



TABLE OF CONTENTS

Getting Started.....	2 -
Financial Aid.....	3 -
PCC Counselors.....	4 -
Whom Do I See?.....	4 -
Counseling Courses.....	4 -
Educational Options.....	5 -
When, Where & How To Study.....	6 -
Student Activities.....	7 -
Managing Your Time.....	8 -
Attendance and Grading.....	10 -
How To Compute Your GPA.....	11 -
Where Can I Find?.....	12 -
Student Services Directory.....	14 -
Glossary of College Terms.....	16 -
Frequently Asked Questions.....	18 -
Matriculation.....	21 -
Grade Appeal Procedures.....	22 -
Student Conduct Code.....	22 -
Sexual Harassment and Discrimination.....	22 -
Campus Map.....	Inside Back Cover -





GETTING STARTED

Things to do before I register:

<input type="checkbox"/>	Apply for financial aid	L114	www.pasadena.edu/studentservices/financialaid	626-585-7401
<input type="checkbox"/>	Complete online orientation		www.pasadena.edu/orientation	
<input type="checkbox"/>	Take placement tests	D205	www.pasadena.edu/studentservices/assessment	626-585-7272
<input type="checkbox"/>	Purchase College Catalog	B Bldg	www.pasadena.edu/studentservices/bookstore	626-585-7378
<input type="checkbox"/>	Purchase Class Schedule	B Bldg	www.pasadena.edu/academicsupport/class-sched.cfm	626-585-7378
<input type="checkbox"/>	Attend group counseling	L104	www.pasadena.edu/studentservices/counseling	626-585-7251
<input type="checkbox"/>	Register for classes by phone or online	L113	www.lancerlink.pasadena.edu	626-577-6100
<input type="checkbox"/>	Pay registration fees	L113	www.lancerlink.pasadena.edu	626-577-6100

And don't forget the following, if needed:

<input type="checkbox"/>	Arrange for childcare	CDC	www.pasadena.edu/cdc/ (CDC—1324 E. Green St.)	626-585-3180
<input type="checkbox"/>	Apply for Veterans Benefits	L113	www.pasadena.edu/admissions/veterans/index.cfm	626-585-7294
<input type="checkbox"/>	Apply for disabled student services	D209	www.pasadena.edu/studentservices/DSPS	626-585-7127
<input type="checkbox"/>	Apply for EOP&S	L107	www.pasadena.edu/studentservices/EOPS	626-585-7439

Things to do before classes begin:

<input type="checkbox"/>	Get student ID card	CC Bldg	www.pasadena.edu/studentaffairs/lancercard.cfm	626-585-7384
<input type="checkbox"/>	Pick up parking permit	B203	www.pasadena.edu/departments/index.cfm?dept=stbussrv	626-585-7336
<input type="checkbox"/>	Find out where my classes are located		www.pasadena.edu/maps/campus_map.cfm	626-577-7401
<input type="checkbox"/>	Buy textbooks	B Bldg	www.pasadena.edu/studentservices/bookstore	626-577-7378

Things to do during the semester:

<input type="checkbox"/>	Join a study group or sign up for tutoring	D300	www.pasadena.edu/studentservices/lac	626-585-7230
<input type="checkbox"/>	Think about my career and major	L103	www.pasadena.edu/studentservices/careercenter	626-585-3377
<input type="checkbox"/>	Think about transfer	L110	www.pasadena.edu/transfer	626-585-7287
<input type="checkbox"/>	Take care of my health	U104	www.pasadena.edu/studentservices/healthservices	626-585-7244
<input type="checkbox"/>	Meet with a counselor for Student Ed Plan	L104	www.pasadena.edu/studentservices/counseling	626-585-7251

NOTE: Plan to arrive on campus one hour early the first two weeks of school.

*F*INANCIAL AID

Lack of money is the single biggest reason why students drop out of college. Help is available from a variety of sources, which include:

- **Grants** – Need-based aid that does not have to be paid back. Includes Board of Governors Grant (BOGG) fee waiver to cover enrollment fees.
- **Loans** – Need and non need-based aid that must be paid back with interest. Includes short-term loans, book loans, and emergency loans.
- **Work Study** – Need-based, paid positions with on or off-campus employers. These types of aid are funded by the federal or state government. To qualify, you must reapply for them each academic year. You must also maintain a 2.0 GPA and may be required to maintain 12 units per term to receive full financial aid.

Many **scholarships** are also available. For example, PCC offers Honors at Entrance scholarships for students entering with at least a 3.5 GPA from high school. Scholarships are awarded based on a combination of need and merit. For a list of available scholarships, visit us on-line at www.pasadena.edu/studentservices/financialaid.

Remember, there may be priority application deadlines. Check with the Office of Scholarships and Financial Aid.

Steps on Applying for Financial Aid

STEP 1:

Complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed on-line at www.fafsa.ed.gov. A paper FAFSA is also available at the Office of Scholarships and Financial Aid (L114). Did you list PCC as your school of choice? Our school code is **001261**.

STEP 2:

Check your e-mail regularly! You will receive an e-mail from the Department of Education regarding your FAFSA. Return to www.fafsa.ed.gov and review your FAFSA for completeness and accuracy.

STEP 3:

Respond immediately to any and all correspondence from the Office of Scholarships and Financial Aid. We will communicate with you via mail or telephone regarding missing or incomplete documents or information. Failure to respond can result in a delay, loss, or reduction in financial aid.

STEP 4:

Review your Award Letter. Your Award Letter contains important information about your award and how to utilize it. The Office of Scholarships and Financial Aid will send you an Award Letter by mail.

QUESTIONS? Contact the Financial Aid Office.....L114.....(626) 585-7401



CC COUNSELORS

COUNSELORS

James Aragon
Harry Bloodgood
Yang-Shim Chang
Amy Cheung
Pat Craig
Cecile Davis-Anderson
Patty D'Orange-Martin
Armando Duran
Janis Dwyer
Barbara Griffith
Beth Kaiama
Ed Martinez
Maryann Mayer
Michael McClellan
Sara Miranda
Ana Ogaz
Ivette Rosas
Katherine Swain
Chiara Thomas
Chuck Ward
Lan Truong

AREA OF SPECIALTY

Puente Project, Engineering & Technology
Performance & Communication Arts, Scholars Program
General Counseling
International Students, Allied Health
Career Counseling
Visual Arts & Media Studies
Financial Aid, Veterans
Languages, Veterans, International Students, Allied Health
English, Teacher Prep
Transfer Center
Re-Entry
Articulation
Natural Science
Kinesiology, Health & Athletics – The Academic Athletic Zone
Business & Computer Tech, CalWORKs, Allied Health
Social Sciences, CalWORKs
General Counseling, CEC
Career Counseling
Ujima, CalWORKs
Mathematics
General Counseling

WHOM DO I SEE?

www.pasadena.edu/student-services/counseling

Educational Advisor (L103D)	Counselor (L104)	Appointment (30 min.)
<ul style="list-style-type: none"> Prerequisite clearances for registration Assessment/Orientation schedules Assessment results Prerequisite challenges Responsibility statement Quick general questions 	<ul style="list-style-type: none"> Recommend courses Review of General Education patterns Interpret assessment scores AA/AS degree requirements Transfer information Prerequisite challenges 	<ul style="list-style-type: none"> Petitions: Financial Aid, Graduation, etc. Unofficial transcript evaluation Career/major exploration Educational planning Probation counseling Personal counseling

COUNSELING COURSES

New students to Pasadena City College are highly recommended to take at least one of the following counseling courses in their first semester.

COUN 10 *Introduction to College* (1 unit) -

Orientation to the structures of higher education. Exposure to college resources and educational planning. Analysis of college success factors and learning styles for student achievement. Introduction to students' matriculation rights and responsibilities. -

COUN 11 *Learning Strategies and College* (2 unit) -

Analysis of college success factors and learning styles for student achievement. Development of strategies for success in educational and work environments. Organizing tasks involved when studying and the tools to do it. -

COUN 12 *Personal Growth and Development* (3 units) -

A comprehensive course that integrates personal and professional growth through the development of effective communication skills, positive self-image and self-esteem, and strategies for problem-solving and decision making. Analysis of life course events such as the development of career and educational objectives. Emphasis is on personal health assessment and strategies for coping with stress. -

COUN 17 *Career Planning* (2 units) -

Career research and planning using assessments of interests, values, skills, and temperament. Exploration of job duties and educational/training requirements. Job search skills. -



EDUCATIONAL OPTIONS

PCC offers courses for those who can benefit from instruction, whether you are here for personal development, to complete your associate degree, or to transfer to a four-year institution. The following educational options are available:

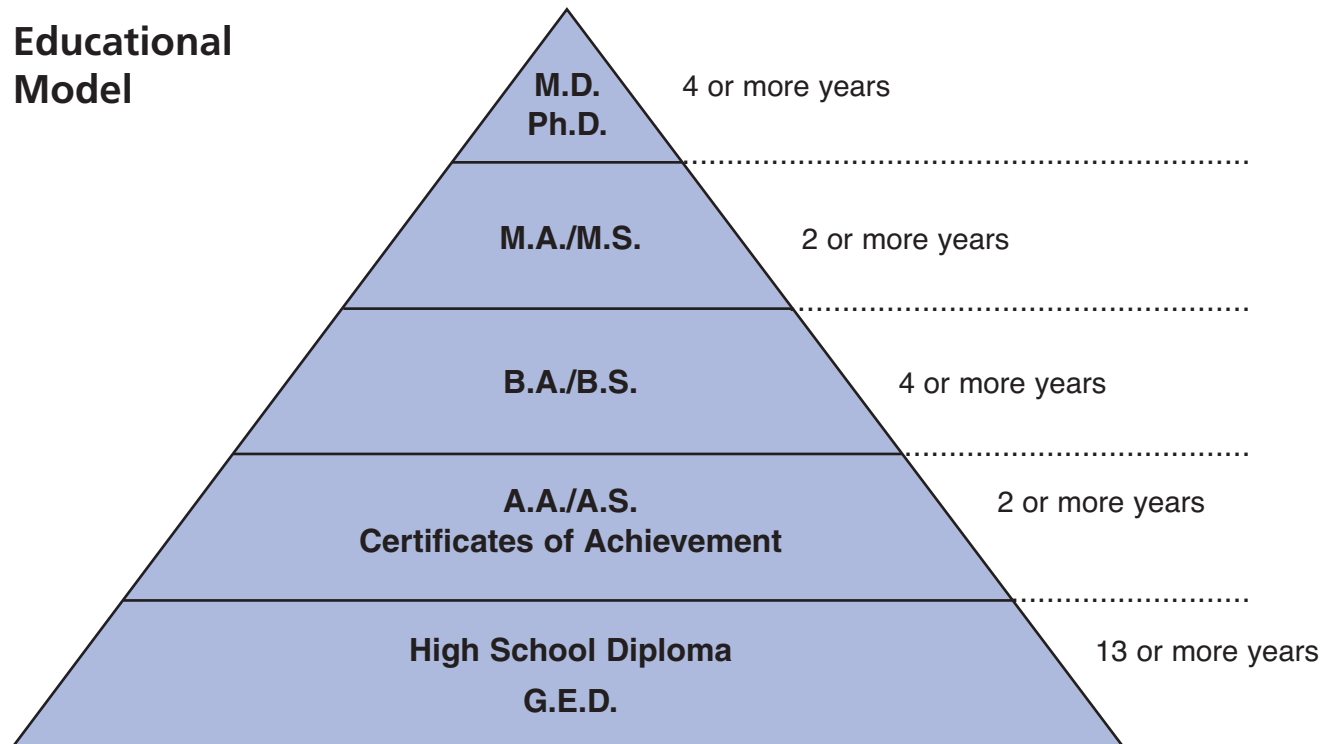
Certificate: PCC offers more than 50 occupational majors that provide job training and immediate employment. A Certificate of Achievement is awarded upon completion of all courses required for an occupational certificate.

Associate in Arts Degree (A.A.): PCC awards the A.A. degree after completing 60 units of general education and major coursework. Degree coursework may also be used to fulfill transfer requirements.

Associate in Science Degree (A.S.): PCC awards the A.S. degree after completing 60 units of general education and major coursework. This degree is generally earned in conjunction with a Certificate of Achievement in an occupational Career Tech Ed major.

Transfer Majors: PCC offers coursework that prepares students to transfer to a four-year college or university. While at PCC, students will take General Education classes using Intersegmental General Education Transfer Curriculum (IGETC), California State University (CSU), or private university general education patterns. Students usually complete 60 transferable semester units at PCC and then transfer to a university.

Educational Model



WHEN, WHERE & HOW TO STUDY

WHEN TO STUDY

- ✓ Plan two hours of study time for every hour you spend in class. -
- ✓ Study difficult subjects first. -
- ✓ Take breaks when needed. -
- ✓ Be aware of your best time of day. Some people study better at night, some during the day. -
- ✓ Review class notes as soon as possible and get help with whatever you do not understand. -
- ✓ Use waiting time. Whether it's between classes, lunchtime or waiting for an appointment, you can find time to study.

WHERE TO STUDY

- ✓ Study in the same place as much as possible. Have a routine!
- ✓ Study in an upright chair. Do not study on a comfortable couch or in bed!
- ✓ You know the best place to study (i.e. library, park, or in your room).
- ✓ Avoid studying in a room with distractions such as TV, radio or phone.
- ✓ Study in a well-lit and orderly room.

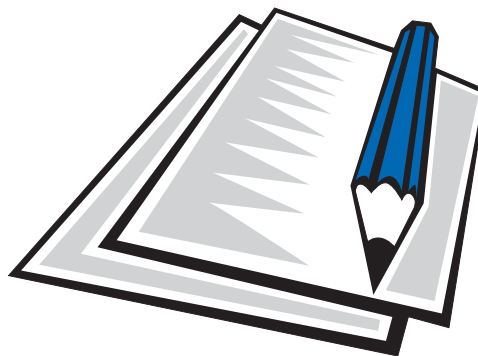
**Learning
Assistance
Center
(626) 585-7230
D300**

HOW TO STUDY

- ✓ Study everyday. Keep up with your assignments. -
- ✓ Make notes of what you read in your own words. This works better than underlining, because it makes you think about what you read.
- ✓ Anticipate exam questions based on class work and assignments. Prepare answers to help you review.
- ✓ Use the college library for reference, research, and quiet study.
- ✓ Review class notes as soon as possible.
- ✓ Use 3x5 index cards as informational flash cards.
- ✓ Learn to say NO to distractions.
- ✓ Begin papers and projects early so you can write, revise, type, and proofread. Spelling errors, poor grammar, or late work may lower your grade.
- ✓ Form or join a study group with classmates; research shows this is the best way to study.

If you have trouble with a course, consider:

- Asking your instructor for help
- Free tutoring in LAC, D300
- Meeting with a counselor in L104
- Enrolling in Counseling 11





TUDENT ACTIVITIES

Get involved in college life!

Students who make connections with other students and staff are usually more successful than students who come to campus just to attend classes.

Don't know where to begin?
Check out some of the great options below!



ASSOCIATED STUDENTS

Student government is an integral part of Pasadena City College. By sharing in the governing process and learning to work with others in formal and informal situations, students who participate in student government develop and enhance their leadership, interpersonal, communication, and critical thinking skills. Participating in student government is also a great way to pursue special interests and enhance cultural awareness. Contact the Student Affairs Office at (626) 585-7384, CC105 or visit them online at www.pasadena.edu/as for more information.

CLUBS AND ORGANIZATIONS

PCC offers approximately 50 clubs and organizations that cover a broad spectrum of interests, whether recreational, vocational, political, cultural, religious, or service. If there is not already a club or organization that meets your special needs or interests, you can start your own! Check with the Student Affairs Office at (626) 585-7384, CC105 or visit them online at www.pasadena.edu/studentaffairs for more information.

ATHLETICS

PCC has a solid athletic program that offers physical education classes and intercollegiate sports. Some of PCC's teams are: Badminton, baseball, basketball, cross country, football, soccer, softball, swimming, track & field, and volleyball. Contact the Kinesiology, Health & Athletics Division located in GM201 at (626) 585-7225 or visit them online at www.pasadena.edu/athletics for more information.

PUBLICATIONS

The *Courier* is PCC's weekly campus newspaper, which is produced by students in journalism classes. *The Campus Crier* informs you of each week's activities, scholarships, and deadlines. The newspaper is available throughout campus in various kiosks. You can also read the *Courier* online at www.pcccourier.com.



MANAGING YOUR TIME

Before choosing your classes, take a moment to consider the following: How much time will I have to be a college student? Being a successful college student requires not only classroom attendance but also hours of study outside of class.

Each class has a unit value. Generally, one unit of credit equals one hour of class time. Most classes are worth three units, since they meet three hours each week. Plan on studying 2 hours per week for each hour in class. -



If you will be working while attending college, use the course load schedule below to find the recommended number of units in which to enroll. -

COURSE LOAD SCHEDULE PER SEMESTER

If you work:

20 hrs/wk

30 hrs/wk

40 hrs/wk

40+ hrs/wk

Enroll in no more than:

12 units (3-4 classes)

9 units (2-3 classes)

6 units (1-2 classes)

3 units (1 class)

You will need to study at least:

24 hrs/wk

18 hrs/wk

12 hrs/wk

6 hrs/wk

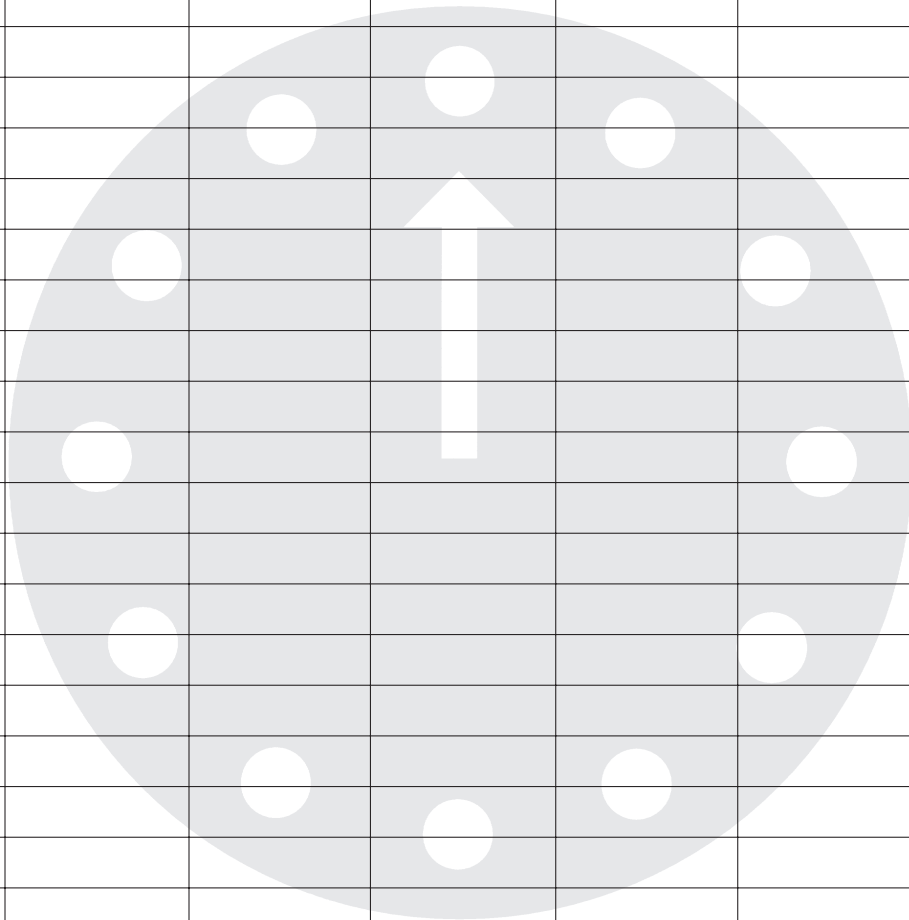
Managing your time wisely is an important part of being successful in college. Expect to cover more material in class and study much more than you did in high school.

Use the time management planner on the next page to arrange your hours during a regular school week. Consider the following:

- Your work hours
- Other commitments (family, eating, sleeping, travel to and from school, etc.)
- Time for yourself (exercise, social life)
- Time to devote to college
- The course load schedule above
- Plan realistically! You might want to start with fewer classes your first semester. This way you can get used to the demands of being a college student. Evaluate your situation at the end of the semester in order to make necessary adjustments for the future.

MANAGING YOUR TIME

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00							
7:30							
8:00							
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ATTENDANCE & GRADING

Attendance

It is your responsibility to attend all meetings of each course in which you are enrolled. It is especially important to attend the first two meetings. If you do not, you may be dropped from the class. *If you miss two weeks of classes during the semester, your instructor may drop you.* After an absence, check with your instructor about completing missed assignments.

Withdrawals (Drops)

It is your responsibility to drop any class that you no longer plan to attend. If you do not officially drop a class, you may receive a grade of F. Check the academic calendar, printed in the Schedule of Classes, or contact the Registration Office (L113)(626) 585-7575 to find out about drop deadlines. **DO NOT ASSUME THAT THE INSTRUCTOR WILL DROP YOU!** Important deadlines each semester include:

- - Saturday of the 2nd week: Last day to add a 16-week class with an Add Code from instructor
- Saturday of the 2nd week: - Last day to withdraw and get a refund for enrollment fees
- Saturday of the 2nd week: - Last day to drop a 16-week class without getting a W
- Friday of the 4th week: - Last day to request Pass/No Pass grading for an 16-week class
- Friday of the 11th week: - Last day to drop a 16-week class and receive a W
- Friday of the 12th week: - Last day to withdraw from all 16-week classes and receive W's
- Short-term classes have different drop deadlines. Check with instructor or registration office.

MIDTERM GRADING

Grades are represented by the following symbols:

Symbol	Definition
S	Satisfactory
PF	Performance Problems
ATT	Attendance Problems
U	Performance Problems and Attendance Problems

FINAL GRADING

Symbol	Definition	Point Value
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass	
NP	No Pass	
I	Incomplete	
IP	Work In Progress	
W	Withdrawal (by end of 11 th week)	

HOW TO COMPUTE YOUR GRADE POINT AVERAGE

To compute your GPA, divide the total number of grade points earned by the total number of units attempted.

Example:

Class	Grade	Point Value		Units		Grade Points
Spanish 1	A	4	x	5	=	20
Math 125	B	3	x	4	=	12
Psychology 1	C	2	x	3	=	6
				12		38

Total grade points earned Total units attempted = GPA
38 12 = 3.16

Incomplete Grades

An incomplete grade is given to a student who has not completed a class due to unforeseen circumstances (such as illness). When a grade of I is given, *a contract must be completed by the instructor*. The contract will list the conditions for removal of the I grade. Students must make up an I grade within one year or I grade will be changed to an F.

Repeating Courses

A course may be repeated when student receives a grade of D, F, or NP. After successful completion of a repeated course with grades A, B, C, or P, the original course and grade will automatically be disregarded from the cumulative GPA. Students wishing to take a course for the fourth time where three previous grades were earned (W, D, F, or P) will need to file a petition. This petition is called, Student Petition For Course Repetition and can be obtained from the Advisement Center (L103D) or the Counseling Office (L104).

Probation There are two types of probation at PCC: Academic Probation and Progress Probation.

Academic Probation:

Students are placed on Academic Probation when their total grade point average falls below 2.0 after attempting 12 or more units. Academic Probation is removed when students raise their total grade point average to 2.0 or higher. If you are on Academic Probation, you should see a counselor to discuss strategies to improve your academic standing.

Progress Probation:

Students who have enrolled in at least 12 units are placed on Progress Probation if they fail to complete at least half of all units attempted. Progress Probation is removed when the total number of units from classes in which students receive grades of "W", "I", and "NP" is less than half of the total units attempted. If you are on Progress Probation, you should see a counselor to discuss strategies to improve your academic standing.

Dismissal

Students are dismissed from the college for a period of one semester when their grade point average in three consecutive semesters is less than 1.75, or when 50 percent or more of all units attempted have grades of "W", "I", or "NP". Students must meet with a counselor to complete a petition for reinstatement prior to readmission to the college.



HERE CAN I FIND...?

QUESTION TOPIC	OFFICE/DEPARTMENT	LOCATION	PHONE #
			(626) -
AB 540	Admissions Office	L113	585-7395 -
Adding/Dropping a Class	Registration Office	L113	585-7575 -
Admissions Applications	Admissions Office	L113	585-7395 -
Advising	Advisement Center	L103D	585-7951 -
Alumni Relations	Alumni Office	D203	585-7468 -
Applications for Other Colleges	Outreach, Degree & Transfer Services	L110	585-7287 -
Approval of Student Activities	Student Affairs Office	Campus Center	585-7384 -
Bank	Student Business Services	B203	585-7336 -
Books/Supplies	Bookstore	B Bldg	585-7378 -
Bus Information/Passes	Transportation Trolley	Quad	-
	Police/Safety Services	B210	585-7484 -
CalWORKs	CalWORKs Office	U246	585-7060 -
Campus Newspaper (<i>Courier</i>)	Student Affairs Office	Campus Center	585-7130 -
Career Information/Planning	Career Center	L103	585-7381 -
Certificate of Achievement Petitions	Division Offices (see below) -		
Change of Name/Address	Records Office	L113	585-7396 -
Child Care	Child Development Center	1324 E. Green St	585-3180 -
Clubs	Student Affairs Office	Campus Center 105	585-7384 -
College Catalog	Bookstore	B Bldg	585-7378 -
	http://www.pasadena.edu
Community Education	Community Education Center	3035 E. Foothill Blvd	585-3000 -
Computers (for student use)	Research Zone	LL110	-
	Computer Center	D Bldg., 1 st Floor	585-7493 -
	Learning Assistance Center	D300	585-7230 -
	Shatford Library	LL Bldg.	585-7221 -
Copy Machines	Shatford Library	LL Bldg.	585-7221 -
	Transfer Center	L110	585-7287 -
Cosmetology Program	Community Education Center	3035 E. Foothill Blvd	585-3000 -
Counseling, Academic	Counseling Services	L104	585-7251 -
Personal	Psychological Services	L108	585-7273 -
Cross Cultural Center		Campus Center	585-7117 -
Dental Hygiene (teeth cleaning, x-rays)	Dental Hygiene Clinic	R511	585-7241 -
Disabled Student Programs and Services (DSPS)	DSP&S Office	D209	585-7127 -
			(TDD) 585-7052 -
Division Offices	Business/Computer Technology	R201	585-7341 -
	English	C245	585-7371 -
	Engineering/Technology	IT200	585-7267 -
	Health Sciences	U202	585-3378 -
	Kinesiology, Health & Athletics	GM201	585-7225 -
	Languages	C247	585-3187 -
	Mathematics	R322	585-7331 -
	Natural Sciences	U402	585-7140 -
	Performing/Communication Arts	C121	585-7216 -
	Social Sciences	C321	585-7248 -
	Visual Arts/Media Studies	R118	585-7238 -
Duplicate Permits-to-Register	Admissions Office	L113	585-7395 -
Extended Learning Services	Extended Learning Center	D108	585-7608 -
Extended Opportunity Programs & Svcs	EOP&S Office	L107	585-7439 -
Escorts to Parking Lots	Police/Safety Services	B210	585-7484 -

For more information or to locate the web pages for each department, please visit www.pasadena.edu

QUESTION TOPIC	OFFICE/DEPARTMENT	LOCATION	PHONE#
Events on Campus (Scheduling - and Attending).....	Facilities Information Office	C218	585-7233 -
	Student Affairs Office.....	Campus Center 105	585-7384 -
Fee Payment.....	Student Business Services	B203	585-7336 -
	Cashier	L113A.....	585-7085 -
Flea Market	Campus Center	Campus Center	585-7906 -
Financial Aid.....	Financial Aid Office.....	L114	585-7401 -
Forum.....		UU180	----- -
Grades by Telephone			577-6100 -
Graduation Petitions	Counseling Services.....	L104.....	585-7251 -
Grievance Procedures	Counseling Services.....	L104.....	585-7950 -
Haircuts/Manicures	Cosmetology Program.....	CEC135	585-7902 -
Health Services.....	Health Center	U104	585-7244 -
Housing Information.....	Housing Boards.....	Campus Center 105	----- -
	Student Affairs Office.....	Campus Center 105	585-7384 -
ID Card.....	Photo ID Office	Campus Center Lobby	585-7374 -
Information (General).....	Information Desk	L103	585-7123 -
International Student Office	International Student Services	D204	585-7070 -
International Student Counseling.....	Counseling Services.....	L104	585-7251 -
Jobs	Career Center.....	L103	585-3377 -
KPCC FM 89.3 (Radio Station)	Media Center.....	LL120.....	585-7000 -
Library	Shatford Library.....	LL Bldg.....	585-7221 -
Locating a Student in an Emergency.....	Police/Safety Services.....	B210	585-7484 -
Locating an Instructor, Day	Division Offices (see previous page).....		----- -
Evening.....	Extended Instruction Office	C221H	585-7170 -
Lockers	Student Affairs Office.....	Campus Center 105	585-7384 -
Lost & Found	Police/Safety Services.....	B210	585-7484 -
Non-credit Classes.....	Extended Learning Center	D108	585-7608 -
	Community Education Center	3035 E. Foothill Blvd	585-3000 -
Open Class List	http://www.pasadena.edu	-----	----- -
Parking Information.....	Police/Safety Services.....	B210	585-7484 -
PASS Program.....	PASS	L107	585-7815 -
PIN Number (to receive new one)	Records Office.....	L113	585-7396 -
President's Office		C235	585-7201 -
Priority Registration Dates (for continuing students)	http://www.pasadena.edu		577-6100 -
Project LEAP.....	Campus Center	Campus Center 105	585-7981 -
Publicity.....	Public Relations Office	D203	585-7315 -
Registration by Telephone (off campus)			577-6100 -
Registration by Telephone (on campus.....		L Bldg., Lobby, C Bldg.	----- -
Registration Online	http://www.pasadena.edu	-----	----- -
Residency Requirements.....	Admissions Office.....	L113	585-7395 -
Schedule of Classes	Bookstore	B Bldg	585-7378 -
	http://www.pasadena.edu/schedule		----- -
Scholars Program	Counseling Services.....	L104.....	585-7889 -
Scholarships	Financial Aid Office.....	L114	585-7401 -
Student Government (ASB)	Student Affairs Office.....	Campus Center 105	585-7384 -
Student Petitions.....	Counseling Services.....	L104	585-7950 -
Testing/Assessment.....	Testing Office.....	D204	585-7272 -
Transfer Information.....	Outreach, Degree & Transfer Services ...	L110	585-7287 -
Transcript Requests.....	Records Office or Online.....	L113	585-7396 -
Tutors	Learning Assistance Center	D300	585-7230 -
Upward Bound		U207	585-7696 -
Verification of Enrollment.....	Records Office.....	L113	585-7396 -
Veterans Benefits.....	Veterans Office.....	L113	585-7294 -
Withdrawal from College.....	Registration Office.....	L113	585-7575 -
Writing Center Lab.....	English Division Writing Center	C341/345	585-7088 -

STUDENT SERVICES DIRECTORY

PCC offers a wide variety of academic assistance, support services, and activities to help you reach your educational goals.

[illegible]

OFFICE	SERVICES	LOCATION	PHONE#
Library www.pasadena.edu/library	Maintains wide variety of books and resource materials	LL	585-7221
Outreach, Degree and Transfer Services www.pasadena.edu/transfer	Transfer activities, resources, university applications	L110	585-7287
PCC Web site www.pasadena.edu	General information, catalog, Schedule of Classes, campus directory, open class list		
Program for Academic Support Services (PASS) www.pasadena.edu/student-services/pass	Individualized tutoring and counseling for at-risk students	L107	(626) 585-7815
Project LEAP www.pasadena.edu/student-services/LEAP/index.cfm	Mentoring program for at-risk students	CC105	585-7981
Psychological Services www.pasadena.edu/student-services/psychservices	Confidential, personal counseling	L108	585-7273
Records Office www.pasadena.edu/admissions/records	Personal information changes, enrollment verification, transcripts	L113	585-7396
Registration Office www.pasadena.edu/admissions/registration/index.cfm	Processes registration data, including adds, drops, withdrawals	L113	585-7575
Scholars Program www.pasadena.edu/transfer/specialprograms/scholar.cfm	Honors program for students planning to transfer to four-year colleges and universities	L104	585-7889
Student Affairs Office www.pasadena.edu/studentaffairs	Wide variety of activities including student government, cultural and athletic events, clubs	CC105	585-7384
Assessment Center (Testing Office) www.pasadena.edu/student-services/assessment	Test for English, ESL, math, science, career planning	D204	585-7272
Veterans Office www.pasadena.edu/admissions/veterans	Benefits and financial aid for veterans	L113	585-7294





GLOSSARY OF COLLEGE TERMS

Add Code - An Add Code is given by the instructor during the first two weeks of school and is used to register for a course that is closed.

Articulation Agreements - Guides to check which courses are accepted or equivalent between PCC courses and those at CSU, UC, and independent colleges and universities. See the Transfer Center (L110) or a counselor (L104) for agreements. Internet access of articulation agreements between PCC and universities can be found online at <http://www.assist.org>, or see transfer tool at: www.pasadena.edu/transfer/tool

Associate in Arts or Science Degree (A.A. or A.S.) - Degree awarded after satisfactory completion of graduation requirements at a community college.

Bachelor of Arts or Science Degree (B.A. or B.S.) - Degree awarded after satisfactory completion of a four- or five-year program of study at a college or university. You may complete your freshman and sophomore years at PCC, transfer to a university, complete your junior and senior years, and then graduate with a B.A. or B.S. degree.

Catalog - The college Catalog describes college programs, services, degrees, majors, graduation and transfer requirements, academic policies, and courses taught throughout the year. Available at the Bookstore (B Building) and online (<http://www.pasadena.edu>).

Certificate of Achievement - Document awarded by a community college when you have completed all required courses of an occupational certificate.

Closed Class - A class that has reached enrollment capacity. Instructors may add students into a closed class. Students may try to add a closed class by showing up to class during the first two weeks of school.

Corequisite - A course that must be taken during the same term as another course.

Course Number - The number immediately after a course title (i.e., English **100**, Psychology **1**). Courses numbered 1-99 are college level and may count toward transfer or graduation with an A.A. or A.S. degree. Courses numbered 100-399 are review or occupational and may count toward the A.S. degree only. Those numbered 400-499 teach basic skills and may not be used to meet graduation requirements.

Pass/No Pass Grading - A type of class grading in which a grade of P (Pass) or NP (No Pass) is given instead of a letter grade. P is equivalent to letter grades of A, B, or C. NP is equivalent to D or F. Apply to take a class P/NP at the Registration Office (L113). P/NP grading cannot be used for courses in your major.

Dismissal (Disqualification) - Termination of a student's eligibility to attend PCC after being on probation and failing to attain a cumulative GPA of 1.75 in each of the two subsequent semesters of enrollment.

Drop - Withdrawing from a class you no longer want to attend. *It is YOUR responsibility to drop a class. If you do not officially drop, you may receive an "F".* Drop classes at the Registration Office (L113), online, or through telephone registration. Always confirm your drops by going online to check your schedule.

Elective - A course that is not specifically required for your major or general education but may be taken to meet unit requirements for transfer or graduation.

Freshman Status - Student who have completed less than 30 units.

Full-Time Status - Enrollment in 12 or more units per semester.

General Education - A group of courses, usually outside your major, which must be completed in order to graduate or transfer.

Grade Point Average (GPA) -

Determined on a four-point scale in which 4.0 represents an A average and 0.0 represents an F average.

IGETC – Intersegmental General Education Transfer Curriculum. The list of general education courses required for transfer to CSU and UC campuses.

Incomplete Grade - A grade given to a student who has not completed a class due to unforeseen circumstances (such as illness). All coursework must be completed and a final grade assigned within one year.

Major - A group of courses required for your area of study.

Open Class List - A list of currently open classes being offered. An open class list is updated daily during registration cycles. Lists are posted online (<http://www.pasadena.edu>).

Part-Time Status - Enrollment in less than 12 units per semester.

Prerequisite - A requirement that must be met before enrolling in a course (usually a placement test or prior course). Prerequisites are listed in the catalog and schedule of classes.

Probation, Academic - A student is placed on academic probation when the grade point average falls below 2.0 after attempting 12 or more units.

Probation, Progress - A student is placed on progress probation after enrolling in at least 12 units and failing to complete at least half of all units attempted.

Registration - The process of enrolling in classes each semester. Conducted online, or by telephone. New students are assigned a registration date on their permit-to-register card. Continuing students obtain their registration dates by telephone (577-6100) or online (<http://www.pasadena.edu>).

Schedule of Classes - The schedule is published each semester and lists the descriptions, days, hours, location, and instructor for each class offered. Available at the Bookstore (B Building) and online (<http://www.pasadena.edu>).

Section Number - The four-digit number of a particular class in a given term. For example,

each section of English 1A meets at a different place or time and has a specific section number. Section numbers are used to register and are found in the Schedule of Classes.

Semester - The fall or spring term. Each semester is 16 weeks long. Summer and winter intersessions are six weeks long.

Sophomore Status - Students who have completed 30 or more units.

Student Responsibility Statement (Waiver Form) - A contract signed by the student and advisor/counselor when the student feels that their course placement does not accurately reflect their abilities. The student decides to enroll in a course that is different than what they are advised and choose to accept responsibility for the consequences of their decision. This applies only to initial placement in English, Math, and ESL tests.

Syllabus - An outline of the instructor's expectations for the course (i.e., attendance, assignments, test dates, grading methods, instructor's contact information). This outline serves as a contract between the instructor and the students and is usually given to the students on the first day of class.

Transcript - An official record of your academic work. Available at the Records office (L113). Transcript can also be ordered online.

Transfer Courses - Classes that are accepted for credit at four-year colleges and universities. Usually courses that are numbered 1-99 at PCC.

Unit - The amount of college credit given for a course based mainly on the number of hours the course meets each week. One unit generally represents one hour of class per week.

Wait List - A list created once a class is full. Students on the wait list receive priority for adding a class once the semester has begun.

Withdrawal - Formally removing yourself from all classes in which you are enrolled. Withdraw from school at the Registration Office (L113). Deadline to withdraw from a class with a W is the 11th week of school. Deadline to withdraw from the college is the 12th week.



REQUENTLY ASKED QUESTIONS

What courses do I need to complete before I transfer?

Counselors can assist you in choosing your classes. Students need to complete a minimum of 60 units for upper division status (junior status). This includes major, prerequisite, and general education courses.

How long will it take me to transfer?

The time it takes to transfer depends on the number of units completed each term. The average time it takes most students to transfer is 2.5 to 3 years.

How do I find out my registration date and time?

As a new student, you will receive a Permit-to-Register Form from the Admissions Office (L113). Your registration date and time is printed on the permit. Every semester thereafter, go online or call the telephone registration number (577-6100) and select the registration priority option to find out the earliest date and time you can register.

How do I apply for financial aid?

Complete the Free Application for Federal Student Aid (FAFSA), available at the Financial Aid Office (L114) or online at <http://www.fafsa.ed.gov>. PCC participates in a variety of federal and state aid programs. Visit the PCC website (<http://www.pasadena.edu>) for more information.

What is a PIN number?

When you register online, your initial PIN is the month and day of your date of birth (Example: If your birthday is April 23, 1989, then your PIN is 0423). You will be prompted to change your PIN number. If you forget your number, go to the Records Office with your ID card. Do not share your PIN number with anyone in order to maintain confidentiality of your records.

How many units do I have to take each semester?

Full-time students enroll in 12 to 19.5 units per semester. Part-time students enroll in less than 12 units each semester. A maximum of 8.5 units is allowed for each summer/winter intersession.

How do I get my student ID card?

You may obtain your student ID card at CC Building after you have registered and paid for your classes.

Can I repeat a placement test?

Placement tests may be repeated after a waiting period of eight weeks.

How do I purchase a parking permit each semester?

Parking permits may be purchased at the time you register for classes. Pick up your permit in person at the Student Bank (B203). Daily permits may be purchased from machines located in student parking lots.

Where do I purchase the college Catalog and Schedule of Classes?

Both publications may be purchased at the Bookstore (B Building) or viewed online (<http://www.pasadena.edu>).

How do I know which textbooks to buy?

The Bookstore will list the instructor and required text for each course. You may purchase your books before school starts or you can wait until after the first class meeting when the instructor confirms which books are required. Used textbooks can be purchased at a reduced price. If you keep your textbooks in good shape, you may be able to sell them back to the bookstore at the end of the semester.

How often do classes meet?

There is a wide variation in how many times a course meets per week. Courses may meet once per week for approximately three hours or twice a week for approximately one and a half hours. However, classes such as lab science and math may meet three or four days per week. Short term classes are less than 16 weeks long.

What do I do if the class I want to take is closed?

You may attend the first class meeting. If there is space available in the class, the instructor will give you an Add Code. You can use the Add Code to register online, by phone, or at the Registration Office (L113). Check the academic calendar in the Schedule of Classes for add deadlines.

Do I have to declare a major?

It is not necessary to declare a major during your first semester at PCC. However, it is essential that you have a student educational plan (SEP) prepared by a counselor who will discuss your educational and career goals. Visit the Career Center (L103) and/or enroll in Counseling 17 (Career Planning) to obtain help in choosing a major. You can declare/change your major online or fill out a form at the Records Office (L113).

What is a unit?

A unit is the amount of college credit given for a course based on the number of hours the course meets weekly. For example, a three-unit class will meet approximately three hours per week. Some classes meet for more hours and may be worth additional units.

Who is “Staff” in the schedule of classes?

An instructor had not yet been designated for the class when the schedule was printed. You may contact the appropriate division to see if instructors have been assigned.

How do I prove that I meet a course prerequisite?

If you've met a prerequisite by taking a course at another college, bring a transcript or report card to the Advisement Center (L103D) for course approval. If the course prerequisite includes a test, you must take the test before you meet with a counselor.

How do I contact an instructor?

Leave messages for instructors in the appropriate division office or send them an email. Instructors' contact information is usually included in the course syllabus.

What does “TBA” mean in the schedule of classes?

To Be Arranged. This means that class hours are flexible and will be arranged with the instructor.

How do I receive credit for coursework taken at another college?

Send an official transcript to the Records Office (L113). After you have enrolled in 15 units of coursework at PCC, you may request a transcript evaluation when you see a counselor.

How do I receive credit for coursework taken in another country?

Your international college transcript must be evaluated by an approved private evaluation agency. The evaluation is then reviewed by PCC evaluators. See a counselor before you have your transcript evaluated. You may not need to go through evaluation services if you are planning to transfer.

What deadlines am I responsible for meeting every semester?

The academic calendar in the front of the Schedule of Classes and the PCC website lists important semester deadlines. Some of these include deadlines for adding/dropping classes and applying for graduation. You are responsible for meeting all deadlines each semester. Be aware that short term classes and intersessions have different deadlines.

Will an instructor automatically drop me if I stop attending a class?

NO! You should never assume that you will be automatically dropped from a class. Always initiate a drop yourself online or by phone. Remember to drop classes by the drop deadlines listed in the academic calendar in the Schedule of Classes.

How do I get final semester grades for each semester?

Final semester grades are available online or by telephone approximately twelve days after the end of each semester. Call the telephone registration number (577-6100) and choose the grades option.

How do I receive credit for AP (Advanced Placement) test scores?

Bring a copy of your scores to a counselor (L104), who will assist you with a student petition after you have completed 15 units at PCC.

Does PCC have student housing?

No. The Student Affairs Office posts notices for roommates and rooms for rent in the local community. Students can also view bulletin boards throughout the campus.

Are there copy machines, typewriters, and computers on campus for student use?

Computers are available in the Research Zone (LL110), the Instructional Computing Center (D Building, first floor), and the Learning Assistance Center (D300). Copy machines are located in the Shatford Library (LL Building) and the Degree and Transfer Center (L110). Typewriters are available in the Shatford Library (LL Building).

Is there an ATM on campus?

Yes. The ATM is located in the CC Building, first floor.

Is childcare available at PCC?

Childcare is available at the Child Development Center, which is located one block from campus at the corner of Green and Holliston Streets. Contact the center (585-3180) for more information.

What sports teams does PCC have?

Basketball, cross country, swimming, tennis, track and field, water polo, volleyball, baseball, softball, football, and soccer. Contact the Kinesiology, Health and Athletics Division (GM102, 585-7225) for more information.



MATRICULATION

What is Matriculation? Key Words: Access and Success

A process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. (Title V, Matriculation Regs.)

What does Matriculation contain?

- Admissions
- Orientation
- Testing/Assessment
- Counseling/Advising
- Student follow-up with instructors and counselors
- Research

Who does not need to go through Matriculation?

- Students who have graduated with an A.A. degree or higher.
- Students who plan to enroll in five units or fewer and have a personal - development goal. -
- Students who are enrolled full-time in high school or at another college.

Students on probation are not exempt even if one of the above criteria applies.

What are students' rights?

- To challenge a prerequisite for a course because:
 - The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite/corequisite. (Student must attach supporting document to this petition.)
 - The student will be subject to undue delay in attaining his/her educational goal because the prerequisite/corequisite has not been made reasonably available.
 - To file a complaint of unlawful discrimination if any matriculation procedure is being applied in a discriminatory manner.

What are students' responsibilities?

- To express a broad educational intent upon admission.
- To declare a specific educational goal (certificate, Associate Degree/transfer) prior to completing 15 units.
- To develop an EdPlan within 90 days after declaring a goal.
- To participate in counseling or advising.
- To attend class and complete assignments.
- To complete courses and to maintain progress towards a goal.
- To accept responsibility for the consequences of their educational decisions.



GRADE APPEAL PROCEDURES

The purpose of an academic grade appeal procedure is to provide a process by which a dispute in the assigned final grade for a course may be resolved in a fair and efficient manner according to state law and due process. The procedure is intended to achieve an equitable solution to a grade dispute with due regard for the rights of the faculty, the student, and the college district. The procedures and appropriate forms are available in the office of the Vice President of Instruction (C231) and office of Vice President of Student Learning Services (L112). For more information on grade appeal procedures, please refer to www.pasadena.edu/ipro/policies/pcc_4051.pdf



STUDENT CONDUCT CODE

The Student Conduct Code identifies conduct that is prohibited by College policy. Students who violate the Student Conduct Code will be subject to disciplinary action under the Student Discipline Process Procedures. Disciplinary sanctions depend on the nature of the offense, the past pattern of behavior of the student, and other relevant factors. Student drug or alcohol offenses or other criminal acts, may be referred to law enforcement officials. For more information about the types of conduct subject to discipline and the disciplinary actions for violations of the student conduct code, please refer to http://www.pasadena.edu/ipro/policies/pcc_4520.pdf. You may also go to the Student Affairs Office (CC105) and request a printed copy.

The following are some of the types of conduct for which students may be subject to disciplinary sanctions. These types of conduct are prohibited at all times on College owned or controlled property and at any off-campus function sponsored or supervised by the College.

- Dishonesty, such as cheating, plagiarism, fabrication, or knowingly furnishing false information.
- Unlawful use, possession, sale or presence on campus while under the influence of alcohol, - narcotics, or other controlled illegal substances. -
- Forgery, alteration or misuse of College documents, records, or identification.
- Disruption or obstruction of teaching.
- Assault, battery, any threat of force or violence, physical or verbal abuse, intimidation, - harassment, coercion, stalking, etc. -
- Attempted or actual theft or intentional damage to property of the College.



SEXUAL HARASSMENT AND DISCRIMINATION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome visual, verbal, nonverbal, or physical conduct of a sexual nature. This definition includes numerous forms of offensive behavior and includes gender-based harassment of a person of the same or different sex as the harasser. The policy and procedures on sexual harassment and discrimination are available in the Human Resources Office (C204) or online at www.pasadena.edu/ipro/policies/pcc_2200.pdf

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