

Services and Activities



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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. Academic 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,
- receiving financial aid,
- pursuing 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.
Closed Fridays during the Summer
Offices open two Saturdays during the months of August and January

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 7:00 a.m. to 4:30 p.m.
Closed Fridays during the Summer

Telephone: 623.845.3282

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

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.
Saturday, 8:00 a.m. to 1:00 p.m.
Closed Fridays & Saturdays during the Summer
Closed on School Holidays

Telephone: 623.845.3545

The on-campus Bookstore is operated by Follett Higher Education Group 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 at an educational price. To order books online: www.efollett.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: 623.845.3283

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.

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 responsible for the collection of tuition and fees to include: student ID replacement, testing fees, and childcare. You may also pay parking and library fines at this office. The Cashiers Office also distributes student payroll checks and will cash personal checks for up to \$5.00 with a valid student ID card and drivers license.

Center for Learning

Location: CL-45 (Center for Learning)

Hours: Monday through Thursday, 8:00 a.m. to 9:00 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 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: CS Building(formerly 06 Building)

Hours: 24 hours a day, 7 days a week

Telephone: 623.845.3535
623.845.3438

The mission of the College Safety Department is to provide a safe and secure environment for all staff, students, and visitors. The purpose of College Safety is to provide for the protection of all persons on campus property in addition to College and personal property, traffic control, lost and found services, loss prevention and loss reporting, and identification of safety hazards.

The College Safety Department maintains a lost and found repository for the campus. Campus community members who lose property at the college may check with Safety personnel to ascertain if the item has been found. Articles turned in to the lost and found will be held for a specified period of time, and items not claimed within this time period will be disposed of in accordance with established procedures.

The importance of reporting crimes, suspected crimes, and unusual activities to the College Safety Department cannot be overemphasized. This information could provide a basis for making timely warnings when a crime may present a threat to members of the campus community, and can assist the college in providing a full disclosure in the annual crime statistics report.

Students, visitors, and employees are subject to the college's parking rules and regulations if they park on campus. A detailed parking rules and regulations brochure is available at the College Safety desk. As of Spring Semester 2003, students are no longer required to obtain parking decals for their vehicles. Keep in mind that other MCCC campuses may require student parking decals.

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. 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.

Disability Services and Resources

Location: TDS-100 (Testing and Disability Services)

Hours: Monday through Thursday 8:00 a.m. to 7:00 p.m.
Friday 9:00 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 at 623.845.3080. There is a special TTY telephone for students who are speech or hearing impaired at 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 of 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/>

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

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

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
- Presidents' Scholarship
- Honors Fee Waiver
- Foundation Honors

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 Womens' 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 Annual GCC Scholarship Application booklet.

- AACHE
- Alambra Foundation For The Future
- Alpha Delta Kappa Xi Chapter Scholarship
- 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
- AZ Society of CPAs
- Bill Flynn Memorial Scholarship
- Bodine, A.W. –Sunkist Memorial
- Business and Professional Women
- Coca-Cola Scholarship
- 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 Council on Black American Affairs (MCBAA)
- Maricopa Foundation–Honeywell
- Maricopa Foundation—Motorola
- National Society of Public Accountants
- Nina Mason Pulliam Legacy Scholarship
- Northern Arizona University Scholarship
- Phoenix Scottish Rite of Freemasonry
- Roger Hufford Memorial Scholarship
- St. Luke's Service League Scholarship
- Steve Copper Scholarship
- Sunkist Memorial
- University of Phoenix Scholarship

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
- Americorps
- 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-Alpha 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
- Methodist Shepherd of the Hill
- Moose Lodge Scholarship
- On Your Mark Navajo Nations
- Peoria Unified School District
- Phoenix Union High School
- Shepard of the Valley
- 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 Booklets 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
- Best Western/GCC Partnership
- Bonnie Ann Nelson Scholarship
- Cindy Oplinger Memorial Scholarship
- Computer Science Engineering and Math Scholarship (CSEMS)
- Dorrance
- Dougherty Foundation
- Dr. and Mrs. Merle Lange Scholarship
- Dr. Irwin S. "Wes" Westenberg Scholarship
- Dr. Ruby Gordon Scholarship
- Ellen Claire Lawrence Memorial Scholarship
- Engineers Club of the Sun Cities Arizona
- Frank Fitzgerald Art Scholarship
- GCC 30th Anniversary Employee Scholarship
- GCC Assistance Scholarship
- GCC Merit Based Scholarship
- GCC Open Doors Scholarship
- GCC Women's Club Scholarship
- Glendale Kachina Rotary Scholarship
- Intel Scholarship
- Manny and Sue Griego Scholarship
- Margarita Toraya Journalism Scholarship
- Nellie H. Jones Scholarship
- Refsnes Scholarship
- Rene Catalano Scholarship
- Rick Brown Memorial Scholarship
- Soderberg, Carl L., Trust
- Steve Cooper Scholarship
- Student-2-Student Scholarship
- Titan Pest Control College Fund
- Thunderbird Samaritan Medical Center Nursing Scholarship

Loans**Title IV Loan:**

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

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

Federal Subsidized Stafford Loan – 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 – 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 — 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 — 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.

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 7:00 p.m.
Saturday, 7:00 a.m. to 2:00 p.m.
Closed Sundays during the Summer

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 group fitness/aerobic classes, nutrition analysis and body composition testing. Come in for your free trial workout today!

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 5:00 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'S philosophy is "to be the best in all we do, by meeting our clients needs and expectations. We continuously improve and update our services to meet the demands of our changing world in the public and private sectors." We align our strategies to ensure rapid response, partnership development, resource leveraging and customized workplace development and training.

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 non-immigrant 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 staff of the center can also help students who have questions about college life, American culture, or United States immigration regulations.

Job Placement Services & Maricopa Career Network

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

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. The Annual Career Expo happens every year during the Spring semester. Visit our on-line job listing service at: <http://www.gc.maricopa.edu/career>

John F. Prince Library Media Center

Hours: Fall and Spring:
Monday through Thursday, 7:00 a.m. to 10:00 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
Media Services 623.845.3119
Reference Desk: 623.845.3112
Library Reserves
and Interloans: 623.845.3109

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

The John F. Prince Library Media Center 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:

Library Resources and Services:

- Access to the Library collection
- Periodicals and Microform collection
- Group study rooms
- Reference and research assistance:
 - Online catalog and Internet Access
 - Classroom bibliographic instruction

Media Resources and Services:

- Video production and tapings
- Videotapes, recordings
- Photography and slides
- Digital Scanning
- Equipment to support audiovisual needs
 - Video-conferencing
 - Satellite Downlinks
 - Fax services

The library and media 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: 623.845.3069

Email: trini.sandoval@gmail.com

The Gaucho Mentoring Program helps new students to network. It is through the support of the GCC faculty and staff members that students can successfully conquer the college experience. Students receive critical information on campus resources and the many "new" systems with which they must now navigate their educational journey in higher education. Mentoring is embraced by the entire campus and because it has become a priority, students will find mentors from all areas of the campus. Involved in the mentoring efforts are the GCC President, deans, associate deans, faculty, advisors, counselors, and many other staff members. For more information, contact Trini Sandoval, Gaucho Mentoring Program Coordinator.

Multicultural Affairs

Location: A-150 (Administration Building)

Hours: Monday through Thursday, 8:00 a.m. to 5:00 p.m.
Friday, 9:00 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

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

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

Servicios Multiculturales

Local: Edificio A-150 (Administración)

Horas: De lunes a jueves, 8:00 a.m. a 5:00 p.m.
viernes, 9:00 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, 9:00 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.

The Writing Center

Location: HT2-113 (High Tech Center 2)

Hours: Hours vary between 8:00 a.m. and 5:00 p.m.
Monday through Friday

Telephone: 623.845.3480

The Writing Center provides free individual writing 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 writing assistance to the evening and weekend students who need help in assignments and who are unable to come to our day-time 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.

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 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 scholars, in one of many honored traditions, to wear the golden stoles and the mortarboard tassels at their commencement.

Special Interest Classes

Location: A-134

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
- New Age/Paranormal
- The Outdoors
- Personal/Professional Development
- Productive Pastimes
- Recreation/Fitness/Health

Student Government

Location: Student Union

Telephone: Associateds Student Government (ASG)
623.845.3526

Evening Students' Government (ESG)
623.845.3534

Student government organizations provide opportunities to participate in planning and decision-making activities. Community college students can play key roles on the campus through the 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.G. sponsors many 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 the Artists' Series and the College 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 various 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.