOPMENT PHILOSOPHY

Student development and learning are interconnected processes that challenge you to take an active role in educating yourself intellectually, ethically, emotionally, socially and physically. Put directly, this means that:

- (1) because students have the major responsibility for their own development, they need to be involved actively in the learning process,
- (2) learning occurs throughout the campus—in class and in out-of-class activities and
- (3) all employees of the college share in the responsibility of supporting faculty in their teaching and learning.

In the following sections you will see specifically how the iLearn@PVCC program can help you:

1. **Plan** your academic, personal and vocational future.
2. **Develop** into an active participant in the classroom and the community.
3. **Achieve** a college degree or certificate that connects directly to critical life skills.

If you have questions as you get started, or along the way, just ask any PVCC faculty or staff member. We are committed to helping you plan, develop and achieve success here at PVCC and beyond.

Let's Get Started Creating YOUR Personal Roadmap to Success with iLearn@PVCC!

If there's something we know about college students, it's that the most successful ones plan their goals and monitor their progress. They know that college is not a spectator sport so they participate—in the classroom, with their academic advisors and in college activities—and their results are amazing!

College, like any new journey, requires a good travel plan. That's where iLearn@PVCC comes in. It helps you identify, right from the start, where you're going and ties together how your in-class and out-of-class experiences will get you there. The first two steps, called **Plan** and **Develop**, almost guarantee your success in step 3, **Achieve**!



1. Identify your educational, personal and career goals
2. Write down how your college classes, degree, or certificate will help you reach your goals.
3. Monitor your progress toward the goals you wrote in step 1.

Get started by establishing an iGoal account at www.pvc.maricopa.edu/igoal.

Congratulations! You're already building new independent, self-sufficient learning skills. You've got a plan, now LET'S DO IT!



1. Get in the game! Become an active learner and a more critical thinker.
 - Participate in class and in out-of-class leadership and civic engagement activities.
2. Get to know other students and at least two faculty or staff members each semester.
 - These relationships will improve your learning experience and we have the data to prove it!
3. Respect the uniqueness and diversity of all individuals in the campus community.
4. Don't forget to take care of you.
 - Be healthy—eat well, get plenty of sleep, exercise and minimize stress.
 -

You'll have plenty of opportunities to practice your *Plan* and *Develop* activities in your classes, during your *iStartSmart* Orientation and in many of the Student Life programs like Emerging Leaders, PVCC clubs and organizations and Service Learning.



At PVCC we value student learning in and out of the classroom. The *Achieve* objectives, also known as General Education Outcomes, are critical to your overall success in college and beyond.

1. You can THINK critically, creatively and practically
2. You can COMMUNICATE effectively—you speak, write, listen and read competently.
3. You can conduct RESEARCH skillfully—identifying, evaluating and applying information appropriately.
4. You can SOLVE PROBLEMS by identifying causes, options and solutions.
5. You can USE TECHNOLOGY tools proficiently: online, electronic and multimedia.

Your faculty will refer often to PVCC's general education outcomes. Put in simple terms, general education outcomes are critical life skills that you will develop through in-class and out-of-class experiences.

Don't wait to get started! Just log on to iGoal at www.pvc.maricopa.edu/igoal or discuss how to get started on your plan with any Academic Advisor, PVCC Counselor, or staff member in the Learning Support Center, or Student Life Center.

Make iLearn@PVCC your personal roadmap to college success!

Step 1: PLAN for success.



1. identify educational, personal and career goals.
2. Describe how degree and certificate requirements and general education courses assist you in reaching educational goals.
3. Monitor and record progress toward your goals.

What is iGoal?

It's a web-based, goal-setting program designed to help you define, clarify and document your goals. Research shows that people who set well-written goals typically achieve their goals 75% more often than those who do not set well-written goals. iGoal guides you, step by step, through the goal writing process so that you can plan and monitor your success.

We recommend that you meet with Academic Advising, KSC 186, (602-787-7060) or Counseling, KSC 187, (602-787-6540) as you get started.

To begin using iGoal immediately:

- Open the Internet.
- Go to www.pvc.maricopa.edu/igoal
- Click on “**Create Account.**”
 - Fill in the required information.
 - If not a student, contact the iGoal administrator at: igoalhelp@pvmail.maricopa.edu to request a guest account with iGoal. Please provide your name, your institution and your reason for visiting iGoal.

Pre-Enrollment Assessment in Math, English and Reading

These tests assess your basic skills in English, reading and mathematics in order to help you and your Academic Advisor select the right courses for you. Your scores are provided to you immediately following the assessment tests on a Student Data Report. Keep this important document for your Academic Advising session. Assessment tests are offered free on a walk-in basis in the Assessment Center, KSC 226 (602-787-7050). Visit the Web site at www.pvc.maricopa.edu/assessment/ for hours of operation.

iStartSmart New Student Orientation

It's important that you StartSmart! PVCC's student success program, iStartSmart, includes Placement Testing, Orientation (online and on-campus), Academic Advising and a Student Success class. It is required if any of the following apply:

- * You are enrolling as a full-time student (12 or more credit hours)
- * You are enrolling in 6 or more credits, are seeking a degree and your placement test scores indicate any course under 100 level. (e.g. ENG 071, RDG 091, MAT 092, etc.)

iStartSmart Orientation is free. Contact the Student Development Office at (602) 787-7171 or the Information Center at (602) 787-7060 for more information or visit: www.pvc.maricopa.edu/orientation/istartsmart.html to select an iStartSmart Orientation date that fits your schedule.

Academic Advising: The Key to Good Course Selection

Academic Advisors help you select courses that based on meeting your educational goals, efficiently.

When you meet with your advisor be prepared to discuss the following:

- Your previous academic preparation.
- Your Assessment test scores.
- Your interests and goals.
- How courses fulfill program requirements.
- When you are available to attend class, considering your work schedule.

If you are undecided about a college major, selecting courses that are of interest to you can assist you in selecting a major and a future career. It is also important to consider how these courses fulfill PVCC degree requirements—and if you plan to transfer to a four-year university—how they will fulfill requirements at that college, as well.

Selecting a Major or Career

It's okay if you have not selected a program major or a career when you arrive at PVCC. Selecting a major or career is a process and we have several resources to assist you. The Counseling Center, KSC 187, (602-787-6540) and Career Services, KSC 187, (602-787-7073) are two great places to start. Staff members in each area provide counseling, career interest inventories and career exploration seminars.

If you want to consider some preliminary career choices on your own, try the following 7- Step Career Selection Process.

Step 1: Define your need.

1. I need to make an educational/career choice.
2. I need to confirm a choice already made.

Step 2: Gather information about yourself.

1. Types of people you enjoy.
2. Prior achievements.
3. Activities you enjoy.
4. Opinions/expectations of family/friends.
5. Your skills and abilities.
6. Financial and social support.

Step 3: Make some tentative choices.

1. Use printed information from Career Services or career Web sites to research choices.
2. Interview and observe people who work in the area(s) that interests you.

Step 4: Estimate consequences and identify possible obstacles.

1. Based on your current information, will your tentative choice be personally and financially rewarding and is it realistic for you to attain?
2. Are there any obstacles that could prevent you from selecting this career? (Example: time, money, etc.)

Step 5: Narrow down the choices.

1. Select the choices that are most desirable.
2. Eliminate the undesirable choices.
3. Review information about the remaining choices.

Step 6: Make an action plan.

1. Design a realistic action plan that includes a timeline.
2. Identify short and long term goals in the plan.
3. Use iGoal to monitor your plan.

Step 7: Accept responsibility for your plan.

1. Commit yourself to your plan to make it a reality.
2. Review and revise your plan, if needed, as you get new information.

Step 2: DEVELOP your ability to actively participate in your learning, life and civic experiences.



1. Participate in class—and in out-of-class leadership and civic engagement activities.
2. Get to know other students and at least two faculty or staff members each semester.
3. Respect the uniqueness and diversity of all individuals in the campus community.
4. Take care of yourself—eat well, get plenty of sleep and minimize stress.

It's Your Education—Get involved!

Learning is not a spectator sport. The most successful students get involved in their class discussions, projects and experiences! Your success as a learner is important to everyone at PVCC. We are all involved, but the outcome is really up to you. You'll want to apply your newly acquired classroom skills outside of class and the opportunities below provide opportunities for you to do just that!

Make New Life-long Friends

College is not a solo experience, so you'll want to make some friends along the way. Make it a goal to meet at least 2 new faculty or staff members each semester, join or assemble a student study group and definitely take time to join in some of the FREE social events designed for students, by students. The more people you know, the bigger your support network will be when you need help, need a favor, need a job or scholarship recommendation, or just want to hang out.

Student Leadership

Leadership is learned and achieved in the classroom—and through participation in out-of-class activities. Make sure that your educational experiences integrate classroom instruction with hands-on leadership development and participation in political and/or social issues in your community. Applying your college education to practical out-of-class experiences prepares you to be a contributing member of your local and global community. Here are some opportunities to get involved in student leadership at PVCC.

Emerging Leaders

Emerging Leaders is designed to develop future leaders. Through this program you will: develop a greater personal understanding of leadership skills, develop a passion and commitment to improving your community and develop the ability to empower people to lead through collective action. For more information visit www.pvc.maricopa.edu/studentlife/leaders.html or contact the Student Life Center at (602) 787-7246.

Student Leadership Council (SLC)

The SLC is PVCC's student government, which is responsible for student clubs' adherence to the general education requirements and that each club includes volunteerism, leadership training, acquisition of skills and knowledge and the development of the "whole person" as key components of its program.

Representatives from the Council serve on college advisory, ad hoc and standing committees allowing Council representatives to work closely with PVCC administration on decisions that affect the student population. For more information visit www.pvc.maricopa.edu/studentlife/Stuleadercouncil.html or the Student Life Center, KSC 135, (602-787-7240).

Service Learning

Service Learning allows students to apply classroom theories to authentic and practical situations by connecting classroom lessons to the needs of the local and global community.

Goals of Service-learning:

- Collaboration.
- Addressing significant community needs.
- Enriching traditional classroom learning.
- Providing structured time for student reflection.
- Fostering the development of civic and social responsibility.

For more information visit www.pvc.maricopa.edu/~servlearn/ or the Service Learning Office, KSC 151A, (602-787-6657).

Student Clubs

PVCC has 24 active student clubs—and new clubs are just a petition away. Current clubs include:

- Anthropology Club
- Aware Club (Adults Who Are Returning to Education)
- Black Student Union
- Business Club
- College Republicans
- Computer Club
- Club Ed (Education)
- International Students Club
- LDSSA (Latter Day Saint Student Association)
- National Student Nurses Association
- Native American Students Association
- OIKOS Environmental Club
- Parent Advisory Club
- Partners in Art

- Phi Beta Lambda
- Phi Theta Kappa
- Philosophical Society
- PRIDE
- Puma Press Club
- Razas Unidas/M.E.Ch.A
- Recreational Outing Club
- Student Christian Association
- Young Democrats

For more information visit www.pvc.maricopa.edu/studentlife/clubs.html or visit the Student Life Center KSC 135, (602-787-7240).

***iStartSmart* New Student Orientation Leaders**

Orientation leaders conduct the *iStartSmart* New Student Orientation sessions. As a campus leader you will enhance your communication skills, gain confidence, network with college leaders and contribute to the success of new students. For more information contact the Office of Student Development at (602) 787-7170 or visit www.pvc.maricopa.edu/studentdev/studentdev/

PEAK leadership institute

PEAK Leadership Institute is a comprehensive leadership development program designed to empower, foster and mobilize leadership potential in each student through experiential education and service. This is achieved through education, training and service experiences that are individual, progressive and complementary. For more information visit www.pvc.maricopa.edu/~peak/ or visit the Student Life Center KSC 135, (602-787-7240).

Step 3: Achieve the academic skills critical to college and life.



1. THINK critically, creatively and practically
4. COMMUNICATE...through speaking, writing, listening and reading
5. RESEARCH...find, identify, evaluate and apply information
6. SOLVE PROBLEMS...identify causes, options and solutions
7. USE TECHNOLOGY...online, electronic and multimedia resources

The *Achieve* objectives represent the PVCC general education learning outcomes. Your experiences at PVCC, inside and outside the classroom, will help you develop these skills. It's really a team effort between you and the faculty and staff at PVCC. Here's how we share the commitment.

Students Are Responsible To:

- Set realistic goals, develop a plan for achieving those goals and to ask for help when needed.
- Establish the level of knowledge, skills, behaviors and attitudes they need to be more effective members of society.
- Assume the major responsibility for their own learning, development and success.
- Be actively involved in the learning process.
- Utilize campus resources to support the learning process.
- Show consideration and respect for college employees and fellow students.
- Assume responsibility and the consequences for their actions, inaction and decisions.

College Employees Are Responsible To:

- Support students' intellectual, ethical, emotional, social and/or physical development.
- Help students develop the knowledge, skills, behaviors and attitudes they need to be more effective members of society.
- Encourage students to become more independent and self-directed.
- Provide an environment that promotes learning.
- Inform students of opportunities/resources available to them.
- Help students understand the decision-making process and their options in specific situations.

-
- Show consideration and respect for students and other college employees.
 - Encourage collaboration and coordination among college employees to facilitate learning.
 - Use learning-centered principles as a foundation in all efforts.

How to *ACHIEVE* success at PVCC

Get Organized

- Buy the books, study guides, notebooks, pens, pencils and other supplies that you need.
- Get a free planner from Student Life.
 - Write in your class schedule, your work schedule and your study schedule.
 - Add assignments and due dates.
 - Make a note of your instructors' names, office numbers, email addresses and phone numbers.

Go To Class

It sounds simple—and it is—but you have to be motivated and disciplined to do it. Research shows that there's a direct correlation between attending class and your final grades. You're paying for it...it's going to help you achieve your goals...so go!

Participate in Class

- Be on time and prepared with readings/assignments completed.
- Sit close to the front of the class.
- Get to know at least two other students in each class. Consider forming a study group.
- Actively participate in discussions and activities.
- Take notes. Review and fill in your notes as soon as possible after class.
- Communicate with the professor during office hours to receive additional help or clarify concepts.

Study

- Schedule time to study in a quiet place. Do it!
- Plan time for study time between classes. Do it!
- Find a study partner or form a study group.
- Use the tutors in the Learning Support Center.
- Read your textbooks. To improve understanding and retention start with the chapter summary, then read the subtitles and then read the content. Highlight the most important 10% of the information in the text. Write your questions in the margins.

Take Notes in Class

- Write down key points, not every word the professor says.
- Add details, diagrams and examples that help you understand the key points.
- Leave spaces between ideas, for easier review, as well as a place to fill in ideas you may have missed.
- Put the date at the top of your notes.
- Use abbreviations.
- Revise and review your notes as soon after class as possible.

Prepare for Tests

- Ask the instructor what materials will be covered on the test: textbook chapters, lecture notes, handouts, previous exams, etc.
- Begin reviewing a week in advance—allow some time each day.
- For objective tests: form questions from notes and textbook markings.
- For essay tests: identify topics that may be included and write down the key points about each topic. Organize this information.
- Tips for taking tests:
 - Arrive on time.
 - Pre-read the exam.
 - Plan your time.
 - Read directions carefully.
 - Answer easy questions first, but leave nothing blank.
 - Review your answers after you finish.

Use Additional Academic Resources

- Use the Learning Support Center for free tutoring, assistance in organizing a study group, or to access supplemental materials.
- Enroll in a College Study Skills or College Success course.
- Attend a seminar on note-taking, test-taking, math anxiety, etc. Call or visit the Learning Support Center, E 180, (602-787-7180) or the Division of Counseling and Personal Development, LSC 187, (602-787-6540) for dates and times.

Manage Your Time

- Complete the Time and Academic Demands Schedule on the following page to determine a realistic course load for yourself. Fill in your work hours, your class times, your personal time and include 2 hours of study time each week for each credit hour of class. (i.e. six hours of study time weekly for a 3-credit course.)
- Make a list of what needs to be done each day. Decide what is most important and do that first.
- Don't procrastinate—do the most difficult and important task first.

Become More Self-Directed

- Take responsibility for your success in class.
- Read and follow the guidelines of the course syllabus.
- Attend class regularly and on time.
- If absent, get the needed information to make up assignments.
- Notify professors of emergencies.
- Select courses that help you to meet your educational goals; consult with an Academic Advisor.
- Notify the college if it is necessary for you to withdraw from classes.

Participate in the Total Learning Environment

- Actively participate in all learning experiences.
- Be open to learning from other students.
- Get involved in college learning experiences outside of class like Service Learning, leadership development, civic involvement and volunteerism.
- Take advantage of learning opportunities provided by college programs such as honors, speakers, art shows, film festivals and other special events.
- Participate in learning experiences that develop the skills needed to become an effective community member.

TIME & ACADEMIC DEMANDS SCHEDULE

AVAILABLE TIME – per week

In a seven-day period you have	168 hours
Subtracting 7 hours/day for sleeping, 1 1/2 hours/day for eating and 1 1/2 hours/day personal grooming. (10 hours/day x 7 days)	- 70 hours
TOTAL AVAILABLE TIME:	98 hours

NECESSITIES – per week

Exercise	_____ hours
Working	_____ hours
Travel to and from work	_____ hours
Travel to and from school	_____ hours
Housekeeping chores	_____ hours
Family obligations	_____ hours
Proper Nutrition Planning	_____ hours
Relaxation and Leisure	_____ hours
Other demands and obligations	_____ hours
TOTAL TIME FOR NECESSITIES:	
	_____ hours

Available time before necessities	98 hours
Subtracting time for necessities	- _____ hours
TOTAL AVAILABLE TIME FOR ACADEMIC DEMANDS AND EXTRACURRICULAR ACTIVITIES	= #1

ACADEMIC DEMANDS

Time per week for	List Courses	1	2	3	4	5
1. Attending class _____						
2. Reading assignments _____						
3. Written assignments _____						
4. Problems _____						
5. Laboratory work _____						
6. Meeting with instructors _____						
7. Library research _____						
8. Review lecture notes _____						
9. Test preparation _____						
10. General study & reflection _____						
11. Study with other students _____						
12. Use of support services _____						
13. Other _____						
TOTAL TIME PER CLASS _____						

TOTAL TIME NEEDED TO MEET ACADEMIC DEMANDS #2 (add "total time per class" fields)

Enter available time from Box 1 above	 #1 (total time for academic & activities)
Subtract time for academic demands	- #2 (total time needed for academic demands)
Remaining time for extracurricular activities	

