

# Community Education Center

## THE STUDENT HANDBOOK





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# MISSION STATEMENT

## PASADENA CITY COLLEGE COMMUNITY EDUCATION CENTER

### MISSION STATEMENT...

The Community Education Center provides varied educational opportunities for the community's multicultural adult population, including a comprehensive High School Diploma Program (HSDP) and a GED Preparation Program. The purpose of the HSDP is to provide a standard of excellence and high quality instruction in order to increase the numbers of successfully prepared transfer students, and to provide a more capable workforce to meet the needs of current trends.

It is the goal of the HS Diploma Program to:

1. Align the HSDP curriculum to meet the State Board of Education's adopted content standards for English-Language Arts, Mathematics, History/Social Science, and Science.
2. Significantly improve pupil achievement in the CEC-HSDP to ensure that candidates for the diploma can demonstrate grade level competency in reading, writing, and mathematics.





# ATRICULATION

## **What is it?** Key Words: Access and Success

“A process that brings a college and a student who enrolls for credit [or noncredit] 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 it consist of?**

- Admissions
- Assessment
- Counseling/Advising
- Orientation
- Student Follow-up
- Research
- Coordination and Training
- Prerequisites

## **Who is exempted?**

- Students who plan to enroll in five units or fewer and have a personal development goal
- Students who are enrolled full-time in another high school

*Students on probation are not exempted 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.
  - ✓ The student will be subject to undue delay in attaining his/her educational goal because the prerequisite/corequisite has not been made reasonably available.
  - ✓ The prerequisite is discriminatory or is being applied in a discriminatory manner.
- To file a complaint of unlawful discrimination if any matriculation procedure is being applied in a discriminatory manner.

# MATRICULATION REQUIREMENTS

## 1. Application for Admission

- A student is to submit a completed application to the Admissions and Records Office (Room 100). Student will be given a *Permit to Register* to confirm the admissions process.
- Student must be 18 years of age, or older, for admission to any CEC program. A student who is younger than 18 wishing to be admitted to any program must file a Student Petition. A petition form may be obtained from the Counseling Office (Room 105). The completed petition, along with an **official** high school transcript and letter of recommendation from a school counselor, should be returned to the Counseling Office. At that time, an appointment for an interview with a counselor will be made.
- Qualified students who have not yet graduated from high school may be admitted for concurrent enrollment. Credit(s) granted will be forwarded to the student's high school. Forms may be obtained in the Counseling Office (Room 105).

## 2. Schedule an Appointment

New students are required to attend an orientation on the same date as the placement test. Plan to allow 2½ hours for the orientation and test. Appointments are scheduled in the Counseling Office (Room 105).

It is recommended that persons interested in admission to the High School Diploma Program or GED Program submit an official transcript from the last school attended. Transcripts should be turned in to the Counseling Office when placement test is scheduled.

## 3. Placement Test/Assessment

Students need to take a placement test if planning to enroll in one of the following programs:

*High School Diploma*  
*GED*  
*ESL*  
*Business Office Systems*

## 4. Counseling and Placement

Following the placement test a counselor will meet with the student to discuss test scores, transcript evaluation, and proper placement in a program.

## 5. Register for Classes

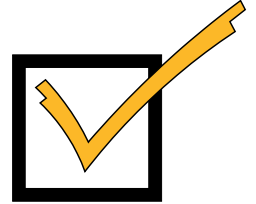
No enrollment fees are required. A *permit to register* is issued at the time the *application for admission* is submitted. Registration takes place in the Admissions & Records Office (Room 100). At that time, the student is presented with a computer printout listing the classes he/she is enrolled in.



# GETTING STARTED

## *Things to do before I register:*

- ☐ Attend orientation session
- ☐ Learn about CEC programs and classes
- ☐ Take placement tests
- ☐ Meet with a counselor
- ☐ Plan my classes
- ☐ Register for classes



*And don't forget the following, if needed:*

- ☐ Arrange for child care
- ☐ Arrange transportation
- ☐ Apply for disabled student services

## *Things to do before classes begin:*

- ☐ Get student ID card – 48 hours after registration
- ☐ Purchase parking permit
- ☐ Find out where my classes are located
- ☐ Become familiar with campus resources  
(Learning Assistance Center, PCC Library, computing services, tutorial services, health services, etc.)

## *Things to do during the semester:*

- ☐ Find out what the instructor expects from me
- ☐ Join a study group or sign up for tutoring
- ☐ Think about my career and major
- ☐ Think about transfer
- ☐ Take care of my health
- ☐ Meet with a counselor to develop a Student Educational Plan (SEP)



# TUDENT RESPONSIBILITIES

## Attendance

- Students are expected to attend classes and complete assignments.
- Failure to attend the first week of classes may result in a drop *unless* a previous arrangement was made with the instructor or counselor.
- Four absences during the semester may result in a drop.
- If you are dropped from a class, you *may not* be reinstated in the same semester. You will need to wait until the following semester to re-enroll. There are no exceptions.
- Student *must be* enrolled to attend class.
- Student may enroll in the same course two times; however, student *must* petition to enroll a third time.
- Student must purchase required textbooks or supplies.

## Parking

Parking policies at the Community Education Center are the same as on the PCC main campus. Daily CEC parking permits may be purchased from dispensers located throughout the parking lots. Permits are good for the entire day and/or evening.

Semester parking permits may be purchased in the CEC Admissions & Records Office (Room 100) for the fall and spring semesters and for winter and summer intersessions.

CEC semester parking permits are NOT valid for parking at the PCC main campus. A free shuttle service is available for students wishing to travel between campuses. The shuttle departs approximately every 30 minutes from each campus, between 7AM and 10PM, Monday through Friday. Shuttle hours are subject to change.

## Books

*Students are responsible for the purchase of books required in each class.* Purchases may be made at the PCC bookstore, located at 1570 E. Colorado Boulevard. You may call (626) 585-7378 for bookstore hours.



# 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 four 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".* Contact the Admissions & Records Office (Room 100) to find out about drop deadlines. **DO NOT ASSUME THAT THE INSTRUCTOR WILL DROP YOU!** Important deadlines each semester include:

- Friday of the 2<sup>nd</sup> week: Last day to *add* a 16-week class  
Last day to *drop* a 16-week class without receiving a "W"
- Friday of the 13<sup>th</sup> week: Last day to *drop* a 16-week class and receive a "W"

## GRADING

Grades are represented by the following symbols:

<u>Symbol</u>	<u>Definition</u>	<u>Point Value</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (passing)	0
NC	No Credit	0
I	Incomplete	0
W	Withdrawal (by end of 13 <sup>th</sup> week)	0





# HOW TO COMPUTE YOUR G.P.A.

## 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	B	3	x	5	=	15
Math 125	B	3	x	<u>3</u>	=	<u>9</u>
				8		24
				total units attempted		total grade points earned

$$\begin{array}{rcl} \text{Total grade points earned} & \div & \text{Total units attempted} = \text{GPA} \\ 24 & \div & 8 = 3.0 \end{array}$$

## 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*.



# PROBATION & DISQUALIFICATION

## What is probation?

Probation is a support system used to assist a student who has a history of unsuccessful academic progress.

## Academic Probation

A student is placed on Academic Probation when:

1. Student has earned less than 90 credits at entrance.
2. Student has withdrawn from a program or class two or more consecutive times.
3. Student has shown poor academic progress.
4. Student has shown poor attendance.

## Academic Disqualification

Students on Academic Probation are subject to disqualification if they fail to progress academically for two consecutive semesters, or have demonstrated unsatisfactory citizenship.

A disqualified student may petition for readmission after one semester or more. He/she must present positive evidence of a serious intent to succeed, and have a realistic academic goal identified. If the petition is granted, the student will be admitted on Academic Probation and may have enrollment limitations.

## SCHEDULE OF CLASSES

The Schedule of Classes provides course descriptions of classes offered for the current semester and contains:

Some college policies,  
Course information, such as:

*Day and time of classes*

*Room location of classes*

*Section numbers of classes*

*Instructors of classes*



## PROGRAMS OFFERED

Americanization  
Business and Distributive Education  
Civic Education and Community Development  
    Adult Basic Education (ABE)  
    Supervised Tutoring  
    Individualized Skills Development  
English As A Second Language (ESL)  
GED Preparation  
High School Diploma  
Parent Education  
PCC Concurrent Credit/Noncredit Vocational Classes  
Vocational Training

## HIGH SCHOOL GRADUATION REQUIREMENTS

Students will be awarded a high school diploma upon satisfactory completion of the prescribed course of study (170 credits), health education, and meeting the standards of proficiency in reading, writing, and math.

Responsibility for meeting the requirements and filing a petition for graduation rests with the student. All transcripts of prior high school and/or college work attempted must be on file for the petition to be considered.

GED students requesting to participate in the high school graduation ceremony, must present proof of having passed at least three (3) components of the official GED exam, from an approved California Department of Education GED Testing Center.

## TRANSITION TO PASADENA CITY COLLEGE

Students are encouraged to transfer to Pasadena City College upon completion of their educational goals at CEC. Students may attend credit classes at PCC concurrently with noncredit classes at CEC. College credit may be earned and applied to a reduction of the credit requirement for high school graduation.

Counselors are available to assist any student who wishes to transition to Pasadena City College or any other institution of higher learning.



# CORE REQUIREMENTS FOR GRADUATION

English . . . . .	30 Credits
Math—including Algebra A&B . . . . .	20 Credits
World Affairs . . . . .	5 Credits
U.S. History A and B . . . . .	10 Credits
U.S. Government . . . . .	5 Credits
Contemporary American Problems . . . . .	5 Credits
Economics . . . . .	5 Credits
Science . . . . .	20 Credits
Language/Fine Arts . . . . .	10 Credits
Computer Education . . . . .	5 Credits
Career Planning . . . . .	5 Credits
Electives ( <i>work experience, vocational programs,</i> <i>challenge exams</i> ). . . . .	50 Credits
<hr/>	
Total credits required to graduate . . . . .	170 Credits

*Students are required to pass all proficiency tests and fulfill the First Aid requirement in order to graduate.*

## GENERAL EDUCATION DEVELOPMENT (GED)

A GED Certificate is deemed by California to be equivalent to a high school diploma for purposes of employment in all state and local public agencies. In addition, the certificate is recognized nationally (by most colleges, universities, and other agencies) as equivalent to a diploma.

### **What are the GED Tests?**

The GED battery of tests include five tests, each measuring a number of major skills considered to be the result of a high school education. The questions in each of the tests require the use of general knowledge and thinking skills.

Even though you have not finished high school, you have probably gained knowledge and skills through experience, reading, and informal training. The GED Tests are designed to measure the important knowledge and skills, usually learned during the four years of high school, that you may have obtained in a different manner.

### **Am I eligible to take the GED Tests?**

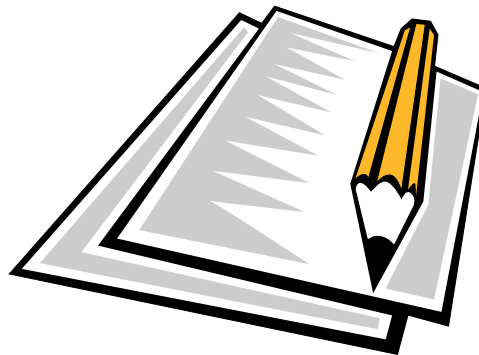
You are eligible to take the tests if you are over the age of 18 and have not graduated from high school. It is recommended that you take a GED Preparation course prior to testing.

The GED Test is not administered at CEC. A list of the nearest GED Testing Centers is available in the Counseling Office (Room 105).

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## TUDY TIPS

- Study consistently. Keep up with your assignments.
- Make sure you understand your assignments before starting them.
- Use class time wisely. Listen carefully, take notes, speak up, get involved. Sit in the front row: it will improve your concentration.
- Review class notes as soon as possible. Fill in gaps and get help with whatever you do not understand.
- Begin papers and projects early so you can write, revise, type, and proofread. Spelling errors, poor grammar, or late work may lower your grade.
- 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 CEC Learning Assistance Center or the PCC library for reference, research, and quiet study.
- If you have trouble with a course, *do something about it*.
  - Ask your instructor for help.
  - Request tutoring in the Learning Assistance Center (Room 108).
  - Meet with a counselor (Room 105).



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# IME MANAGEMENT

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 hours of study outside of class, as well.

Most noncredit high school classes are worth five units, and meet three hours each week. *Plan on studying 1½ to 2 hours per week for each hour in class.*

If you will be working while attending CEC, 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:

5-15 hrs/wk  
20 hrs/wk  
30 hrs/wk  
40 hrs/wk  
40+ hrs/wk

### Enroll in no more than:

20-25 units (4-5 classes)  
15-20 units (3-4 classes)  
10-15 units (2-3 classes)  
5-10 units (1-2 classes)  
5 units (1 class)

### You will need to study at least:

24 hrs/wk  
18 hrs/wk  
14 hrs/wk  
9 hrs/wk  
5 hrs/wk

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

- Your work hours
- Other commitments (family, meals, sleep, travel to and from school, etc.)
- Time for yourself (exercise, social life)
- Time to devote to class studies
- 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.



# TIME MANAGEMENT PLANNER

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00					
7:30					
8:00					
8:30					
9:00					
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11:00					



# EDUCATIONAL OPTIONS

PCC offers courses for everyone, 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:

**Occupational Majors:** PCC offers over 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 major.

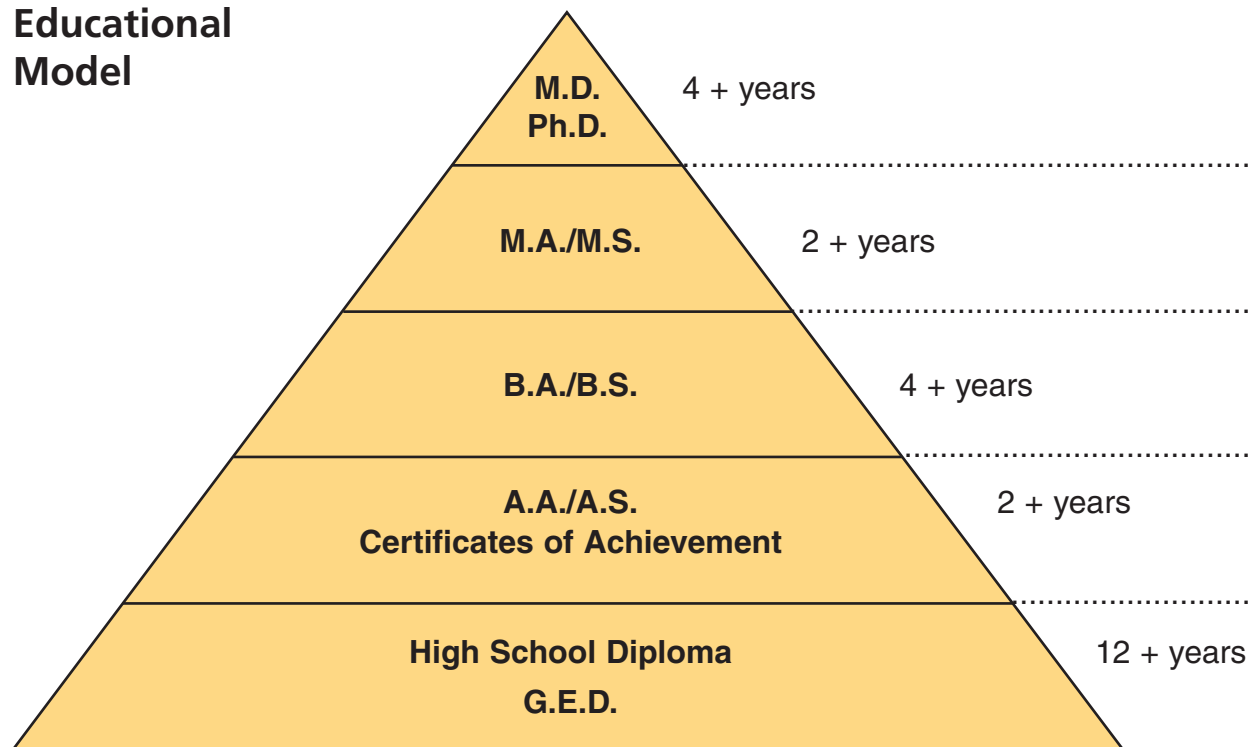
**Transfer Majors:** PCC offers over 50 transfer majors that prepare students to transfer to a four-year college or university.

**Intersegmental General Education Transfer Curriculum (IGETC):** IGETC is the list of general education requirements that should be completed before transferring to a CSU or UC campus. General education requirements for independent colleges and universities are also available.

**Associate in Arts Degree:** 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:** 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 major (see above).

## Educational Model





# **S** **TUDENT CONDUCT** **AND DISCIPLINARY PROCEDURES**

The Pasadena City College Community Education Center seeks to maintain an environment in which there is freedom to learn, and in which there is respect and dignity exercised for all members of the campus community. Students are encouraged to develop the capacity for critical judgment while exercising their rights to free inquiry and free speech in a responsible non-violent manner.

Students are expected to respect and obey the College Standards of Student Conduct, and the civil and criminal laws of the city, state, and nation. Violations of such policies and/or laws shall subject the student to legal penalties and/or disciplinary action.

## **Standards of Student Conduct**

The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules. Students enrolling in the Community Education Center of Pasadena City College assume an obligation to abide by all college regulations.

A student may be disciplined for one or more of the following causes which must be school related. These categories of behavior are not intended to be an exhaustive list, but are examples of good and sufficient causes for disciplinary action.

1. Failure to comply with directions from college personnel acting in the performance of their duties; failure to present the Pasadena City College identification card, current class schedule, or proper identification when requested by a college official or safety officer
2. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to college or its official
3. Forgery, alteration, or misuse of college documents, records, or identification
4. Misrepresentation of oneself or of an organization to be an agent of the college
5. Obstruction or disruption, on or off campus property, of the college's education process, administrative process, or other college functions
6. Abuse of any person on college-owned or controlled property, or at college sponsored or symposium functions, or conduct which threatens or endangers the health or safety of any person

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7. Theft of, or nonaccidental damage to, college property or property in the possession of, or owned by a member of the college community or visitors, while on campus. This includes theft of textbooks or sale of textbooks other than one's own. Violating college policies or campus regulations including those concerning the registration of student organizations, the use of college facilities, and equipment, or the time, place, and manner of public expression
  8. While on college property, the sale, knowing possession of, or presence under the influence of, alcohol, narcotics, or controlled illegal substance as defined in the California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis
  9. Smoking in any area where smoking has been prohibited
  10. Disorderly conduct or lewd, indecent, or obscene behavior or expression on college owned or controlled property, or at college sponsored functions
  11. While on the college campus or at college sponsored functions, possession of dangerous chemicals, deadly weapons (including but not limited to firearms and knives), or other dangerous objects or substances which might inflict bodily harm, or be used to threaten the health or safety of anyone
  12. Hazing, harassment, mistreatment, or abusive behavior on campus or at college sponsored events
  13. Continual willful disobedience and/or persistent defiance of authority
  14. Theft or other abuse of computer time, including unauthorized entry into an unauthorized file or use of another individual's identification or password
  15. Unauthorized use of college equipment or facilities, including but not limited to, telephone, facsimile, or duplicating equipment
  16. Unlawful discrimination or harassment, including sexual harassment or assault
  17. Soliciting or assisting another to do any act which would subject a student to discipline
  18. Any reason which is identified as "good cause" by the Education Code
  19. Any other conduct that is disruptive to the operations of the college or inconsistent with its policies and objectives



# **INSTRUCTIONAL AND STUDENT SERVICES**

## **Admissions & Records (CEC)**

The Admissions and Records Office admits and enrolls students into classes. The office provides such services as transcript requests, verification letters, grade reports and issuance of high school diplomas and vocational certificates. The office maintains all student records and files.

Student parking permits may be purchased at the time of registration from this office. The Admissions and Records Office is located in Room 100.

## **Bookstore (PCC)**

The Pasadena City College Bookstore is where students may purchase books, supplies, and miscellaneous items. It is located on the Pasadena City College main campus in the J Building.

## **Career Center (CEC)**

The Career Center (Room 210) offers books, materials, workshops and forums on specific industries for career tracks. Students have access to career exploration, career assessment and professional expertise through the Career Center. The center provides one-on-one career counseling for students as well as self-paced computer career and job placement searches.

## **Career Library (PCC)**

The Career Library provides resources to assist students in career and college planning. Information is available about career opportunities and requirements. The Career Library is located at Pasadena City College in Room L103.

## **Child Development Center**

The Center provides quality child care and an enriched educational program for children of PCC and CEC students, as well as children of faculty, staff, and community families. Child care funding assistance is available through the Center at (626) 585-3180. Grants are available through the PCC Office of Scholarships and Financial Aid. The Center accepts most outside agency funding sources, and is located at 1324 E. Green Street, Pasadena – one block from the PCC campus.

## **Disabled Student Programs and Services (DSP&S)**

DSP&S is designed to enable eligible students with verified disabilities to fully participate in all general education, transfer and certificate programs and/or activities for which they qualify. Students who have learning, physical, visual, speech/language, hearing and/or psychological disabilities are encouraged to inquire about services.

Supportive educational services are provided to students based on assessed individual need and may include comprehensive psychoeducational assessment, interpreters, test accommodations, computer-assisted instruction, advisement, registration assistance, and vocational guidance.

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### **Guidance and Counseling (CEC)**

Students have access to the counselor of their choice. The counselor will discuss educational plans, career goals and personal problems. Additionally, counselors interpret test results, analyze interests and abilities, failures and successes. The Counseling Office is located in Room 105.

### **Job Placement Services (PCC)**

The Placement Office gives assistance to students in exploring full-time positions that utilize their professional preparation experience and abilities. It also assists students in finding part-time, temporary, and seasonal employment.

Enrolled and admitted students, as well as alumni, are eligible for the services located at Pasadena City College, Room L103.

### **Learning Assistance Center (CEC)**

The Learning Assistance Center (LAC) offers students individualized support across the curriculum through noncredit instruction. Assistance, supplemental materials, and the opportunity for students to independently pursue their interest and improve their skills are provided for students in 5 major areas (ESL, ABE, HSDP, GED, and vocational classes). The following services are available to students and faculty: tutoring, computerized educational programs, videos, audiocassettes, books and other miscellaneous multimedia educational resources. The LAC is located in Room 108.

### **Library (PCC)**

The Shatford Library has been planned to meet the curricular needs of day and evening students. The staff keeps the collection up-to-date and comprehensive, creates conditions for successful learning experiences and helps students obtain the materials they need. The on-line computerized catalog and circulation system enhances student access to the library collections. The library staff provides instruction on the use of library resources to classes and individual students by means of lectures, tutoring, videotapes and instructional brochures. A variety of study spaces is available. Students may use their valid student I.D. card for library privileges.

### **Psychological Services (CEC)**

The counseling psychology staff provides more specialized help than can be made available through regular counseling channels. Psychological services include individual counseling, crisis intervention, information, and referrals to community agencies when appropriate.

The services emphasize short-term consultation on specific problems affecting success in school. Students may schedule confidential appointments with a counseling psychology staff member by contacting the Counseling Office in Room 105.

### **Student Health Services (CEC)**

The Student Health Center is located in Room 122. Student Health Center services include treatment of minor illnesses, counseling regarding health problems and/or concerns, and emergency care in case of an accident or sudden illness. Students should inform the Health Center staff about significant health conditions that may affect their educational progress.



# REQUENTLY ASKED QUESTIONS

## **How do I get my student ID card?**

At registration, students will receive a registration receipt. Forty-eight hours lapse time is required for processing registration. After the 48-hour period, a student may take the registration permit to the Counseling Office and have a photo ID taken.

## **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 at CEC?**

Semester parking permits may be purchased during registration from the Admissions & Records Office. Daily parking permits may be purchased from dispensers located throughout the parking lots. Permits are good for the entire day and/or evening.

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

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

## **Can I buy my textbooks before school begins?**

Yes. The Bookstore will list the instructor and required text for each course. However, you may want to wait until after the first class meeting when the instructor will confirm which books are required.

## **Does the Bookstore sell used textbooks?**

Yes. And 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.

## **Are there copy machines and computers on campus for student use?**

Yes. On the PCC campus, computers are available in the Computer Café (CC Building), the Computing Center (D Building, first floor), and the Learning Assistance Center (D300). At CEC, computers are available in the Learning Assistance Center (Room 108).

## **Is there an ATM on campus?**

Yes. The ATM is located on the PCC campus in the CC Building next to Police/ Safety Services (CC108A).

## **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.

## **What is a unit?**

A unit is the amount of high school credit given for a course based on the number of hours the course meets weekly. For example, a five-unit class will meet three hours per week. Some classes meet for more hours and may be worth elective credits.

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### **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 receive credit for coursework taken in another country?**

Your international college transcript must be evaluated by an approved private organization. The evaluation is then reviewed by CEC evaluators. You may obtain information at the Counseling Office (Room 105).

### **What is a PIN number?**

A Personal Identification Number (PIN) is a four-digit number of your choosing. It allows you to register for classes and obtain final grades online and by telephone. Choose a PIN and memorize it! If you forget your number, go to the Admissions & Records Office to choose a new PIN.

### **Is child care available at PCC/CEC?**

Childcare is available at the Child Development Center, which is located one block from the PCC campus at the corner of Green and Holliston Streets. Contact the center at (626) 585-3180 for more information.

### **What deadlines am I responsible for meeting every semester?**

The academic calendar in the front of the Schedule of Classes 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.

### **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 at the Admissions & Records Office (Room 100). Remember to drop classes by the drop deadlines listed in the academic calendar in the Schedule of Classes.

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

After the first week of classes, check with the Counseling Office to determine if there have been any drops. If space is available, the vacancy can be filled. The “Add” period is the first two weeks of class only.

### **How do I contact an instructor?**

Leave messages for instructors in the Administration Office, (626) 585-3000 Ext. 6.

### **How often do classes meet?**

Most classes are completed in one semester or less. During the day, most High School classes meet Monday-Wednesday or Tuesday-Thursday for an hour-and-a-half. During the evening, classes generally meet twice a week for an hour-and-a-half. Semesters are 16 weeks long; however, some classes meet for a shorter period.

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### Do I have to declare a major?

You will declare a major on your *application for admission* based on the type of classes you wish to take at the Community Education Center. If you are interested in a high school diploma or GED, you will choose *high school* as your major; if you are interested in vocational classes, you will choose *vocational* as your major. However, you are not limited to the classes only within your major. You may take other classes outside your major. For example, a high school major is allowed to take vocational classes. Please note that ESL students must be level 4 or 5 to take classes outside the ESL program.

### How do I know what classes to take?

Counselors and educational advisors will assist you in choosing classes. Before your first meeting with a counselor, be sure to review the schedule of classes. It is also advisable to enroll in a Career Planning class to help you choose an educational path.

### How do I find out my registration date and time?

New and continuing High School, GED, and ABE students, and new Business students must register in the counseling office (Room 105). Each semester the counseling office will release registration dates and times based on availability of counselors. Please call (626) 585-3006 for more information. **Please note that some programs require placement tests before registration.**

ESL, Vocational, Parent Ed, Career Planning, and continuing Business students will register by priority appointment in the Admissions & Records office (Room 100). New students will be given a *permit to register* upon applying to the school, which will contain their registration date and time. **Please note that some programs require placement tests before registration.**

Registration dates for continuing students will be available about one month before the end of the previous semester.

Continuing students can find out their registration appointments by

1. Coming to the Admissions and Records office (Room 100) with a photo ID or
2. Calling the PCC registration system at (626) 577-6100 or
3. Visiting the Internet at <http://lancerlink.pasadena.edu>

### How do I get final semester grades?

Final semester grades are available *in person only* in the Admissions and Records office. Students can come to room 100 with photo identification about 10 days after the last day of the semester to request an unofficial copy of their grades. Official transcripts are available to be ordered about 14 days after the last day of the semester, for a small fee. Please direct all questions to Admissions and Records (Room 100) or call (626) 585-3036.





# GLOSSARY OF COLLEGE TERMS

**Add** – Enrolling in a class after your initial registration.

**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 (J 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 major.

**Closed Class** – A class that cannot take any more students because it has reached capacity.

**Corequisite** – A course that must be taken at the same time as another course.

**Credit/No Credit Grading** – A type of class grading in which a grade of CR (Credit) or NC (No Credit) is given instead of a letter grade. CR is equivalent to letter grades of “A”, “B”, “C”, “D”. NC is equivalent to “F”.

**Dismissal (Disqualification)** – Termination of a student’s eligibility to attend CEC or PCC after being on probation for two semesters.

**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 (Room 100).

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

**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.

**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.

**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** – Student is placed on academic probation when the grade point average falls below 2.0 after attempting 15 or more units.

**Registration** – The process of enrolling in classes each semester. Registration is conducted through the Counseling Office or through Admissions and Records.

**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 PCC Bookstore (J Building) or online at (<http://www.pasadena.edu>).

**Section Code or Number** – The four-digit number of a particular class in a given term. Section codes are used to register and are found in the Schedule of Classes.

**Semester** – The fall or spring term. Each semester is 16 weeks long.

**Transcript** – An official record of your academic work. Available at the Admissions & Record Office (Room 100).

**Withdrawal** – Formally removing yourself from all classes in which you are enrolled. Withdraw from classes at the Admissions & Records Office (Room 100).





# TUDENT SERVICES DIRECTORY

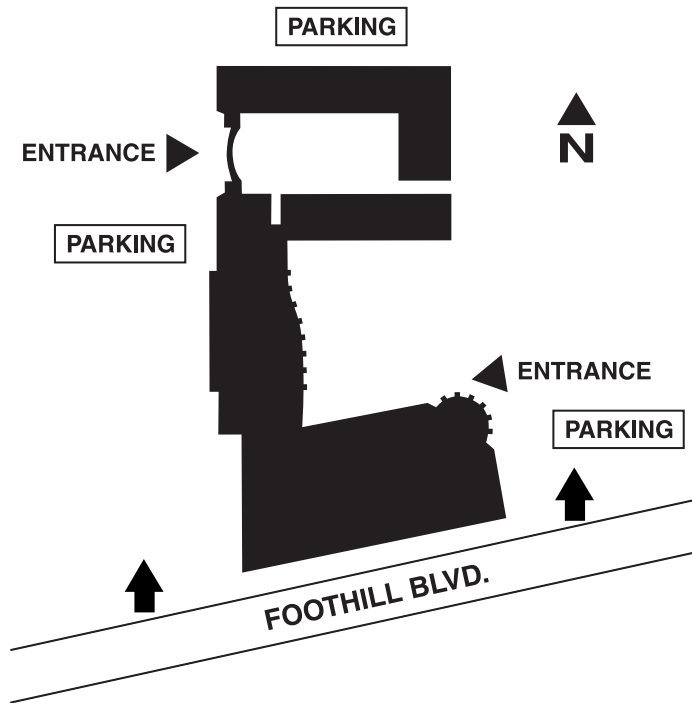
*Pasadena City College Community Education Center offers a variety of academic assistance, support services, and activities to help you reach your educational goals.*

OFFICE	SERVICES	LOCATION	PHONE
Admissions and Records	Admits and enrolls students into classes. Transcript requests, grade reports and issuance of high school diplomas and vocational certificates.	CEC100	(626) 585-3036
Bookstore (PCC)	Students may purchase books, supplies, and miscellaneous items.	Building J	585-7378
Career Center (CEC)	Assists students in career and educational planning and job placement.	CEC 210	585-3209
Career Library (PCC)	Assists students in career and college planning.	L103	585-7381
Child Development Center (PCC)	Quality child care and an enriched educational program for children.	1324 E. Green St., Pasadena	585-3180
Disabled Student Programs & Services (DSP&S) PCC	Assistance and guidance for students with hearing, learning, physical, speech, or visual disabilities.	D209	585-7127
Guidance and Counseling	Assistance in educational plans, career goals and personal problems.	CEC 105	585-3006
Job Placement Services (PCC)	Assistance in finding full-time, part-time or temporary employment.	L103	585-7381
Learning Assistance Center	Offers students individualized support accross the curriculum throughout non-credit instruction.	CEC 108	585-3015
Library (PCC)	Maintains wide variety of books and resource materials.	LL	585-7221
Psychological Services	Confidential, personal counseling.	Main Campus L108	585-7273
Student Health Services	Treatment and counseling for minor illnesses and medical problems	CEC 122	585-3016

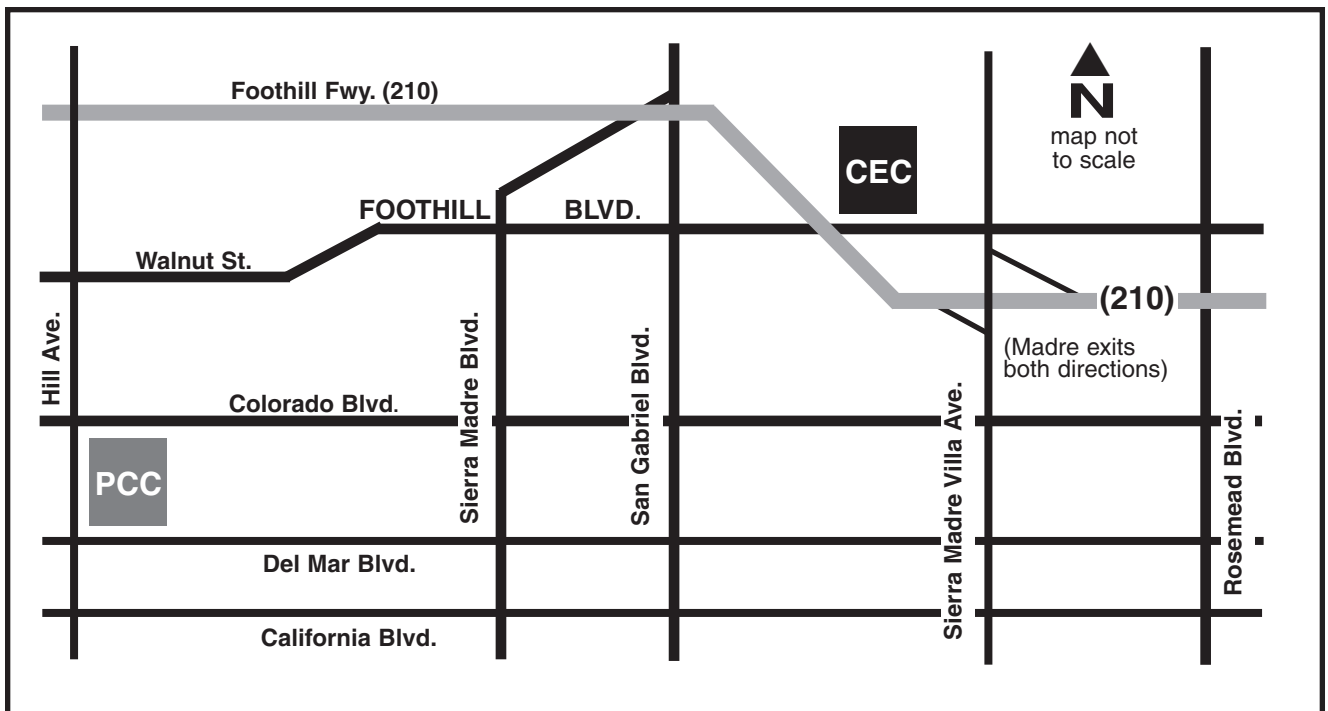
# Community Education Center

3035 E. Foothill Blvd., Pasadena 91107-3106

## CEC – Campus Map



## How to get to the Community Education Center





Pasadena City College  
Community Education Center  
3035 East Foothill Boulevard  
Pasadena, California 91107-3106