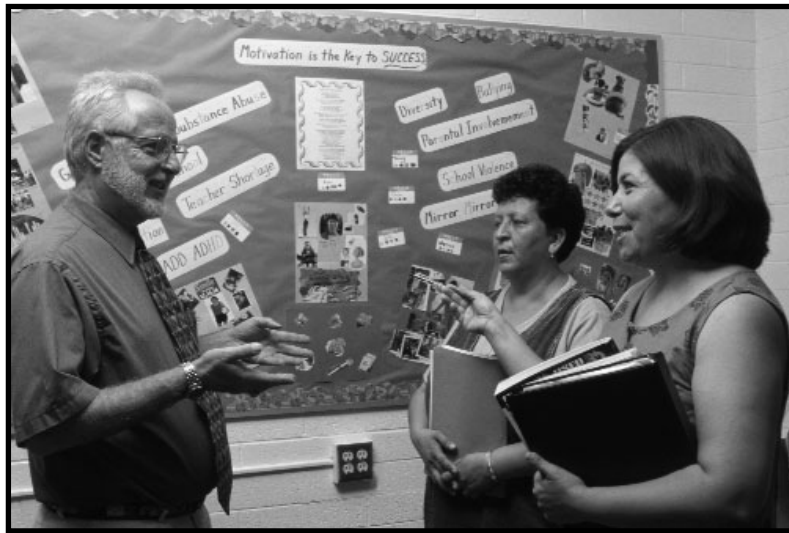


Student Services and Activities



Student Success: A Shared Responsibility	300
Services	301-313
Activities	313-314

Student Success: A Shared Responsibility

Glendale Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. We recognize that student success is a shared responsibility of both employees and students, and believe that to succeed students must be involved as active partners in education.

Employees are committed to:

1. Making every effort to provide accurate, timely information regarding access to the college's programs, services and amenities.
2. Providing quality student services and making knowledgeable and accurate inter-office referrals.
3. Reviewing and updating student services and procedures based on feedback from students.
4. Treating students with respect, courtesy and dignity.
5. Practicing behavior that is interpersonally effective such as friendliness, patience and sensitivity to the feelings of others.
6. Being open to nontraditional requests and seeking resolution when possible.
7. Providing learning opportunities for students to acquire life management skills such as realistic goal setting, time management, stress management, and social skills.
8. Recognizing that academic progress and intellectual growth are the student's primary goals, and to provide services that will promote such progress.

Students are expected to:

1. Read and review printed materials and ask questions regarding access and services in a timely manner.
2. Follow through on suggested referrals and identify the referring office or employee.
3. Use and evaluate student services and procedures in order to provide meaningful feedback.
4. Treat employees with respect, courtesy and dignity.
5. Recognize efforts to accommodate their needs or requests, and show patience and sensitivity to employees who are following procedures.
6. Communicate their needs and let employees know the perceived barriers to meeting their requests.
7. Be aware of and select those personal growth opportunities that will help them develop life and social management skills.
8. Make a commitment to their own academic and intellectual growth and to use those services that will help them achieve their goals.

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 assessment testing.

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; Nursing and Honors Program admissions; and athletic eligibility.

Bookstore

Location: 05 Building
Hours: Monday through Thursday, 7:45 a.m. to 7:30 p.m.
 Friday, 7:45 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.

Check Policy:

1. Checks must be made payable to Glendale Community College Bookstore.
2. Checks will be accepted for the amount of the purchase only, with one of the following forms of ID: a current Arizona Driver's License, a GCC ID, a State ID, or a Military ID.
3. There is a \$20 fee for a check returned by the bank.
4. No out-of-state checks / no exceptions.

Refund Policy:

1. New and used textbooks may be returned for a full refund within 7 days from and including the official start of the fall and spring semesters, and summer sessions.
2. After the 7 day period, new and used textbooks may be returned for a full refund within 2 days of purchase.
3. No refunds are allowed on new or used textbooks purchased within the last 2 weeks of classes and the week of finals of any semester or summer session.
4. All refunds must be accompanied by a valid sales receipt.

Buy Back Policy:

1. The Bookstore buys books year round.
2. At the end of each semester, with a professor's written adoption, the Bookstore will buy back textbooks for the following term at 50% of the current price until they have sufficient quantity.
3. All other books will be bought at prevailing national market value.
4. The Bookstore reserves the right to determine quality, quantity, and price of books bought back.
5. An AZ Driver's License or a GCC ID is required to sell your books.

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 for credit and non credit classes. In addition, they collect payment for parking and library fines, student ID replacement, testing fees and childcare charges. This office processes tuition refunds and disburses Financial Aid checks. 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.

Refunds:

The Cashiers Office will start processing refunds after the second week of classes. Refund checks will be mailed or credit cards will be credited, based on the original payment method. You may request a refund prior to this time frame in the following manner:

- **Tuition Payment by Check:** If less than fifteen (15) working days from the date of payment, bring canceled check bank statement or notice from bank confirming check clearance to the cashier window. A refund check will be ordered from our District office and will be mailed to your home within two (2) working days.
- If check clearance information is not available, fifteen (15) working days must pass from the date of payment for a refund to be processed (twenty (20) days for out of state checks).
- **Tuition Payment by Credit Card:** Refunds must be applied to the same card used for payment. Call 623-845-3333 or bring your card to the cashier's window for immediate credit. Refund checks cannot be issued for payments made by credit card. If you no longer have the card, the refund will still be processed to than number and the bank will issue your refund.
- **Tuition Payment by Cash:** Call 623-845-3589 or come to the cashier window. A refund check will be ordered from our District office and will be mailed to your home within two (2) working days.

For your protection, please show a picture ID when requesting refunds at a cashier window.

Center for Learning

Location: CL-36 (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 provides free support services for all GCC students: tutoring, computer labs, multimedia, and study strategies. The Center for Learning is also a model for community colleges to coordinate services directed at the problem of adult illiteracy. The Center serves adults who have a wide range of literacy needs, including ESL, basic skills, and GED preparation, with flexible educational services for a nominal fee.

The Center for Learning is open to anyone in the community over the age of 16 years as well as all GCC students.

Services offered:

1. Tutoring in most academic areas (credit students only)
2. Software and media materials available in English, Reading and Math.
3. Study skills videos
4. Credit classes
5. Study skills inventory
6. READ classes
7. Software and media materials
8. Additional help from GCC faculty members who work in the Center.
9. Non-credit ESOL classes.

Services available to faculty:

1. Computer software and multi-instructional materials list.

Credit classes are available in Grammar Review, Reading, Vocabulary, ESL Business Writing, and American Culture.

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 licensed, 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

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 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. The College Safety Office is open 24 hours a day, 7 days a week. Some of the services that the College Safety Department provides includes protection of college and personal property; traffic control; visitor assistance; lost and found services; loss prevention and loss reporting; identification of safety hazards; and safety escorts. Visit our web site at: www.gc.maricopa.edu/safety.

Accident Reporting (Non-traffic related)

Accidents resulting in injury should be reported to the instructor who will complete the college accident form. **THE COLLEGE SAFETY DEPARTMENT MUST BE NOTIFIED IMMEDIATELY (623.845.3535 or 623.845.3438) WHEN AN ACCIDENT OCCURS.** Accident forms are available at and processed by the Office of Student Life.

Animals and Pets

Animals and pets are not permitted on the campus (seeing-eye or hearing assistance dogs are the exception). All stray and uncontrolled animals will be turned over to the nearest animal shelter. Infractions are to be reported to the College Safety Office immediately.

Bicycles/Skateboards/Roller Blades

Bicycles, skateboards, roller blades and/or roller skates are banned for use in the inner campus and parking lots due to potential injury to persons using the facilities. Bicycles must be wheeled on campus sidewalks and grass areas. Roller skates, roller blades and skateboards must be carried on campus sidewalks, roads, and grass areas.

Fire and Evacuation

If an alarm should sound, evacuate the building immediately. For students physically incapable of holding their places in line or moving at a reasonable speed, provisions must be made for them to move independently of the line of march under the supervision of a responsible student or instructor. Once outside the building, all persons should move AT LEAST FIFTY (50) feet away from the structure, but not parking lots.

In case of fire, notify the College Safety desk at 623.845.3535 or 623.845.3438.

Parking on Campus

Commuting to and from and trying to find parking spaces at Glendale Community College can be a frustrating experience. However, the GCC Safety department wants you to have a positive experience and makes every effort to assist you.

Parking Regulations

1. No vehicle shall:
 - a. Park anywhere other than designated parking areas, between 2 parallel lines. Employee parking areas are designated by yellow parking lines. Students are required to park in those spaces designated by white parallel lines other than visitor parking.
 - b. Park on ANY roadway not designated/marked for parking.
 - c. Occupy more than 1 parking space.
 - d. Park facing away from the centerline. (The parking lot has many one way aisles and parking facing in the incorrect direction results in unsafe traffic patterns.)
 - e. Park in a Red Zone/Fire Lane.
 - f. Park in a disabled space without proper state issued license plate or hanging decal.
2. Motorcycles/Vehicles shall park only in designated areas. There is NO parking at the end of islands and in "NO PARKING" areas.
3. Bicycles shall park in the racks provided. Bicycles shall not be chained to trees, lamp posts, fences, or buildings. The college reserves the right to remove improperly parked bicycles at the owner's expense.

Operating Regulations

1. Posted 15 M.P.H. speed limit is in effect.
2. Driving motor vehicles, motorized cycles, or bicycles on pedestrian paths, the campus interior, or sidewalks is prohibited.
3. No careless or reckless driving is permitted.
4. Pedestrians always have the right of way and special caution must be exercised in high pedestrian traffic areas.
5. Compliance with State of Arizona, ARS-28 codes is mandatory.
6. All vehicles must comply with current emissions control standards.

Visitor Parking

Visitor parking is for "Visitors" only. Individuals registered for classes on this campus are not considered visitors. Any vehicle bearing a GCC or an MCCCDC parking decal is not considered a visitor and will be cited.

Registration/Parking Violations and Fines

Examples of Fines Include:

- Parking in an unauthorized parking area (\$25.00)
- Removing barricades or failure to obey vehicle control device (\$25.00)
- Violating disabled parking stall or access (\$50.00)
- Parking in a fire lane (\$50.00)

- Falsifying information on registration application (\$50.00)
- Failure to register a vehicle and display permit (\$30.00)
- Displaying an altered or substituted permit (\$50.00)
- All other violations (\$15.00)

Parking fines are adopted as part of the Tuition and Fee schedule and are incorporated here by reference. Fee amounts are subject to change upon adoption of the schedule for the new fiscal year. For current fee amounts, please contact College Safety or visits: www.gc.maricopa.edu/safety/

Fine Payment and Appeals

1. Fines must be paid at the Cashier's Office or by check in the envelope provided with the citation.
2. **Anyone wishing to appeal a citation must do so within 15 working days from the date of citation, or all rights of appeal will be lost.**

Step 1: If the party wishes to appeal, the citation or a copy of the citation must be attached to the completed written appeal form. The parking and traffic appeals officer will review all appeals. Appeal forms are available at the College Safety Department. If the citation is appealed and the citation is upheld, payment must be received within twenty one (21) working days of the appeals letter notification date or doubling of the citation amount will occur.

Step 2: If the party receives an unfavorable decision from the parking and traffic appeals officer and wishes to appeal further to the college appeals board, the written appeal, the appeals officer's decision, a paid receipt equal to the amount of the penalty, and all enclosures must be returned to the College Safety Department.

Step 3: Appeals Board. The above enclosures will be held for the next appeals board. The appeals board will be the final adjudicating authority on campus.

Step 4: Further appeals may be taken to the Maricopa County Superior Court at the appellant's own expense.

NOTE: Special locations are marked for motorcycles and bicycles.

Safety and Security

Glendale Community College is not liable for thefts and/or damages occurring on campus grounds. The following suggestions, however, are offered for your consideration and implementation:

1. Immediately report all accidents, damage, or thefts to College Safety, located in the CS Building.
2. Close all vehicle windows and lock all doors.
3. Keep all personal items out of plain view.
4. Report all suspicious activities and/or persons to College Safety at 623.845.3535.
5. Use the buddy system, especially after dark. Escorts are available from the College Safety Department.
6. Attend personal safety classes and other seminars when offered by the College Safety Department. These seminars are informative, free of charge and advertised in the college newspaper, "The Voice."

Weapons

No firearms or lethal weapons of ANY type are permitted on the campus. For further information, contact the Director of College Safety, or the Associate Dean of Student Life in SU-109.

Please visit the College Safety web site at:
<http://www.gc.maricopa.edu/safety/>

Counseling and 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.
Saturday mornings, 8:00 a.m. to Noon

Summer Hours:

Monday through Thursday, 8:00 a.m. to 7:00 p.m.
Open Saturdays in August

Telephone: Counseling Appointments/
walk-ins: 623.845.3064
Career Resources 623.845.3283
Students Success Workshops: 623.845.3064
Job Placement: 623.845.3283
Internship (Career Work Experience): 623.845.3062
Mentoring: 623.845.3069
New Student Seminar Registration: 623.845.3333
Re-Entry Services: 623.845.3283

Counseling and Career Services houses a variety of services to help students reach their academic, educational, and personal goals.

- **Individual Counseling** is available for students who want assistance clarifying career and academic goals - or overcoming obstacles in their personal lives.
- **Career Exploration and Planning Resources** are available (on-line and print based).
- **Counseling and Personal Development Courses** are offered each semester. Some of the more popular courses include: Career and Personal Development, Strategies for College Success, Stress Management, Anger Management, Eliminating Self Defeating Behavior, and Assertiveness Training. Please see the GCC Schedule of Classes for a current listing.
- **Job Placement** assistance is available for students/individuals seeking employment on or off campus.
- **Internships** are available through the Career Work Experience (CWE) class.
- **New Student Seminars and Orientations** are conducted, generally at the beginning of each semester.
- **Re-Entry Services** are provided for adults who may be new to college or returning after being out of school for a while.
- **Student Success Workshops** - a variety of short, free workshops are offered each semester.

Disability Services and Resources

Location: TDS-100 (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: 623.845.3080
Fax: 623.845.3273
TTD: 623.845.3086

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: academic and career advising, registration, personal counseling, 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, note takers, 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

Registration assistance may be obtained by contacting Disability Services and Resources (623.845.3080). There is a special TTY phone for students with speech or hearing impairments (623.845.3086). The Disability Services and Resources office is located in the Testing and Disability Services (TDS) Building.

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.

Eligibility for Accommodations and Required Disability Documentation

MCCCD has established minimum requirements which documentation must meet in order to support the current and substantial need for academic accommodation. Consequently, a student with a disability must provide DSR with required disability documentation to verify the nature and extent of the disability prior to receiving academic accommodations. A copy with the disability documentation requirements for:

1. Physical Disabilities
2. Specific Learning Disabilities
3. Attention to Deficit and/or Hyperactivity Disorders
4. Psychological Disabilities
5. Temporary Impairments

can be obtained by request at the Disability Services and Resources Office, and can be found within the DSR web site: <http://gecko.gc.maricopa.edu/dsr/dsreleg.html>. With consent from students, treatment providers may fax copies of necessary documentation directly to the DSR office (fax: 623.845.3273).

The DSR Coordinator or Program Advisor is responsible for evaluating and determining accommodation eligibility.

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, financial aid, university transfer information, course registration, veteran services, tuition and fee payment, and student ID cards.

ID Cards

Every GCC student may obtain a free picture ID card. A fee of \$4.00 will be charged to replace a lost card. A valid ID is required to use the High Tech Center, Cashier's Office, Library Media Center, and for classes such as Aerobics and the Fitness Center.

To obtain your GCC identification card, you will be required to show an official picture identification (i.e.: AZ driver's license, military identification) and a copy of your class registration.

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 designed to assist students in meeting financial needs while attending college. 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. These programs consist of grants, loans, scholarships, and jobs.

Applications are available at the Financial Aid and Scholarship Office, the GCC website: www.gc.maricopa.edu/finaid/fafsa.html or the Department of Education web site: www.fafsa.ed.gov. Approximately two months are required to complete the application process. This time varies throughout the year. As the beginning of classes approach, our volume increases and the evaluation process takes longer. Applications for Fall assistance are due in April.

To accept Student Financial Aid funds obligates a student to successfully complete 2/3 of all credit hours attempted during the evaluation period and maintain a GPA at or above the published institutional minimum scholastic standard.

Grants

Three types of grants are available for students. These grants are awarded based on need and do not need to be repaid as long as satisfactory enrollment is maintained.

- Pell Grants (PELL)
- Supplemental Education Opportunity Grants (SEOG), based on limited funding.
- Leveraging Educational Assistance Partnership (LEAP), based on limited funding.

Loans

Title IV Loan Programs:

Three types of Title IV loans are made available to eligible Glendale Community College students to make it possible to attend, but must be repaid.

- **Federal Perkins Loan** - This is an institution-direct loan, based on limited funding.
- **Federal Subsidized Stafford Loan** - This is a need-based loan. The federal government subsidizes interest 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 federal government does not subsidize interest; therefore, interest 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 and Scholarship 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 and Scholarship 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.

Employment

Employment is available to students, based on limited funding, through Federal Work Study (FWS). These are part-time jobs usually in your educational field.

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. Another source for scholarship information is the World Wide Web. GCC has links to several free scholarship searches from the Financial Aid portion of our web site: www.gc.maricopa.edu/finaid/scholarships.html. Applications for scholarships for the Fall semester should be made in the prior spring.

Academic Scholarships

Contact the Honors program secretary for information on:

- Betty Hedin Elsner
- Boerner Honors Program
- Chancellor's Scholarship
- Harry Matz
- Presidential Scholarship
- Honors Fee Waiver
- Foundation Honors

Activity Scholarships

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 Scholarships

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

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 and Scholarship Office. Consult the Annual GCC Scholarship Application publication.

- AACHE
- Alhambra Foundation for the Future
- Alpha Delta Kappa Xi Chapter Scholarship
- American Business Women's Association
 - Camelback Chapter
 - Kachina Chapter
 - Las Revedes 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, Harries 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

Groups, agencies and/or individuals external to GCC administer the following scholarships. 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 Lund 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 Department)
- 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 Scholarships

The Glendale Community College Scholarship Committee administers the following scholarships. Applications and the GCC Scholarship publication are available February through April at the Financial Aid and Scholarships Office.

- Aurelia Gomez Scholarship for Business and Information Technology
- Associated Students Day
- Best Western/GCC Partnership
- Bonnie Ann Nelson Scholarship
- Cindy Oplinger Memorial Scholarship
- Computer Science Engineering and Math Scholarships (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
- Karen Williams Memorial Scholarship
- Manny and Sue Griego Scholarship
- Margarita Toraya Journalism Scholarship
- Nellie H, Jones Scholarship
- Refsnes Scholarship
- Rene Catalan Scholarship
- Rich Brown Memorial Scholarship
- Roger Hufford Memorial Scholarship
- Soderberg, Carl L., Trust
- Steve Cooper Scholarship
- Student-2-Student Scholarship
- Titan Pest Control College Fund
- Thunderbird Samaritan Medical Center Nursing Scholarship

Additional information and regulations governing the above programs can be found on our web site at: www.gc.maricopa.edu/finaid.

First Year Experience

Location: CCS-101 (Counseling and Career Services)

Telephone: 623.845.3064

Coordinator: Marjane Maton

Glendale Community College is dedicated to providing diverse programs and services that help students develop the ability to meet their educational and personal goals. The FYE seeks to create a structured program and environment in which freshman students can clarify goals, grow personally and socially, and excel academically through linkages with campus programs, services and resources.

The FYE program promotes a supportive environment in which students are a special and important part of the campus community. Students are encouraged to take responsibility for their learning and access college resources that will benefit them.

Prime time classes are designed with integrated curriculum and assignments. Students have the option of participating in facilitated study groups, mentoring and mentoring focus groups, and specialized assessments. Contact the Program Coordinator for further information.

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 Palms Cafe, located in the central area of the Student Union, serves breakfast, lunch, dinner, beverages, and snacks to students and faculty. Catered events are also available. Regular semester hours: 7:00 a.m. to 7:00 p.m. Monday thru Thursday and 7:00 a.m. to 2:00 p.m. on Friday. Summer and session break hours vary.

Gaucha Mentoring Program

Location: CCS-102 (Counseling and Career Services)

Telephone: 623.845.3069

Coordinator: Trini C. Sandoval

Mentoring helps new students to network. Students receive critical information on campus resources and the many "new" systems with which they must now navigate their educational journey in higher education. It is through the support of the GCC faculty and staff members that students can successfully conquer the college experience. Students may get additional information by contacting the program coordinator.

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.

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 Center provides services to non-immigrant foreign students who are enrolled at Glendale Community College. The office staff advises foreign students, implements an orientation program, and assists with housing, transfer to a university, immigration and cultural adjustment.

Intensive ESL Program

The Intensive ESL Program (IESL) is designed for students whose native language is not English. By enrolling in the IESL, such students will have 12+ hours per week of classes to improve their English proficiency. Instruction in the English as a Second Language classes is provided by GCC English Department faculty. The IESL is coordinated through the International Students Center.

Library Media Center

John F. Prince Library

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: Hours of Operation: 623.845.3100
Reference Services: 623.845.3112
Media Services: 623.845.3119
Reserve, Interlibrary Loan, and
Patron Services: 623.845.3109

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

The John F. Prince Library Media Center is the primary information center of the college. Its resources include over 75,000 volumes, 425 periodical and newspaper subscriptions, maps, microfilm, a variety of online databases, audio and videocassettes, DVDs, slides, and related equipment.

Special services and facilities include interlibrary loan, photocopiers, group study rooms, computer commons, laptop computers, fax transmission, audio duplication, and accommodations for the visually impaired. Librarians are available at all times to assist students, faculty, and staff with their reference and research needs. Electronic or remote assistance via the library's web page is also available. Media staff can assist student with media projects. Books, selected videocassettes and DVDs can be borrowed from the library. Reference books, periodicals, and selected reserve materials and some audio and video cassettes are limited to Library Media Center use only, and may not be removed from the Center.

Book drops are located on the west side of the Library Media Center, at the circulation desk, and on the curbside of the cul-de-sac circle drive at the east end of the campus for the convenient return of library materials.

The Student ID card is required as a library card. It must be validated each semester at the library circulation desk in order to check out library materials. The Enrollment Center issues ID cards upon presentation of a photo ID card and "paid registration receipt." Students also use their ID card to activate their Instructional Palette account in order to access the library's electronic databases and other resources. The palette account can be activated in either the library, HT1 or HT2.

Hours may vary during the summer sessions, holidays, semester breaks, etc. Please call: 623.845.3100 or consult the library web site for hours during those periods.

Loan Policy

Students and Faculty

The library loans materials to MCCC students and employees with valid MCCC ID cards. Students are limited to three books per subject and three interlibrary loans at a time. Most books are checked out for four weeks, there is NO RENEWAL. If materials are not returned, ONE courtesy notice is mailed. This will be the only notice sent prior to the posting of a debt

(bill for material replacement.) Debts are posted after material is 14 days overdue. Failure to receive an overdue notice, debt notice or other collection notices does not remove responsibility for paying for associated fines and fees.

Debt

Debts apply 14 days after the due date. A borrower will be charged a \$5.00 debt fee plus replacement cost. The replacement cost will be waived if the material is returned; however, the \$5.00 debt fee will not be waived. The Maricopa Community Colleges Governing Board determines fees. The Arizona Department of Revenue collects unpaid fees.

Math Solution

Location: MA (Math)

Hours: Monday through Thursday, 8:00 a.m. to 8:30 p.m.
Friday, 8:00 a.m. to 4:00 p.m.
Saturday, TBA - call 623.845.3853 for hours

Summer hours:

Monday through Thursday, 8:00 a.m. to 7:00 p.m.
Closed Fridays

Telephone: 623.845.3853

The Math Solution (located in the Northwest area of the MA building) provides FREE drop-in tutoring for all Mathematics students at GCC. The Mathematics Department operates this program, which provides tutoring by Math faculty, staff and advanced students. Also provided are mathematics software, math videos, a testing center, and a limited amount of help with Computer Science courses. Please see actual schedule posted in The Math Solution for CSC tutoring hours.
www.gc.maricopa.edu/math/MathSolution.htm

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: 623.845.3079

Multicultural Affairs is an educational outreach program designed to interest minorities in pursuing post-secondary education and to provide the assistance necessary to facilitate the process.

Services include:

1. Educational resources and materials
2. Educational information
3. Assistance with admissions and financial aid forms
4. Follow-up orientations
5. Assistance during registration
6. Educational planning
7. On-campus student services referral

Office of Student Life

Location: SU-106 (Student Union)

Hours: Monday through Thursday, 7:30 a.m. to 6:00 p.m.
Friday, 7:30 a.m. to 4:30 p.m.

Telephone: 623.845.3525

Housing

A Bulletin Board located in the Student Union hallway provides space for information regarding living accommodations. The college does not inspect these facilities. It is advisable that students personally inspect any accommodations before renting or leasing the facilities.

Insurance (Accidents)

All students taking college credit classes are covered by a college accident insurance policy that has certain benefit limitations. Note that this is secondary to your personal health care insurance coverage.

Premium costs are included in the registration fees. Coverage is for accidents occurring only while the student is:

1. Attending class during the hours when college is in session.
2. Traveling for regular class sessions, directly to or from home and college other than by motorized vehicle (a) but not longer than one hour after class is dismissed; or (b) for the time required when traveling in a vehicle authorized and furnished by the college. No coverage is provided for any motorized vehicle not supervised and provided by the college/district.
3. Participating in or attending an activity exclusively sponsored and supervised by the college, and traveling to and from the activity in an authorized vehicle.

A printed copy of the policy benefits can be obtained from the Office of Student Life, SU-109.

Publicity Guidelines

Before posting any publicity on campus bulletin boards or circulating publicity of any kind on campus, obtain clearance from the Office of Student Life.

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 (Administracion)

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 Center

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 Office (UTO)

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 UTO each semester. To make an appointment, visit the UTO 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: 623.845.3363

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, at least once in the beginning of each semester, to assure that their certification of enrollment is current. Also, anytime there is a change in course load hours, it is the student's responsibility to report that change to the Veterans Affairs Office (VAO).

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 within 30 days of enrollment. 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.

Grades Assigned to Veterans

U.S. law prohibits payment of VA benefits for a course from which a veteran student withdraws, or for a course that the veteran student completes, but receives a grade for the course which will not be used in computing graduation requirements. Grades of A, B, C, D, F will result in full benefits for the veteran.

Grades of W, Z, Y or I will impact on VA benefits as follows:

W - VA will interpret a "W" as a voluntary withdrawal by the veteran and will require pay back of all benefits paid for that course from the beginning of the semester. Mitigating circumstances may exist which the veteran may choose to cite to the VA for adjudication and relief.

A "P" grade will qualify for VA benefits only when a letter grade of A, B, C, D, or F is not available.

Y - VA will interpret this grade as an involuntary withdrawal by the veteran and will deny benefits from the date of withdrawal.

Z - VA will not pay for benefits for courses where the veteran receives no credit.

I - VA will allow the veteran seven (7) months in which to change an "Incomplete" grade to a punitive grade of A, B, C, D, F, or P. If the veteran does not comply within seven (7) months, the VA will reclaim all monies paid for the period of the course (a full semester of benefits.)

The Writing Center

Location: HT2-107 (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, resués, 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. Visit the web site at: <http://glory.gc.maricopa.edu/~pma-teer/wcpages/>

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 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 Exhibitions**

Art Exhibitions presented by the Associated Student Government offer exhibitions from local artists in a variety of media. Located in the Student Lounge, all exhibitions are free and open to the public. The public opening is usually scheduled the first Monday evening of the show, from 6-8 pm. Refreshments are served. For more information, please call Darlene Goto at 623.845.3755.

Art Faculty Exhibition

An exhibition of the Art Department faculty is held in the spring semester preceding the Student Art Exhibition. For information, call 623.845.3757.

Art Student Exhibition

An Art Faculty juried exhibition of student art work is held every spring semester in the Student Lounge. Many items are available for purchase. Call the Art Department at 623.845.3757 for more information.

Associated Student Government

Location: Student Union, Room 117

Telephone: 623.845.3526

The Associated Student Government provides elected members an opportunity to gain practical financial experience managing student funds. Two of the elected members sit on the President's Fund 2 Budget Advisory Committee that makes recommendations to the President regarding the allocation of student funds for various student activities on the campus.

The government gives students an excellent experience in leadership and democratic process. The members represent the College at various functions, promote social and cultural activities and help promote school spirit.

The Associated Student Government (ASG) is made up of students elected from the student body during the third week of class each fall semester. A faculty member serves as advisor to the organization.

Athletic Events

GCC maintains highly competitive intercollegiate sports programs in Baseball, Basketball, Cross Country, Football, Golf, Softball, Soccer, Tennis, Track/Field, and Volleyball. For more information on attending campus sports events, please call the Athletics Office at 623.845.3040.

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 Student Government and the College President.

Visit the Office of Student Life (SU-106) for a comprehensive list of the clubs and a brief description of each.

Club Fairs

The Fall and Spring Club Fairs offer students an opportunity to gather information about joining Glendale College's student clubs and organizations. Call Student Life for more information at 623.845.3522.

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.

Fine Arts Performances

The Music, Theatre, and Dance Departments of GCC offer many programs to the community.

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.

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.

The Dance Department presents two dance concerts and several workshops each year which feature the GCC student dance company PHYSICAL GRAFFITI in works by faculty and student choreographers. The admission costs vary. Along with SCC, the department co-sponsors the Arizona Choreography Competition which brings outstanding professional and student choreographers from around the state to stage award winning pieces on the student dance company.

For up-to-date information on upcoming activities, please call 623.845.3720.

International Festival

Every year, usually in the first week of April, GCC hosts an international festival. The festival takes place outside under tents in the central mall area of the campus and features exhibits, live musical entertainment, dancing, food, and people from around the world.

The purpose of the international festival is to give students and employees a chance to experience the rich cultural diversity of our campus and community.

The event is free of charge and open to the public.

Life 101 Free Seminars

Life 101 seminars are put on by GCC's Counseling Department.

Topics for Fall 2004:

- Ten Steps to College Success
- To Network or Not
- Healthy Relationships
- Test Taking Skills
- Do It Now: Understanding & Overcoming Procrastination
- Exploring Career Options
- Tongue Fu: How to Defuse & Deflect Verbal Conflict
- Strategies for Dealing with Painful Feelings

For details, please see GCC Calendar of Events at <http://www.gc.maricopa.edu/calendar/>.

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.

Speakers' Forum

The Speakers Forum lecture series is presented on selected Wednesday at 11:00 a.m. from September through April. Well known speakers, authors, and faculty members provide stimulating lectures on a variety of topics. Lectures are free to the public. Contact Hannes Kvaran for more information at 623.845.3696.

Study Skills Videos

Studies Skills videos are designed to help students gain academic success. All videos are available for viewing at the Center for Learning. For a list of study skills videos, stop by the Center for Learning, or call 623.845.3811.