

# Services and Activities

---



|                  |     |
|------------------|-----|
| Services .....   | 278 |
| Activities ..... | 286 |

# Services and Activities

## Services

---

### Academic Advisement

**Location:** EC (Enrollment Center)

**Hours:** Monday through Thursday, 8:00 a.m. to 7:30 p.m.  
Friday, 9:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3090 For Appointment

All students are encouraged to seek academic advisement before registering for courses. Faculty and Program Advisors assist students by:

- providing information about educational options, requirements, policies, and procedures;
- planning an educational program consistent with a student's interests and abilities;
- assisting students in a continual monitoring and evaluation of their educational progress;
- integrating the many resources of the institution to meet the student's educational needs and aspirations.

Academic Advisement is required of any student who is:

- on restrictive status for veterans benefits,
- seeking financial aid,
- seeking a college degree, or
- in a designated decision zone as a result of ASSET assessment.

### Admissions, Records, Registration

**Location:** EC (Enrollment Center)

**Hours:** Monday through Thursday, 8:00 a.m. to 7:30 p.m.  
Friday, 9:00 a.m. to 4:30 p.m.  
Offices open most Saturdays during the months of August and January  
Closed Fridays during the Summer

**Telephone:** 623.845.3300

This office provides information and assistance with admission; residency; registration; graduation; transcripts, refunds; enrollment verification; special admission of individuals under age 18; foreign students; Nursing and Honors Program admissions; and athletic eligibility.

### Adult Re-Entry Services

**Location:** CCS (Counseling and Career Services)

**Hours:** Monday through Thursday 8:00 a.m. to 7:00 p.m.  
Friday 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3283

The goal of Adult Re-Entry services is to assist and support new and continuing students who are returning to education after a period of time. Services include, but are not limited to: assistance with admissions enrollment, advisement, information and referral services to assist students with their career, scholastic and personal goals, support from fellow re-entry students, networking for students, and other services as needed. Stop by the Re-Entry Center located in Career Services or give us a call at 623.845.3282. You can also stop by our web page at: [www.gc.maricopa.edu/career/re-entry](http://www.gc.maricopa.edu/career/re-entry)

### Bookstore

**Location:** 05 Building

**Hours:** Monday through Thursday, 7:45 a.m. to 7:30 p.m.  
Friday, 8:00 a.m. to 4:00 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3545

The on-campus Bookstore is operated by Follett College Stores and offers students easy access to a variety of school-related items: general school supplies, art and drafting supplies, new and used textbooks, clothing, greeting cards, gift items, snacks, as well as software and Apple copiers at an educational prices. To order books online: [www.glendale.bkstr.com](http://www.glendale.bkstr.com).

### Career Services

**Location:** CCS (Counseling and Career Services)

**Hours:** Monday through Thursday 8:00 a.m. to 7:00 p.m.  
Friday 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3282

The Career Center is available to students and members of the community, including people who are faced with mid-life career changes. The center provides information on career exploration, job searches and general career areas. A computerized career search and other information about colleges, financial aid, interviewing skills and resumé writing is available. For more information visit our web site at: [www.gc.maricopa.edu/career](http://www.gc.maricopa.edu/career)

# Services and Activities

## Cashiers Office

**Location:** EC (Enrollment Center)

**Hours:** Monday through Thursday 8:00 a.m. to 7:30 p.m.  
Friday 9:00 a.m. to 4:30 p.m.  
Saturdays (January and August)  
9:00 a.m. to 2:00 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3589

The Cashiers Office is the location for paying tuition, fines, miscellaneous dues and fees. The office also distributes student payroll checks and will cash personal checks for up to \$5 with a current student ID card.

## Center for Learning

**Location:** CL-45 (Center for Learning)

**Hours:** Monday through Thursday, 8:00 a.m. to 8:00 p.m.  
Friday, 8:00 a.m. to 1:00 p.m.  
Saturday, 8:00 a.m. to 12:00 p.m.  
Summer hours vary

**Telephone:** 623.845.3812  
623.845.3818

The Center For Learning offers GCC credit students free tutoring in most academic subjects, assistance with study skills, media materials in English, reading, math and a computer lab for students to improve their basic skills.

The Center also provides adult community members flexible educational services for a nominal fee. These services include mathematics, English grammar, speaking, listening, writing, spelling, vocabulary, and reading. Call and ask about non-credit English as a Second Language (ESL) classes. Services that improve adult basic education skills are available throughout the year.

## The Children's Center

**Location:** T1-139 (Technology 1)

**Hours:** Monday through Friday, 6:45 a.m. to 4:00 p.m.

**Telephone:** 623.845.3197

A state regulated, nationally accredited early childhood program is located on campus to provide care and education to children of enrolled students. The center serves children ages 3, 4, and 5, and holds a D.E.S. contract. The center provides a qualified staff, a variety of activities, and an environment that promotes the growth and development of each child. Additional information regarding cost, operational schedule, and registration is available from the center.

## College Safety

**Location:** Student Union

**Hours:** 24 hours a day, 7 days a week

**Telephone:** 623.845.3535

The College Safety Department is responsible for the enforcement of campus rules and regulations pertaining to the safety and well-being of all who enter the college grounds. Lost or stolen articles, accidents, vandalism, theft, suspicious behavior, or other "questionable" activity can be reported here.

Students, visitors, and employees are subject to the college's parking rules and regulations if they park on campus. A detailed parking regulations brochure and map is available at the College Safety desk. Vehicles must be registered with the College Safety Office and display a parking decal and a current year identifier. When registering a vehicle the following are required:

- Current vehicle registration
- Picture I.D. (GCC, Drivers License, etc.)
- Paid tuition receipt (stamped paid by cashier's office or showing a zero balance)

Please visit us on our web page located at:  
<http://www.gc.maricopa.edu/safety/>

## Counseling Services

**Location:** CCS (Counseling and Career Services)

**Hours:** Monday and Thursday, 8:00 a.m. to 7:00 p.m.  
Friday, 8:00 a.m. to 5:00 p.m.  
Saturday mornings, 8:00 a.m. to Noon  
Closed Fridays during the Summer  
GCC North - call for availability

**Telephone:** 623.845.3064

The Counseling Center offers a variety of culturally sensitive services to both day and evening students to assist them in successfully pursuing their educational goals. Free and confidential career, personal and educational counseling are provided. Career interest testing is available for a nominal fee. When appropriate, the Counseling Department makes outside community referral based on student need.

A variety of counseling classes are offered each semester. These classes are designed to help students develop academic and personal life skills. Course descriptions for CPD classes in Stress Management, Career and Personal Development, Career Exploration, Eliminating Self-defeating Behavior, Strategies for College Success, Introduction to Multiculturalism, and Male/Female Communication and others are listed in this publication and the schedule of classes.

Counselors also conduct free one-hour personal and academic workshops throughout the semester. They are published under the Life 101 section in the schedule of classes.

# Services and Activities

## Disability Services and Resources

**Location:** TDS-100 (Testing and Disability Services)

**Hours:** Monday through Thursday 8:00 a.m. to 8:00 p.m.  
Friday 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3080

**Fax:** 623.845.3273

GCC is committed to providing a fully integrated and accessible campus environment for students with disabilities. Students with disabilities are encouraged to contact the Disability Services and Resources (DSR) office at the beginning of the admission process to discuss service needs.

Support services include: personal counseling, academic and career advising, registration, and financial aid application assistance. Students requesting accommodations must document the need for academic aids.

The following academic aids may be obtained through the DSR office, as appropriate: readers, notetakers, testing accommodations (including proctors, scribes), library research aid, sign language interpreters, and assistance with adapted course work materials.

Students with mobility impairments unable to climb stairs may obtain a key to the Business Building elevator by contacting the DSR Office.

## Registration Assistance

DSR staff provides registration assistance for both day and evening students. Registration assistance may be obtained by contacting the DSR Office, 623.845.3080. There is a special TTY telephone for students who are speech or hearing impaired, 623.845.3086.

## Educational Plans and forms

Students may request a DSR advisor's assistance in completing a Post-Secondary Education Plan of Study and related forms required by Vocational Rehabilitation programs (AZ D.E.S. Rehabilitation Services Administration), (Veterans Administration). When requested, DSR will fax completed forms to a fax number when provided.

## Documentation Requirements

Receipt or documentation is necessary to establish a file, determine functional limitations, and plan reasonable accommodations.

To review the documentation requirements necessary to receive services, visit:  
<http://www.gc.maricopa.edu/dsr/Specceleg.html>

With consent from students, treatment providers may fax copies of necessary documentation directly to the DSR office (fax: 623.845.3273).

## Enrollment Center

**Location:** EC (Enrollment Center)

**Hours:** Monday through Thursday 8:00 a.m. to 7:30 p.m.  
Friday, 9:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3090

Visit the Enrollment Center (EC) for general information, admissions, academic advisement, university transfer information, course registration, and tuition and fee payment.

# Services and Activities

## Financial Aid

**Location:** EC (Enrollment Center)

**Hours:** Monday through Thursday 8:00 a.m. to 7:30 p.m.  
Friday 9:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3366

Glendale Community College participates in several financial aid programs. The form and type of financial aid varies according to the needs of the student and the purpose and philosophy of the Financial Aid Program. Students may apply for the following types of financial aid at the Financial Aid Office. Applications for Fall assistance are due in April.

## Scholarships

Scholarships are available at Glendale Community College for prospective enrollees and continuing students. Additional scholarships are granted through local high schools and community organizations.

### Academic

Contact the Honors program secretary for information on:

- Betty Hedin Elsner
- Boerner Honors Program
- Chancellor's Scholarship
- Harry Matz
- President's Scholarship
- Honors fee waiver

### Activity

Information and applications may be obtained in the department of the student's major field of study: art, drama, journalism, photography, speech, music, band, jazz, choir, or the Evening Student Government (ESG) office.

### Athletic

Contact the coach of specific sport for information: athletic trainer, baseball, basketball, golf, tennis, track, soccer, softball, volleyball, cheer, or the Los Caballeros or Women's Booster Club.

### Departmental

Scholarships may be available in various academic and occupational departments. Interested students should inquire in the department of their major field of study.

### External Scholarships Administered by the College

Applications for the following scholarships may be obtained, when available, at the Financial Aid Office. Consult the Scholarship Bulletin.

- AACHE
- Alambra Foundation For The Future
- American Business Women's Association
  - Camelback Chapter
  - Kachina Chapter
  - Las Reveldes Chapter
  - Tempe Charter Chapter
  - Bufton, Stephen, Memorial

- Thunderbird Chapter
- Turquoise Chapter
- Valley West Chapter

- Andrew J. and Patricia Mikus Scholarship
- Asian/Pacific Islander Association Scholarship
- AZ Community Foundation Scholarship
- Bill Flynn Memorial Scholarship
- Bodine, A.W. Sunkist Memorial
- Business and Professional Women
- Daimler Chrysler Automotive
- Elks National Foundation
- Fannie Mae-Mortgages, Banking/Real Estate Scholarship
- Flo Kitts Memorial Scholarship for the Humanities
- Gerhardt, Betty, Memorial
- Heatherington, Harriet M.
- Hispanic Scholarship Fund Institute
- Maricopa Community Colleges Foundation Scholarship
- Maricopa Foundation Honeywell
- Maricopa Foundation Motorola
- National Society of Public Accountants
- Northern Arizona University Scholarship
- Phoenix Scottish Rite of Freemasonry
- Roger Hufford Memorial Scholarship
- St. Luke's Service League Scholarship
- Steve Copper Scholarship
- Sunkist Memorial

### External Scholarships Administered by the Donor

The following scholarships are administered by groups, agencies and/or individuals external to GCC. Applicants should apply to these sources prior to enrolling at Glendale Community College.

- Adobe Mountain Scholarship
- Alberta Peterson Scholarship
- American Legion Scholarship
- American Society for Quality Control
- Amico Club Phoenix School
- Arizona Hero Club Scholarship
- Arizona Livestock/4H Club Scholarship
- Arizona Lung Association
- Arizona Republic and Gazette Scholarship
- Arizona State University West Bridges
- Arizona Wholesale Supply
- Chick-Fil-A Scholarship
- Cortez High School
- Data Processing Management Association
- Delta Kappa Gamma-Alfa Delta Chapter (Owena King, GCC Business Dept.)
- Dysart Unified School District Scholarship
- Eastern Star Scholarship
- Hoeffel, Dr. Al J., Memorial
- Hopi Scholarship Awards
- Indian Health Center Awards
- Junior Achievement
- Glendale Union High School District Scholarship
- Glendale Kachina Rotary Club Scholarship
- Greenway High School Scholarship
- Kiwanis/Valley of the Sun
- Los Diablos
- Maryvale High School Art Club

## Services and Activities

- Methodist Shepherd of the Hill
- Moose Lodge Scholarship
- Phoenix Union High School
- Sturges Scholarship
- Sunnyslope High School
- Wickenburg-Wellik Memorial Scholarship
- White Mountain Apache Tribe

### Institutional and Internal

The following scholarships are administered by the Glendale Community College Scholarship Committee. Applications and the GCC Scholarship Bulletin are available February through April at the Financial Aid Office.

- Arizona Republic Newspapers
- Aurelia Gomez Scholarship for Business and Information Technology
- Associated Students/Day
- AZTEC
- Bonnie Ann Nelson Scholarship
- Cindy Oplinger Memorial Scholarship
- Computer Science Engineering and Math Scholarship (CSEMS)
- Dougherty Foundation
- Dr. and Mrs. Merle Lange Scholarship
- Dr. Irwin S. Westenberg Scholarship
- Ellen Claire Lawrence Memorial Scholarship
- Frank Fitzgerald Art Scholarship
- GCC 30<sup>th</sup> Anniversary Employee Scholarship
- GCC Assistance Scholarship
- GCC Merit Based Scholarship
- GCC Open Doors Scholarship
- GCC Women's Club Scholarship
- Glendale Kachina Rotary Scholarship
- Gordon Scholarship
- Intel Scholarship
- Manny and Sue Griego Scholarship
- Margarita Toraya Journalism Scholarship
- Motorola - Occupational Scholarship
- Motorola University Transfer Scholarship
- Nellie H. Jones Scholarship
- Refsnæs Scholarship
- Rene Catalano Scholarship
- Rick Brown Memorial Scholarship
- Soderberg, Carl L., Trust
- Steve Cooper Scholarship

### **Loans**

#### Title IV Loan:

Three types of Title IV loans are available to Glendale Community College students.

**Federal Perkins Loan** ñ This is an institution-direct loan, based on limited funding.

**Federal Subsidized Stafford Loan** ñ This is a need-based loan. Interest is subsidized by the federal government while the student attends college on a minimum of a half time basis.

**Federal Unsubsidized Stafford Loan** ñ This is a non-need based loan. The interest is not subsidized by the federal government, and therefore begins accruing on the day the loan is disbursed. The borrower is responsible for interest that accrues throughout the life of the loan, including in-school and deferment periods.

### Short-Term Loans:

Four short-term loan funds administered by the Financial Aid Office are available only to financial aid recipients. These are:

- Beta Sigma Phi Student Loan Fund
- Business and Professional Women's Foundation, Arizona Corporate Chapter Loan Fund
- First Interstate Bank of Arizona Charitable Foundation
- Sun City West American Association of University Women Loan Fund

Two short-term loan funds administered by the Financial Aid Office are available to students in need of emergency assistance. These are:

- Louis Csontos Memorial Loan Fund ó A memorial fund has been established by the wife of the late, longtime faculty member, Louis Csontos, to provide short-term loans for GCC students in need of emergency educational assistance.
- Dr. Al J. Hoeffel Memorial Loan Fund ó The family and friends of Dr. Al J. Hoeffel, former chairperson of the GCC Counseling Department, and longtime Arizona educator, have established a fund to provide short-term loans to GCC students in need of special assistance.

### **Grants**

The Pell Grants (PG), Supplemental Education Opportunity Grants (SEOG), and Leveraging Educational Assistance Partnership (LEAP) are awarded on the basis of need.

### **Employment**

Employment is available to students through Federal Work Study (FWS). Contact the Financial Aid Office for more information.

Additional information concerning the above programs can be found on our web site at: [www.gc.maricopa.edu/finaid](http://www.gc.maricopa.edu/finaid).

### **Fitness Center**

**Location:** FC (Fitness Center)

**Hours:** Monday through Thursday, 5:00 a.m. to 9:00 p.m.  
Friday, 5:00 a.m. to 8:00 p.m.  
Saturday, 7:00 a.m. to 2:00 p.m.  
Sunday, 7:00 a.m. to 2:00 p.m.

Summer hours:

Monday through Thursday, 5:00 a.m. to 9:00 p.m.  
Friday, 5:00 a.m. to 2:00 p.m.

**Telephone:** 623.845.3800

The GCC Fitness Center is an on-campus exercise facility featuring Cybex, Lifefitness, Stairmaster, and Woodway cardiovascular and strength equipment. It is available to students, employees, and members of the community who register to participate. Upon completion of an orientation, participants may attend as frequently as desired and at any time during open hours. One-credit, two-credit and non-credit courses are available. Fitness Center students are eligible for free aerobic classes, nutrition analysis and body composition testing. Come in for your free trial workout today!

# Services and Activities

## Food Services

**Location:** SU (Student Union)

**Hours:** Monday through Thursday, 7:00 a.m. to 7:00 p.m.  
Friday, 7:00 a.m. to 2:00 p.m.  
Summer hours may vary

**Telephone:** 623.845.3543

The Dining Center provides hot meals, sandwiches and various snack items during the school day and evening. The Palms Cafe is open from 7:00 a.m. to 7:00 p.m. Monday thru Thursday and 7:00 a.m. to 2:00 p.m. on Friday. Catered events are also available.

## High Tech Center Complex

### High Tech Center 1

**Hours:** Monday through Thursday, 6:50 a.m. to 12:00 a.m.  
Friday, 6:50 a.m. to 10:00 p.m.  
Saturday and Sunday, 8:00 a.m. to 5:00 p.m.  
Summer hours may vary.

**Telephone:** 623.845.3458

The High Tech Center 1 (HT1) is a 31,250 sq. ft. multi-discipline computer and technology facility. A 9,100 sq. ft. subterranean open lab area, commonly called the P.I.T., is located in the center of the building. It has the capacity to hold 336 microcomputers and terminals distributed among 28 islands holding 12 workstations each. Virtually all microcomputers are networked. Surrounding the pit are administrative offices, conference room, college telephone switchboard, academic and administrative computer center, teleconference room, TV studio, computer-aided drafting/design lab, computer animation lab, and several other computer laboratories. HT1 is open 101 hours per week for use by students, faculty, and staff. Seventy-five (75) open entry/open exit courses are offered year-round.

### High Tech Center 2

**Hours:** Monday through Thursday, 6:50 a.m. to 10:00 p.m.  
Friday, 6:50 a.m. to 9:00 p.m.  
Saturday, Lab closed - classrooms open  
Summer hours may vary

**Telephone:** 623.845.3552

High Tech Center 2 (HT2) is a semicircular 26,400 sq. ft. multi-discipline computer and technology facility. The building has ten classrooms and ten faculty offices. A 4,700 sq. ft. open lab area is adjacent to the faculty offices and is capable of holding 144 microcomputers and terminals distributed among 12 islands of 12 workstations each. The Center for Innovation and the offices of Training and Employee Development are also located in the Center.

## Housing Facilities

Glendale Community College does not have residence halls. Students must make their own arrangements for housing. A bulletin board located in the Student Union provides space for advertisements regarding living accommodations. The college makes no attempt to evaluate or approve posted housing offerings. It is advisable that students personally inspect any accommodations before renting or leasing.

## THE INSTITUTE for Business, Industry and Technology

**Location:** T2-107 (Technology 2)

**Hours:** Monday through Friday, 7:30 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3290

**THE INSTITUTE'S** mission is to provide business, industry and government agencies customized quality training programs that are flexible and affordable; and to offer academic and vocational programs that enhance the individual and provide additional value to the company for which they work by increasing employee knowledge, skills and confidence. **THE INSTITUTE** makes use of a wide array of talented resources both within and beyond the college system to ensure that professional results are achieved.

## International Students Center

**Location:** B-103 (Business)

**Hours:** Monday through Friday, 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3135/623.845.3136

The International Students Program serves the needs of nonimmigrant students coming to Glendale Community College from other countries to continue their education. The program, which coordinates the educational and cultural orientation for these students, is housed in the International Students Center. The center provides a place for nonimmigrant international students to meet each other, to get information about housing in the area, to find out how to get a social security card or driver's license, or about things to see and do in Phoenix and the surrounding Valley. In addition, the center is the contact point for the International Student Association (ISA), which is a campus club for all GCC students that promotes international awareness and understanding. The director of the center can also help students who have questions about college life, American culture, or United States immigration regulations.

## Services and Activities

### Job Placement Services & Maricopa Recruiter

**Location:** CCS (Counseling and Career Services)

**Hours:** Monday through Thursday, 8:00 a.m. to 7:00 p.m.  
Friday 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3283 or 623.845.3284

Listings of both part-time and full-time jobs are available in the Career Center and on the World Wide Web. On-campus visits by major employers occur throughout the year. Sources of information on numerous employment opportunities are provided. Annual Career Expo with over 100 employers, happens every year during the Spring semester. Visit our on-line job listing service at: <http://www.maricopa.edu/recruiter/>

### Library Media Center

**Hours:** Monday through Thursday, 7:00 a.m. to 10:30 p.m.  
Friday, 7:00 a.m. to 5:00 p.m.  
Saturday, 9:00 a.m. to 5:00 p.m.  
Summer Hours Vary

**Telephone:** Library Services: 623.845.3109  
Reference Desk: 623.845.3112  
ILL and Reserves: 623.845.3109  
Media Services 623.845.3119

<http://www.gc.maricopa.edu/lmc/>

The Library Media Center (LMC) provides a number of services to meet the educational and leisure needs of the college community, and the community-at-large. The resources and services include:

- Access to the library collection
- Reference and Research Assistance:
  - Online catalog and Internet Access
  - Classroom bibliographic instruction
- Periodicals and Microform Collection
- Group study rooms
- Media Resources and Services:
  - Video production and tapings
  - Videotapes, recordings
  - Photography and slides
  - Equipment to support audiovisual needs
  - Videoconferencing
  - Satellite Downlinks
  - Fax service

The Library Media Center staff is available to assist users.

### Mentoring Program for Students

**Location:** CCS (Counseling and Career Services)

**Hours:** Monday through Friday, 7:30 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3532

The Mentoring Program links interested students with college faculty or staff members who will listen and provide support and guidance to students desiring a better college experience.

### Multicultural Affairs

**Location:** EC (Enrollment Center)

**Hours:** Monday through Thursday, 8:00 a.m. to 5:00 p.m.  
Friday, 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3565

The Multicultural Affairs office conducts educational outreach in the community to promote higher education of ethnic minorities. Minority youth and adults are encouraged to attend post-secondary education programs as a means to prepare for present and future employment needs.

Assistance is provided with admissions and financial aid forms, educational planning and registration.

### Online Services for Students

**Location:** Online at [www.gc.maricopa.edu](http://www.gc.maricopa.edu)

**Hours:** 24 hours a day, 7 days a week  
Registration and other online student records functions are available between 8:00 a.m. and 7:30 p.m. MST only.

The following services are available online at [www.gc.maricopa.edu](http://www.gc.maricopa.edu): current schedule of classes, course descriptions, policies, procedures, registration, fee payments, grades, transcripts, and student class schedule.

## Services and Activities

### Servicios Multiculturales

**Local:** Edificio EC (Centro de Inscripciones)  
**Horas:** De lunes a jueves, 8:00 a.m. a 5:00 p.m.  
viernes, 8:00 a.m. a 4:30 p.m.  
Cerrados los viernes durante el verano  
**Teléfono:** 623.845.3565

El programa de Servicios Multiculturales promueve la educación del colegio. Se recomienda que los jóvenes de las escuelas secundarias y los adultos de la comunidad asistan a los programas en el Colegio Comunitario de Glendale para desarrollar interés y motivación en la educación. La educación superior del colegio es necesaria para las carreras y el empleo en el presente y en el futuro.

Se ofrece asistencia con las solicitudes para la admisión y asistencia con ayuda financiera. También se ofrece asistencia con todos los procesos de la inscripción y en la selección de clases.

### Testing Services

**Location:** TDS-118 (Testing and Disability Services)  
**Hours:** Monday through Thursday, 8:00 a.m. to 7:30 p.m.  
Friday, 8:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer  
**Telephone:** 623.845.3058

Assessments for the ASSET (English, mathematics and reading), General Education Development (GED), and English as a Second Language (ESL) are administered on a scheduled basis. Special interest assessments and evaluations are by appointment only through the Counseling Center located in SPS-42. For appointment call: (602) 623.845.3064.

### Transportation

Municipal bus service is available within the community. Bus schedules may be obtained from display racks in the Student Union or from the Glendale Public Library located at 5959 West Brown Street just north of GCC.

### University Transfer Center (UTC)

**Location:** EC (Enrollment Center)  
**Hours:** Monday through Thursday, 8:00 a.m. to 7:30 p.m.  
Friday, 9:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer  
**Telephone:** 623.845.3090

A student who intends to transfer to another college or university to complete requirements for a baccalaureate degree should consult the catalog of the college of intended transfer with the assistance of an advisor to determine the equivalent course requirements and equivalent courses that can be taken at Glendale Community College. Universities in the State of Arizona accept transfer students who have maintained a cumulative grade point average of 2.00 or better.

Representatives from Arizona Universities staff the UTC each semester. To make an appointment visit the UTC in the EC or call 623.845.3090.

### Veteran Services

**Location:** EC (Enrollment Center)  
**Hours:** Monday through Thursday, 8:00 a.m. to 7:30 p.m.  
Friday, 9:00 a.m. to 4:30 p.m.  
Closed Fridays during the Summer  
**Telephone:** 623.845.3360

Glendale College Veteran Enrollment Services provides assistance to eligible students in applying for U. S. Department of Veterans Affairs (V.A.) educational benefits. Veteran Enrollment Services is responsible for certifying attendance and reporting changes in enrollment to the V.A.

Students receiving educational benefits from the V.A. should verify student status with the college's Veteran Enrollment Services Representative each semester to assure that their certification of enrollment is current.

### Restricted Students

Students who have a degree or who have completed 64 semester hours may be considered by the V.A. to be overqualified to receive community college educational benefits. If the student is lacking necessary courses for his or her degree, he or she can meet with an academic advisor for a program evaluation. The list of required classes will be sent to the V.A. with a request for approval of the program of study. Once approved, the student will be paid for only those classes required for the degree. Students must request V.A. certification each semester.

### Transfer Credits

Students receiving V.A. educational benefits who have attended other colleges must have transcripts sent directly to the Glendale Community College Admissions and Records Office. The college Veterans Enrollment Services must be able to report to the V.A. the amount of credit previously earned before the end of the first semester to avoid retroactive termination of benefits.

## Services and Activities

### The Writing Center

**Location:** HT2-113 (High Tech Center 2)

**Hours:** Hours vary between 8:00 a.m. and 4:30 p.m.  
Monday through Friday

**Telephone:** 623.845.3480

The Writing Center provides free individual tutoring assistance for all students. Students may make a 30-minute appointment with a faculty member to seek help in any aspect of writing (composing reports, outlining, research papers, reviews, essays, business memoranda, resumÉs, or letters).

Assistance is also given in related study skills: notetaking, essay exam techniques, reading, interpreting and writing literature, and reading improvement. Stop by to make an appointment.

#### **GCC Electronic Writing Center**

This service has been established to provide free tutorial assistance to the evening and weekend students who need help in writing assignments and who are unable to come to our daytime facility. Students may submit written work by accessing our web page:

<http://www.gc.maricopa.edu/EWC/>

(Both the Writing Center and the Electronic Writing Center are unavailable during the summer sessions)

## Activities

---

### Art Exhibits And Lectures

Under the auspices of the Art Department and Evening Students Association, exhibitions of traveling collections are held, as well as lectures by staff and guest speakers. Faculty and student art shows are presented during the spring semester.

### Amphitheater Entertainment Series

An event series of local bands and performing groups held for students, faculty and the community. Performances are during evenings and weekends in the Soleri Amphitheater and are sponsored by Evening Students' Government (ESG).

### Clubs

Clubs give students the opportunity to develop their interests in a variety of areas. Approximately twenty clubs cover a wide variety of interests, including religious organizations of various denominations. New clubs may be proposed at any time during the year by contacting the Associate Dean of Student Life and subject to approval by the Associated Students Government and the College President. Refer to the Student Handbook for a list of the clubs and a brief description of each.

### Community Services

#### Forum and Lecture Series

The public is invited to attend the free forum and lecture series held at 11 a.m. in the Student Lounge on selected Wednesdays during the spring and fall semesters. A wide variety of programs are presented by publicized guest speakers.

### Music

The Music Department offers a variety of concerts to students and the public. Concerts include programs by the A Cappella Choir, Chamber Singers, Opera Workshop, Concert Band, Jazz Ensemble and Guitar Ensemble. These are offered free to the public.

## Services and Activities

### Phi Theta Kappa

Phi Theta Kappa is an internationally recognized honor society with over 40,000 members currently enrolled in more than 800 two-year colleges in the United States and abroad. The purpose of this organization is to recognize academic achievement, promote scholarship, develop character, and to cultivate fellowship. Granted a charter at Glendale Community College, the Omicron Lambda Chapter of Phi Theta Kappa, invites all students who have successfully completed twelve (12) credit hours with a 3.5 grade point average to join its organization.

Membership entitles the scholar, in one of many honored traditions, to wear the golden stole and the mortarboard tassel at their commencement. Phi Theta Kappa offers a variety of activities.

### Special Interest Classes

**Location:** 04-109

**Hours:** Monday through Friday, 7:30 a.m. to 4:30 p.m.  
Closed Fridays during the Summer

**Telephone:** 623.845.3805

For those who desire more informal learning, the Center for Community Education provides non-credit classes in the following areas every semester. Call for a current schedule of special interest classes.

- Arts and Crafts
- Business/Investing
- Children's Classes
- Discover the World
- The Home
- Productive Pastimes
- The Outdoors
- Recreation/Fitness/Health
- Personal/Professional Development

### Student Government

**Location:** Student Union

**Telephone:** Associateds Student Government (ASG)  
623.845.3526

Evening Students' Government (ESG)  
623.845.3534

Student government organizations provide an opportunity to participate in planning and decision-making activities. Community college students can play key roles on the campus through the active student government program.

The powers and jurisdiction of various organizations are those delegated by the President of the College. Participation in student government represents the opportunity to gain practical financial experience managing student funds. It also presents the opportunity to develop skills in leadership and in democratic procedures. The student governments also concern themselves with promoting social activities, cultural affairs, school spirit, and a favorable image of the college.

The **Associated Students Government (A.S.G.)** represents the day student body. It is composed of students elected from the day student body, and a faculty advisor. A.S.C. sponsors Legal Services and other activities of interest and value to students.

The **Evening Students' Government (E.S.G.)** represents the evening student body. E.S.G. is composed of a board of evening students and a faculty advisor plus a faculty advisor for Art Acquisitions. E.S.G. sponsors such events as Artists' Series, Legal Services and an Art Collection.

The President's Budget Advisory Committee is composed of one member of A.S.G, one member of E.S.G., the Business Manager, the Associate Dean of Student Life and is chaired by a faculty representative. The Committee recommends to the President, allocations of student funds for student activities.

### Theatre

**Telephone:** 623.845.3709

The Theatre Department offers several dramatic presentations during the year to students and the public. Two theatrical shows are presented each semester directed by faculty and staff. Auditions are held on campus and are open to students, faculty and staff. Each spring term the department puts on a musical. An outside professional director is often invited to direct one of the shows. The admission costs vary.