Congratulations on your decision to pursue higher education.

I am personally honored that you have chosen Estrella Mountain Community College as you embark or continue on your educational journey. In addition to a commitment to excellence, diversity, and integrity, Estrella Mountain offers a supportive, welcoming atmosphere in an intimate setting, right in the heart of your community.

As a first generation college graduate, I recall the unique challenges I faced when I began my education, and because of this, I am proud to see the faculty and staff work closely together to ensure that your first steps toward your degree are as smooth as possible. The support students receive from the moment they arrive on campus, not only in the classroom with the expertise of qualified faculty, but also the attentive concern and quality service provided in all areas of registration, financial aid, counseling, and advisement, is the key to what makes our students successful, and by virtue of that, makes our college successful.

Whether you will be the first in your family to pursue higher education, or continuing a tradition of excellence, whether you’re pursuing your degree immediately after high school or find your way back after time away, we are committed to moving your learning forward, so that your experience is fulfilling, enriching, and life changing.

Sincerely,

Ernest Lara, Ph.D.
President
ESTRELLA MOUNTAIN COMMUNITY COLLEGE

VISION

We provide exceptional and creative learning experiences that prepare all learners to achieve their dreams and transform their lives.

MISSION

Estrella Mountain is an innovative higher learning organization responding to the diverse needs of West Valley communities. Learners have an opportunity to successfully accomplish their educational and personal goals through the following college purposes:

- Developmental Education
- General Education
- Transfer Education
- Learner Support Services
- Workforce Development
- Community Education
- Civic Responsibility
- Global Engagement

PURPOSES

Developmental Education
Building the academic foundation and providing learning support to prepare learners for collegiate success.

General Education
Expanding educational experiences for all learners while fostering core academic abilities.

Transfer Education
Offering transfer courses and programs that enable learners to achieve success at their institution of choice.

Learner Support Services
Supporting learners through exceptional educational services, programs and guidance.

Workforce Development
Responding to the community's dynamic workforce needs by establishing partnerships and creating relevant programs of study, training and services.

Community Education
Providing learning experiences that enhance the knowledge, skills and abilities of life-long learners.

Civic Responsibility
Creating opportunities and partnerships that provide a framework for learners to act responsibly in society.

Global Engagement
Engaging learners in the discovery, contribution and creation of local solutions in response to global issues.

Our Service Strategy reminds us that Your Success is Our Success
VALUES

We value learning and engagement through:

Integrity

• Being accountable to fulfill goals, objectives and responsibilities.
• Being truthful, respectful, sincere, and responsible in your interactions with others.

Diversity

• Considering the contributions and worldviews of others.
• Promoting an inclusive campus culture that supports social awareness.
• Committing to comprehensive inter-cultural learning and awareness.

Collaboration

• Growing partnerships and building relationships that enhance the learning environment.
• Practicing communication methods that engage all learners.

Innovation

• Committing to the continued exploration and development of successful learning practices.
• Encouraging creativity and professional exploration within our community of learners.

Sustainability

• Understanding how our actions impact the local and global community.
• Reducing negative effects on the environment through proactive and sustainable practices.
• Applying practices that encourage environmental, economic and social responsibility.
ESTRELLA MOUNTAIN COMMUNITY COLLEGE

ADMINISTRATION

Ernest Lara, Ph.D.
College President

VICE PRESIDENTS

Bryan K Tippett, Ed. D.
Vice President
Academic Affairs

Sue Tavakoli, M. Ed.
Vice President
Administrative Services

Clay Goodman, Ph.D.
Vice President
Occupational Education

Debbie Kushibab, Ph. D.
Vice President
Student Affairs

DEANS

Joyce Jackson, M. B. A.
Dean of Academic Affairs

Sylvia Orr, Ph. D.
Dean of Academic Affairs

Rey Rivera, Ph.D.
Interim Dean of
Occupational Education

Laura Dulgar, M.A.
Interim Dean of
Student Services

René G. Willekens, Ed. D.
Dean of Research, Planning &
Effectiveness

DIVISION CHAIRS

Christina VanPuymbroeck, Ph.D.
Behavioral Sciences & Cultural Studies

Stephanie Fuji, Ph.D.
Counseling

Nikol Price, M.A.
Information Resources

Rebecca L. Baranowski, M.A.
Mathematics/Engineering/Physics

Bronwen Steele, Ed.D.
Science

Kathleen Iudicello, Ph.D.
Arts and Composition

Jim Nichols, M.Ed.
Instructional Computing

Clarissa Davis-Ragland, M.B.A.
Occupational Education

Thomas Cotner, M.B.A.
Interim Director
SouthWest Skill Center

Larry Pesta, D.R.S.
SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues</td>
<td>May 31</td>
</tr>
<tr>
<td>Thur</td>
<td>Jun 30</td>
</tr>
<tr>
<td>Mon</td>
<td>Jul 4</td>
</tr>
<tr>
<td>Tues</td>
<td>Jul 5</td>
</tr>
<tr>
<td>Thur</td>
<td>Jul 21</td>
</tr>
<tr>
<td>Thur</td>
<td>Aug 4</td>
</tr>
</tbody>
</table>

2011 Note: Subject to the 2011-2012 Catalog

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>First 5-Wk/8-Wk Sessions Begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First 5-Week Session Ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Observance of Independence Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second 5-Week Session Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8-Week Session Ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second 5-Week Session Ends</td>
</tr>
</tbody>
</table>

FALL SEMESTER – 2011

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td></td>
<td>Registration*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Mon</td>
<td>Sept 5</td>
<td>Observance of Labor Day</td>
</tr>
<tr>
<td>*</td>
<td></td>
<td>Application for December 2011 Graduation*</td>
</tr>
<tr>
<td>+</td>
<td></td>
<td>Last Day for Withdrawal without Instructor's Signature</td>
</tr>
<tr>
<td>Fri</td>
<td>Nov 11</td>
<td>Observance of Veterans' Day</td>
</tr>
<tr>
<td>Thur-Sun</td>
<td>Nov 24-27</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>++</td>
<td></td>
<td>Last Day Student Initiated Withdrawal Accepted</td>
</tr>
<tr>
<td>Sun</td>
<td>Dec 11</td>
<td>Last Day of Regular Classes</td>
</tr>
<tr>
<td>Mon-Thu</td>
<td>Dec 12-15</td>
<td>**Final Exams</td>
</tr>
<tr>
<td>Fri</td>
<td>Dec 16</td>
<td>Mid-Year Recess Begins for Students</td>
</tr>
<tr>
<td>Fri</td>
<td>Dec 16</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>Fri- Thu</td>
<td>Dec 25 - Jan 1</td>
<td>Winter Break Campus Closed)</td>
</tr>
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</table>

SPRING SEMESTER - 2012

<table>
<thead>
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<th>Day</th>
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<tbody>
<tr>
<td>*</td>
<td></td>
<td>Registration*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Mon</td>
<td>Jan 16</td>
<td>Observance of M L King Birthday</td>
</tr>
<tr>
<td>Mon</td>
<td>Feb 20</td>
<td>Observance of Presidents' Day</td>
</tr>
<tr>
<td>*</td>
<td></td>
<td>Application for May 2012 Graduation*</td>
</tr>
<tr>
<td>+</td>
<td></td>
<td>Last Day for Withdrawal without Instructor's Signature</td>
</tr>
<tr>
<td>Mon-Sun</td>
<td>Mar 12-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>++</td>
<td></td>
<td>Last Day Student Initiated Withdrawal Accepted</td>
</tr>
<tr>
<td>Sun</td>
<td>May 6</td>
<td>Last Day of Regular Classes</td>
</tr>
<tr>
<td>Mon-Thu</td>
<td>May 7-10</td>
<td>**Final Exams</td>
</tr>
<tr>
<td>Fri</td>
<td>May 11</td>
<td>Commencement</td>
</tr>
<tr>
<td>Fri</td>
<td>May 11</td>
<td>Spring Semester Ends</td>
</tr>
<tr>
<td>Mon</td>
<td>May 28</td>
<td>Observance of Memorial Day</td>
</tr>
</tbody>
</table>

* For specific information concerning registration dates, class start dates, application for graduation dates, and final exam dates, consult the class schedule for the college of intended enrollment.
** Classes meeting on Friday evening only, Saturday only or Sunday only will have final examinations during their last regular class meeting.
+ See your student schedule in my.maricopa.edu for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.
++Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.
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The NASA Center for Success in Math & Science
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MCCD ADMINISTRATIVE REGULATIONS
GETTING STARTED

ENROLLMENT STEPS

1. Set Up Your Online Student Center
   This can be done online anytime from anywhere
   Go to my.maricopa.edu and click on First Time Users Start Here. Follow instructions provided to obtain your Maricopa Enterprise ID (MEID) and password. (Students who do not wish to use their social security number must complete an Application for Enrollment (Student Information Form) through Enrollment Services in person or via phone at 623-935-8888 to receive a confirmation number for online set up).

2. Locate Your Student ID Number
   Different from your MEID
   o In your Student Center, under Personal Information, click on Demographic Data
   o Make a note of your Student ID Number which you will need for all on-campus services.

3. Create Your Maricopa Student E-mail Account
   Maricopa Community Colleges provides a Google-powered student e-mail account. All official college communications will be sent to your official student e-mail. Click on the GoogleApps@Maricopa link located in the my.maricopa.edu site. To access your e-mail account:
   • Enter your MEID
   • Enter your Password
   • Review the "disclaimer and terms of use"
   • Click Login

4. Take the Placement Test and Complete the Pre-Advisement Workshop
   To help you be successful in college from the start, placement testing and a Pre-Advisement Workshop are required of all new students. Bring an official photo ID and your college student ID number to your testing session. Students are required to take all three tests - English/Reading/Math - at the time of testing. Please allow 1.5 - 2 hours to complete all three tests. Placement testing at EMCC is FREE.
   All new college students who are taking all three placement tests will be required to attend a pre-advisement workshop (PAW) following testing and prior to meeting with an academic advisor. The PAW introduces new students to my.maricopa, their college email, how to register/drop classes, and the basics of college vocabulary and processes. Pre-Advisement Workshops last approximately 1.5 hours and are available on a regular basis. Please refer to the testing office for the PAW schedule.

5. Meet with an Academic Advisor to Create an Individual Academic Plan
   All new students must meet with an academic advisor to create an Individual Academic Plan. Advisors are available by appointment or drop-in. Students must have completed all three placement tests and a Pre-Advisement Session prior to seeing an advisor. For more information visit estrellamountain.edu/students/ advisement or call 623-935-8821. Bring your placement scores and PAWS Pre-Advisement Pass to your advisement appointment.

6. Register for Classes
   After meeting with your academic advisor and completing your Individual Academic Plan, to register for classes:
   • Log into my.maricopa.edu
   • Click Add a Class under Academics
   • Select Term, (semester), Program (credit/non-credit), and EMCC
   • Click Search for Classes
   • Select classes that follow your academic plan.

7. Attend a New Student Orientation Session
   • New Student Orientation is designed to provide you with the resources you will need to maximize your potential and successfully manage your college experience. Students will sign up for an orientation session at the end of the Pre-Advisement workshop after testing.

8. Pay Tuition and Fees
   • Online: Login at my.maricopa.edu to your Student Center. Under Finances, click Make a Payment. Select Pay by Credit Card or Pay by Payment Plan
   • In Person: See Enrollment Services located in Komatke Hall B
   • By Phone: Call 623 935 8888 to pay via credit card.
ACCESSING MARICOPA COMMUNITY COLLEGES
Your Maricopa Enterprise ID (MEID) is your access to your Student Center at my.maricopa.edu Blackboard, campus computers, and the Library. Your Student Center at my.maricopa.edu offers a variety of online services such as class registration, fee payment, grade access, financial aid information, class information, and transcript requests.

How to connect...
If you have never logged in before:
• Go to my.maricopa.edu or
• Click on First-time Users Start Here
• Check the box next to I am a current or previous Maricopa Community College District student and need to setup my MEID account for the first time.
• Enter Code
• Click Next
• Complete Required Fields
• Click Next
• Write or Print your MEID
• Keep your Password safe

If you know your MEID and password:
• Go to my.maricopa.edu
• Click Login
• Enter Password
• Click Sign in

OFFICIAL STUDENT E-MAIL
Your official student e-mail will be used for all college communication including information on classes, tuition, financial aid, and other important announcements. In addition, your faculty members will communicate with you through this e-mail account. It is your responsibility to check this e-mail account regularly or forward it to another account that you access. Go to my.maricopa.edu, click on GoogleApps@Maricopa to activate your official student e-mail account.

How to connect...
• Click Sign in
• Go to my.maricopa.edu
• Click on GoogleApps @ Maricopa
  OR
  • Go to https://google.maricopa.edu

• Use your MEID for the address@maricopa.edu
  • Example: MEID@maricopa.edu or ANN1234567@maricopa.edu
  • The password is the same MEID password that you use for your Student Center at my.maricopa.edu and Blackboard!

  **Other benefits of your official Student e-mail account:**
  • Useful collaboration tools such as Google Docs, an online suite of office productivity applications featuring word processing, spreadsheets and presentations. Google Docs allows collaboration with others on the same documents in real time.
  • A lifetime e-mail address, a reliable, secure e-mail service, and a powerful anti-spam service
  • Access to calendaring, tasks and scheduling features, and instant messaging
RECEIVE EMERGENCY MEMS TEXTS
MARICOPA EMERGENCY MANAGEMENT SYSTEM (MEMS)

In order to comply with federal emergency guidelines and help students to be prepared in the event of an emergency, the MEMS team strongly encourages all students to update their personal information in the online Student Center at:

Go to My.maricopa.edu to access your online Student Center.

Part of the MEMS initiative is an early alert warning system that includes text and email messaging from an automated web-based system known as Rave. This system is dependent on preferred cell phone numbers and email addresses in your profile in the online Student Center.

If you do not have a text plan with your cell phone provider, you will be charged your carrier's rate for text messaging. If you do not want Rave alerts texted to your cell phone, you can either delete your cell phone number from your Student Center profile, or reply to the text message the first time you receive it, be it a system test or in an actual time of emergency. Simply reply to the message with a single word: "stop"

Follow these steps to receive MEMS messaging and update your cell phone number:

- Go to My.maricopa.edu and click on the login link.
- Enter your MEID and password on the student authorized users login page.
- When you reach your personal Student Center page, look for the links at the bottom of the page for your personal information.
- Click on the link where your home phone number appears. This will now take you to the page to enter additional phone numbers. Use the "add phone number" button to add your cell phone number. Under "*Phone Type" choose "Cellular".

You will still receive an email in your official Maricopa email account, and you will be notified by other means at your campus in the event of an emergency, such as electronic signage, intercom system, or other official notifications as applicable and selected by the MEMS team at your campus.

The early alert system from Rave is just one of many tools and techniques used by the Maricopa Community Colleges to alert students and employees in the event of an emergency. The District MEMS team and the MEMS team at your college are committed to your safety, and all means necessary will be used to inform you of any emergency that requires your attention.

Find more information on the http://www.maricopa.edu/mems/.

ADMISSIONS
ENROLLMENT SERVICES
KOMATKE B (623) 935-8888
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/ADMISSIONS
Online Registration: my.maricopa.edu
Payment Plan Option: my.maricopa.edu
Enrollment Services is the combined teams of Admissions & Records and Fiscal Services to serve our students and faculty/staff. Enrollment Services provides students and faculty/staff with all of the functions of an admission & records and a cashier’s office.

ADVISEMENT
ADVISEMENT SERVICES
KOMATKE B (623) 935-8897
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/ADVICEMENT
Assist students with selecting classes appropriate to program of study, verification of graduation eligibility and provide information on college and university transfer process.

DISABILITY RESOURCE CENTER (DRC)
KOMATKE B (623) 935-8935
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/DISABILITY-RESOURCES
Students with disabilities are encouraged to contact the DRC office at the beginning of the admissions process to discuss accommodation needs and to request an alternative format of printed materials if needed. Some accommodations such as interpreters may require 3-4 weeks notification. For concerns or grievances regarding ADA or Section 504, please contact the Vice President of Student Affairs.

TESTING
TESTING SERVICES
KOMATKE B (623) 935-8888
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/TESTING-SERVICES
Placement Testing: All students new to college will make an appointment for placement Testing & Pre-Advisement. Students should plan 3 hours for the session, and arrive 1/2 hour before the session begins. Call the Testing Center at 623-935-8860 to schedule an appointment. GED: GED testing is conducted on Wednesdays only - pre-registration is required, the fee is $80.00. Proctored and HESI A2 testing: Tuesday and Fridays only - call to make an appointment. Re-Testing is available Tuesday and Fridays only. Check our website for the testing schedule hours.

VETERAN'S SERVICES
KOMATKE B (623) 935-8937
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/VETERANS-SERVICES
Estrella Mountain Community College, through the State Department of Education, is under contract with the Veterans Administration to offer higher education to veterans and eligible dependents under U.S. Code Title 38, Chapters 30, 31, 33, 35, 1606, and 1607. The Veterans Services office provides information and application assistance for those eligible for Veterans’ educational benefits, certifying, and monitoring veterans’ enrollment. To secure benefits, the student must apply through the Veterans Services office on campus.

CHOOSE A MAJOR OR PROGRAM
CAREER CENTER
KOMATKE B (623) 935-8909
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/CAREER-SERVICES
Estrella Mountain provides Career Services in the areas of:
- Career exploration
- Job search
- Transfer information
- Online career exploration tools
The Career Center at Estrella Mountain is a great place to begin your exploration of possible majors and careers. Our staff will also assist you in navigating the Kuder Journey website for career assessments, job search on the Maricopa Career Network, helping you locate transfer information, or helping with resume tips and advice using available resources. If you are interested in career counseling, our counselors will be able to assist you on appointment basis. If you are unsure of a major or career pathway, it is highly recommended that you take the Kuder Career Assessments before speaking with an advisor or counselor.

DEGREES AND CERTIFICATES
AAS Accounting
AAS Administration of Justice
AAS Automation Technology
AAS Banking and Finance
AAS Computer Applications Technology
AAS Culinary Studies
AAS Emergency Response and Operations
AAS Fire Science Technology
AAS Hospitality/Hotel Management
AAS Information Security
AAS Linux Networking Administration

AAS Microsoft Networking Administration
AAS Networking Technology: Cisco
AAS Nursing
AAS Organizational Management
AAS Power Plant Technology
AAS Programming and System Analysis
AAS Radiation Protection Technology
AAS Retail Management
AAS Speech Language Pathology Assistant
AAS Strength, Nutrition, and Personal Training
AAS Teacher Assisting

CCL Accounting
CCL Administration of Justice
CCL Automation Technology Level I
CCL Baking and Pastry
CCL Banking and Finance
CCL Basic Culinary Studies
CCL Basic Firefighter
CCL Building Inspection
CCL Computer Applications Technology
CCL Computer Hardware and Desktop Support
CCL Culinary Studies
CCL Customer Service Management
CCL Data Entry Clerk
CCL Desktop Publishing
CCL Driver Operator
CCL Evidence Technology
CCL Fire Officer Leadership
CCL Fire Officer I
CCL Firefighter Operations
CCL Fire Science
CCL Foundations of Student Services
CCL General Office Secretary
CCL Gifted Education
CCL Hospitality/Hotel Management
CCL Information Security Administration
CCL Information Security Forensics
CCL Information Security Technology
CCL Information Security Wireless Networks
CCL Linux Associate
CCL Linux Networking Administration
CCL Linux Professional
CCL Microsoft Desktop Support Technology
CCL Microsoft Product Specialist
CCL Microsoft Systems Administration
CCL Microsoft Systems Engineer
CCL Networking Administration: Cisco
CCL Network Administration: Microsoft Windows Server
CCL Networking Technology: Cisco

CCL Nurse Assisting
CCL Oracle Database Administration
CCL Organizational Leadership
CCL Practical Nursing
CCL Programming and System Analysis
CCL Public Works Leadership
CCL Radiation Protection Technology
CCL Receptionist
CCL Retail Management
CCL Small Business Management
CCL Speech Language Pathology Assistant
CCL Strength and Conditioning Personal Trainer
CCL Web Design
CCL Web Developer

AC Advanced Interdisciplinary Storytelling
AC Chicana and Chicano Studies
AC Interdisciplinary Storytelling
AC Sustainability and Ecological Literac
Start your bachelor’s degree at Estrella Mountain Community College by earning your associate’s degree first.

Preparing for a successful career in a demanding job market requires advanced education. Benefits of completing a bachelor’s degree include increased career opportunities, greater work earnings, knowledge, and skills that keep you competitive in the job market.

Estrella Mountain Community College provides an affordable way for you to earn a bachelor’s degree, by completing the first two years here, then transferring to a university. To learn more about transfer opportunities go to:

www.maricopa.edu/transfer

Complete your bachelor’s degree at ASU!

If you have decided on your major and plan to transfer to ASU to earn a bachelor’s degree, then the Maricopa-ASU Pathways Program (MAPPI) might be an excellent option for you. This program includes the specific coursework that allows students attending one of the Maricopa Community Colleges to transfer to ASU without loss of credit. Along the pathway, you will complete the Arizona General Education Curriculum (AGEC) and earn a transfer associate’s degree. Many majors are available now!

KEEPS LEARNING WITHOUT LEAVING

Earn your NAU degree in the West Valley! Through the partnership, your upper-division Northern Arizona University (NAU) courses are taught by NAU faculty on or near Maricopa Community College campuses—in your home community.

Sarah Padelford, NAU On-Campus Advisor
623 935 8558 sarah.padelford@nau.edu

www.maricopa.edu/transfer

www.maricopa.edu/alliance

www.maricopa.edu/nau
SOUTHWEST SKILL CENTER
SWSC (623) 535-2700

HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/SWSC/

Estrella Mountain’s SouthWest Skill Center (SWSC) offers short-term, hands-on training in allied health and distribution logistics that prepares students for immediate entry into careers that are in high-demand. The Skill Center also offers free blood pressure checks, pregnancy and cholesterol screenings for a small $10 donation to our medical program. Please stop by to volunteer. Testing Services: The SouthWest Skill Center offers typing tests to the public at a fee of $15. To schedule an appointment, please call 623-535-2767 or 623-535-2760. Community Education: The Community Education programs provide flexible and convenient non-credit courses designed to upgrade skills for personal and professional development. We encourage you to look through our offerings to find classes that meet your needs or peak your interest. If you need additional information please do not hesitate to contact us at: 623-535-2800 or at www.estrellamountain.edu/ learn4life/.

SOUTHWEST SKILL CENTER PROGRAMS

- Cardiovascular Pulmonary Resuscitation (CPR)
- Emergency Medical Technology (EMT)
- Health Care Core Curriculum (HCC)
- Distribution Logistics Technician (DLT)
- Medical Assistant (MAP)
- Nurse Assistant (NAP)
- Practical Nurse (PNP)
- Phlebotomy (PHB)
- Medical Billing and Coding (MCB)
- Spanish Medical Interpreter (MIP)

REGISTER FOR CLASSES

CATALOG
INTERACTIVE AND SEARCHABLE ONLINE CATALOG
For access to EMCC’s interactive and searchable online catalog, visit:
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/ACADEMICS/CATALOG

CLASS SCHEDULE
CLASS SCHEDULE SEARCH
For access to EMCC’s online class schedule, visit:
HTTP://WEBAPPS.ESTRELLAMOUNTAIN.EDU/SCHEDULE/

REGISTRATION

ENROLLMENT SERVICES
KOMATKE B (623) 935-8888
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/REGISTRATION

Enrollment Services is available for all your registration needs. Course registration is available in person, over the phone or online. Enrollment Services staff can assist you with:

- Registering for classes
- Adding or dropping classes
- Adding to a waitlisted class (waitlist option must be available)
- Officially withdraw from a course(s)
- Determine tuition and fee charges and due dates
- Apply for graduation
- Order transcripts
PAYING FOR SCHOOL
EMPLOYMENT OPPORTUNITIES

Job Placement: Listings of both part-time and full-time jobs are located in Komatke Hall in the Student Services area. On-campus interviews are held throughout the school year by employers around the valley who recruit and hire students. Students can also access the Maricopa Career Network, a job search engine that matches job candidates with employers based on measurable competencies. This is a free system, Internet accessible 24 hours a day at http://maricopa.jobing.com. Career services are available to assist both current and prospective students in exploring and evaluating career opportunities that are consistent with their interests and educational goals. Please call 623-935-8909 to schedule an appointment.

Temporary/Federal Work Study/Student Employment: Estrella Mountain Community College hires for a variety of jobs on and off campus. For a complete listing of all student positions and application processes, please go to EMCC HR Job Posting page: http://www.estrellamountain.edu/hr/posting.asp. Some of the positions require the applicant to be eligible for Federal Work Study, while others do not. To learn about Federal Work Study, please visit the financial aid’s Federal Work-Study page: http://www1.estrellamountain.edu/students/financial-aid/federal-work-study.

FINANCIAL AID & SCHOLARSHIPS
FINANCIAL AID & SCHOLARSHIP SERVICES
KOMATKE B (623) 935-8888
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/FINANCIAL-AID
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/SCHOLARSHIPS
Assist students with obtaining funding for their education including grants, loans, federal work-study and scholarships.

STUDENT PAYMENT
ENROLLMENT SERVICES
KOMATKE B (623) 935-8888
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/STUDENT-PAYMENT
Enrollment Services provides students with several payment options and can answer any questions concerning tuition and fee charges, payments or refunds. Tuition and fees are due at time of registration or by the specified due date for the class. The $15.00 Registration Fee and any associated Class Fees must be paid by the due date for the class. Payments can be made in person, via phone, via mail and online. Payment methods accepted: Cash/Money Order, Check - Make payable to Estrella Mountain Community College or EMCC, American Express/Discover Card/MasterCard/Visa, Student Tuition Payment Pan, 3rd Party Authorizations, MxCCD Tuition Waivers.
CAMPUS MAP

Estrella Hall
- Administration (2nd Floor)
- Admin. Conference Rm.
- North & South Community Rm.
- Computing Classrooms
- Estrella Conference Rm.
- Information Commons
- Library
- Technology Faculty

Komatke Hall
- Bookstore (A)
- Human Resources (A)
- Plaza Gallery (A)
- Komatke Conf. Ctr. (A)
- Cashier (B)
- Registration (B)
- Student Services (B)
- Courtyard Grille (C)
- Region's Restaurant (C)

Mariposa Hall
- Flexible Learning Studios
- Flexible Labs
- Nursing Simulation Lab
- Faculty Offices
- Eco Café

Montezuma Hall
- Adjunct Faculty Offices
- Classrooms
- Center for Teaching and Learning
- Faculty Offices
- Montezuma Conf. Rm.
- NASA Center for Success in Math + Science
- Science Labs

Ocotillo Hall
- Flexible Learning Studios
- Faculty Offices
WHEN YOU NEED HELP
COUNSELING
COUNSELING SERVICES
KOMATKE B (623) 935-8909
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/COUNSELING
Counseling services are provided to promote student development by helping you to define and achieve your personal, educational and occupational goals.

INFORMATION COMMONS
ESTRELLA HALL (623) 935-8150
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/INFORMATION-COMMONS
The Information Commons offers one-on-one support in the use of academic and application software, access to computing resources including multimedia equipment and technical support for online, hybrid courses, and face-to-face courses.

LEARNING SUPPORT (TUTORING)
ESTRELLA HALL (623) 935-8189
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/STUDENTS/LEARNING-SUPPORT
The Learning Enhancement & Writing Center provides free tutoring for Liberal Arts, ESL, Occupational and Developmental Education courses; writing tutoring for any EMCC course and online paper critique through the EMCC Online Writing Center.

LIBRARY
ESTRELLA HALL (623) 935-8191
HTTP://WWW.ESTRELLAMOUNTAIN.EDU/LIBRARY
You can get research help from a librarian on campus or 24 hours a day, 7 days a week by using our online “Ask a Librarian” chat service at www.estrellamountain.edu/library//lol.asp

THE NASA CENTER FOR SUCCESS IN MATH & SCIENCE
MONTEZUMA HALL (623) 935-8221
The NASA Center for Success in Math & Science serves as the cornerstone for student success in Math and Science offering: drop-in math and science tutoring, graphing calculators rental, anatomical models, bones and charts and Chemistry molecular model sets and charts.

WIRELESS ACCESS
To use your personal wireless device on our network, go to www.estrellamountain.edu, pull down the Quick Links menu and click on “Register Wireless Device.”
STUDENT LIFE
KOMATKE C (623) 935-8910, (623) 935-8505
HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/STUDENTLIFE/
The Student Life & Leadership Office provides an environment which fosters the social, academic, and professional growth and development of the student. We offer student leadership development opportunities, community involvement, co-curricular activities, hospitality services and childcare assistance.

CHILD CARE ASSISTANCE PROGRAM
KOMATKE C (623) 935-8807
WWW.ESTRELLAMOUNTAIN.EDU/STUDENTLIFE/CHILDCARE.ASP
The Child Care Assistance program supplements the cost of childcare for Estrella Mountain Community College and Southwest Skill Center students.

STUDENT CLUBS/ORGANIZATIONS
A.J.S. (Administration of Justice) Club
Advisors: Eddie Zuleger (623) 935-831 eddie.zuleger@estrellamountain.edu
Jim Cervan (623) 935-8924 james.cerven@estrellamountain.edu
The purpose of this organization is to stimulate a strong awareness of criminal justice concerns and issues, to provide fellowship among the Administration of Justice students and those interested in the criminal justice system, and to provide an educational and employment opportunity networking system for Administration of Justice students.

FITNESS CENTER
FITNESS CENTER (623) 935-8400
HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/FITNESSCENTER/
EMCC has a professionally staffed, fully equipped Fitness & Wellness Center conveniently located on campus.

HONORS PROGRAM
HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/ACADEMICS/HONORS/
The Honors Program at Estrella Mountain Community College provides intellectually stimulating learning opportunities for academically outstanding students. The features of the program include specific programs, Honors courses, Speakers Forum addressing an annual theme, scholarships, and connections with Phi Theta Kappa and Service Learning.

Serving Estrella Mountain Community College students since the program was founded in academic year 1992-1993, the program’s goals continue to be:
• To encourage, foster and contribute to a climate of excellence both in the college and in the surrounding community;
• To encourage students to strive to achieve the maximum benefit from the educational services provided by Estrella Mountain Community College;
• To recognize and reward the talent and motivation of our outstanding community college students and faculty;
• To promote a sense of scholarship and community among program participants;
• To serve as a source of innovation and testing for new methodologies and services that may be extended to a greater number of students; and
• To raise awareness of the high quality and variety of educational services offered at Estrella Mountain Community College.
• For more information, contact Dr. Chris Coleman, Coordinator, EMCC Honors Program.

STUDENT LIFE
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ATHLETICS
KOMATKE C (623) 935-8910, (623) 935-8505
Currently, Estrella Mountain Community College Athletic program consists of Men’s & Women’s Cross Country and Men’s & Women’s Golf. EMCC athletic teams will begin competing in the Arizona Community College Athletic Conference, fall 2010. EMCC athletics provides service and support, which promotes the athletic and academic development of the student athlete. EMCC student-athletes will be provided the opportunity to compete at the highest level on the field and in the classroom.

FITNESS CENTER
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CHILD CARE ASSISTANCE PROGRAM
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STUDENT CLUBS/ORGANIZATIONS
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Advisors: Eddie Zuleger (623) 935-831 eddie.zuleger@estrellamountain.edu
Jim Cervan (623) 935-8924 james.cerven@estrellamountain.edu
The purpose of this organization is to stimulate a strong awareness of criminal justice concerns and issues, to provide fellowship among the Administration of Justice students and those interested in the criminal justice system, and to provide an educational and employment opportunity networking system for Administration of Justice students.
Asian Pacific Islander
Advisor: Carlotta Abrams  (623) 935-8462  carlotta.abrams@estrellamountain.edu
The purpose of the APIAC is to reach out to those who want to learn and/or be a part of an organization which promotes racial, political, cultural, and self awareness of the Asian Pacific Islander minorities.

Black Student Union (BSU)
Advisor: Arlisa Richardson  (623) 935-8436  arlisa.richardson@estrellamountain.edu
The purpose of the Black Student Union is to stimulate education by providing an awareness, recognition of and appreciation toward contributions by the Black American culture to the United States of America and to the world.

Christian Challenge
Advisor: Andy Burch  (623) 935-8955  andrew.burch@estrellamountain.edu
Christian Challenge is an organization that promotes interest in Jesus Christ and provides fellowship among students and faculty. The club objectives are: to represent student needs and wants in regard to visibility and role of Priority College Ministry and Christianity, to provide a forum for presentation of innovative ideas to the benefit of the college community to assist students in discovering their full potential as contributing members of the college community and society.

Drama Club
Advisor: Amy Ronhovde  (623) 935-8139  amy.ronhovde@estrellamountain.edu
The purpose of this organization is to stimulate strong interest in the theatrical arts among students on campus and to promote thespian activity on campus.

Entrepreneur Club
Advisor: Rick Lee  (623) 935-8139  frederick.lee@estrellamountain.edu
The purpose of this organization is to stimulate student’s interest in any kinds of Business major; to provide the opportunity of all members to develop leadership skills when interacting with various professionals in any kind of business field, and most importantly to promote career opportunities in any kind of Business or related field.

EMCC Fashion Club
Advisor: Herschel Jackson  (623) 935-8807  herschel.jackson@estrellamountain.edu
The purpose of the EMCC Fashion Club is to provide fellowship among the fashion enthusiast and to promote unity among the members.

Forensics Club
Advisors: Cheryl Hebert  (623) 935-8470  cheryl.hebert@estrellamountain.edu
Roxan Barr  (623) 935-8139  roxan.arntson@gmail.maricopa.edu
The purpose of this organization is to stimulate a strong awareness of criminal justice concerns and issues, to provide fellowship among the Administration of Justice students and those interested in the criminal justice system, and to provide an educational and employment opportunity networking system for Administration of Justice students.

Future Teachers of America
Advisors: Deborah Raffin  (623) 935-8441  deborah.raffin@estrellamountain.edu
Pete Turner  (623) 935-8705  peter.turner@estrellamountain.edu
The purpose of the organization is to create a student network that will allow the students to bond, share knowledge and experiences. While participating in club activities we will develop excellent communication skills, volunteerism, and leadership skills. This club will be designed to enhance and work along side preexisting organizations on campus such as America Reads and Inspire. Teach.

German Club
Advisor: Selina Schuh  (623) 935-8139  selina.schuh@estrellamountain.edu
The purpose of the German Club, helps introduce new cultures to campus, strengthens academic German programs.

Latin Dance
Advisor: Tristan Peigne  (623) 935-8139  tristan.peigne@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in Latin dance to provide fellowship among dance enthusiasts and promote Latin culture among the members.

International Club
Advisor: Lisa Widowski  (623) 935-8814  lisa.widowski@estrellamountain.edu
The mission of this club is to promote international awareness by encouraging intercultural exchange and involvement in working together as an international community, recognizing individual potential and maintaining a spirit of friendship and diversity.

**Intersections**

Advisor: Alex Andrews  (623) 935-8094  alex.andrews@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in human relations to provide fellowship among the social enthusiasts and promote intellectual growth among members.

**Men of Color Association (M.O.C.A.)**

Advisor: Jason Martinez  (623) 935-8906  jason.martinez@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in the retention and successful degree completion of minority male students. The organization will also provide fellowship among the male student of color and promote internal and external community support for and among members.

**Movimiento Estudiantil Chicano de Aztlan (M.E.Ch.A)**

Advisor: Elena Beltran  (623) 935-8331  elena.beltran@estrellamountain.edu
M.E.CH.A. ( Movimiento Estudiantil Chicano de Aztlan) is an organization that promotes and supports higher education for Chicano/Hispano students. M.E.CH.A. also encourages student involvement in cultural and social issues, on and off campus, especially those affecting the Chicano/Hispano community.

**M.O.V.E.S. (motivational, original, visual, expressive, statement)**

Contact: Student Life  (623) 935-8807
The purpose of this organization is to stimulate a strong interest in dance, culture, and motivation. Also, provide fellowship among the diverse enthusiasts and to promote a healthy proactive atmosphere among the members.

**Phi Theta Kappa**

Advisor: Marylyn Bradley  (623) 935-8178  marylyn.bradley@estrellamountain.edu
Phi Theta Kappa the International Honorary Society for Community Colleges is committed to promoting scholarship, leadership, service, and fellowship among talented community college students. Beta Alpha Xi, the Estrella Mountain Chapter of Phi Theta Kappa achieved an outstanding Five Star Ranking in its five years of existence. Each semester, students who have completed twelve (12) credit hours in 100-level or higher courses with a 3.25 cumulative grade point average receive an invitation to join the organization.

**P.R.I.D.E**

Advisor: Kathleen Iudicello  (623) 935-8460  kathleen.iudicello@estrellamountain.edu
Sandy Zetlan  (623) 935-8458  sonja.zetlan@estrellamountain.edu
Michael Boring  (623) 935-8595  michael.boring@estrellamountain.edu
Steve Stallings  (623) 935-8506  steven.stallings@estrellamountain.edu
Psi-Beta

Advisor: Christopher Coleman  (623) 935-8952  christopher.coleman@estrellamountain.edu
Psi-Beta promotes the early interest in psychology, and enabling psychology students to take an active role in exploring all opportunities psychology offers. Our mission is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.

**Social Awareness Club**

Advisor: Elizabeth Foley  elizabeth.foley@estrellamountain.edu
Patrick Crowley  patrick.crowley@estrellamountain.edu
The Social Awareness Club focuses on bringing an awareness of social issues to the campus community. This club focuses on activism, awareness and tolerance. Some social issues include gun control, the environment, health care and cultural diversity.

**Sports Club**

Advisor: Lyle Bartelt  (623) 935-8405  lyle.bartelt@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in health and wellness, promoting an active lifestyle.
STEM Club
Advisor: Holly Dison (623) 935-8028  holly.dison@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in science, technology, engineering, math and physics to provide fellowship among the STEM enthusiasts and to promote science, technology, engineering, math and physics among the members.

Veteran’s Club
Advisors: Eddie Zuleger (623) 935-8310  eddie.zuleger@estrellamountain.edu
Robert Cavan (623) 935-8938  robert.cavan@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in Veteran’s Affairs, to provide fellowship among the Veterans and those interested in Veteran’s Affairs, and to provide social networking as well as support for local Veterans and their families.

Writing Circle
Advisor: Matthew Healey matthew.healey@estrellamountain.edu
The purpose of this organization is to stimulate a strong interest in writing to provide fellowship among the writing enthusiasts and to promote original fiction or non-fiction production among the members.

HONORARY GROUPS
Phi Theta Kappa  Advisor: Marilyn Bradley (623) 935-8178
Phi Theta Kappa the International Honorary Society for Community Colleges is committed to promoting scholarship, leadership, service, and fellowship among talented community college students. Beta Alpha Xi, the Estrella Mountain Chapter of Phi Theta Kappa achieved an outstanding Five Star Ranking in its five years of existence. Each semester, students who have completed twelve (12) credit hours with a 3.5 grade point average receive an invitation to join the organization.
 Psi-Beta  Advisor: Christopher Coleman (623) 935-8952
Psi-Beta promotes the early interest in Psychology, and enabling Psychology students to take an active role in exploring all opportunities Psychology offers.

STUDENT INSURANCE
KOMATKE C (623) 935-8910
WWW.MARICOPA.EDU/LEGAL/RMI/STUINSPLANS.HTM
MCCCD makes available a Student Accident and Insurance Plan. This plan was selected because it provides the best coverage at the greatest savings. Students who do not have accident and sickness insurance coverage are urged to consider this optional plan at their own expense.

SUSTAINABILITY
KOMATKE A, ESTRELLA HALL (623) 935-8319 OR (623) 935-8137
HTTP://ESTRELLAMOUNTAIN.EDU/SUSTAINABILITY/
Estrella Mountain Community College (EMCC) strives to promote sustainability through environmental, economic, and social responsibility. By educating our students, faculty, staff and community, we hope to create awareness that fosters environmental stewardship. EMCC is committed to sustaining the quality of life for future generations while meeting the needs of our current generation. We have put into practice sustainability initiatives across the campus that go beyond ‘going green’ to ensure that our efforts contribute to the better well-being of our community and the environment.

WELLNESS RESOURCES
HTTP://WWW.WELLNESS.MARICOPA.EDU/
Wellness is more than just physical health. The concept of wellness advocates a balanced approach to life. The wellness module includes seven dimensions: social, emotional, spiritual, environmental, intellectual, occupational, and physical. The Wellness Maricopa Team encourages you to discover what wellness means in your life. Wellness Maricopa is a collaborative effort of individuals within the Maricopa Community College District committed to the philosophy of empowering employees through organizational wellness. Wellness Maricopa envisions an environment that recognizes the value of each individual employee and his or her well-being. The Mission of Wellness Maricopa is to empower our faculty and staff to make healthier lifestyle choices and informed healthcare decisions by providing comprehensive wellness opportunities through communication, education and screenings.
CAMPUS-BASED SERVICES

AUTOMATED TELLER MACHINE (ATM)
A Desert Schools FCU ATM and CITI ATM is available in Komatke C, Courtyard Grill, during regular business hours.

BOOKSTORE
KOMATKE A (623) 935-8875
WWW.EFOLLET.COM
The Estrella Mountain Bookstore provides textbook and academic supplies required by students and staff. Along with the on-campus store, the bookstore also provides 24 hour service via the web site www.estrella.bkstr.com where students can view pricing and availability online, and even have their books shipped directly to their home. A new textbook option coming in August 2010 is the rent-a-text feature. Students can pre-register for this cost savings feature at www.rent-a-text.com.

FOOD SERVICES
KOMATKE HALL C (623) 935-8588
HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/ARAMARK/
The Courtyard Grill on-site restaurant offers a variety of items on the menu for breakfast, lunch and dinner. Additionally the Java City Café in Montezuma Hall offers hot and cold beverages, sandwiches and snacks for those in a hurry.

PARKING PERMITS
HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/SECURITY/PARKING.ASP
All college students and employees who operate a motor vehicle on college property are required to register their vehicle, and to secure and display a current parking permit on the vehicle. If you have a current parking permit from another MCCCD campus, it may be registered at this campus using the existing permit number. There is no fee for the parking permit. Multiple Vehicles: Employees or students who use more than one vehicle must obtain a permit for each vehicle. Permit Display: College parking permits must be affixed to vehicles in the following manner: On autos/trucks, all permanently affixed permits shall be placed on either the lower left front windshield or lower left back windshield (driver’s side). On motorized cycles, the permit shall be affixed where it can be seen without difficulty on the front fender or fork. The college reserves the right to deny the issuance of a vehicle parking permit to any person with indebtedness to the college arising from the parking or operation of vehicles on campus property until the indebtedness is paid in full; such person shall be denied the privilege of operating and parking his motor vehicle on college property. The action however does not relieve any person of any sanctions contained in this publication.

SAFETY AND SECURITY
KOMATKE A (623) 935-8915
EMERGENCY: (623) 935-8911
HTTP://WWW2.ESTRELLAMOUNTAIN.EDU/SECURITY/
Please review all regulations associated with Public Safety (including parking) at the EMCC web page. To access Crime Awareness Statistics in compliance with the Clery Act, visit: http://www.estrellamountain.edu/security/emcstats.asp

STUDENT IDS
An EMCC I.D. Card is required to use the library, Fitness Center and Information Commons; to attend aerobics classes and student life activities; and to pick up payroll checks at Enrollment Services. Students may obtain a free photo ID card from Enrollment Services – Komatke Hall – B by presenting a picture identification and a paid tuition and fee invoice. Continuing students are required to keep their I.D. cards from semester to semester. Lost ID: There is a $4.00 charge to replace a lost ID. To get your new ID card: Pay $4.00 replacement fee to Enrollment Services.

VENDING MACHINES
There are soda, water and snack vending machines located in each building throughout the campus. Students should see Enrollment Services for refunds due to machine malfunction. To report a malfunctioning machine, contact Jim Mitter at 623-935-8842 with the location, type of machine (snack or soda) and the nature of the malfunction.
EMPLOYEE RESOURCES

EMCC EMPLOYEE ONLINE RESOURCES
ASSESSMENT OF STUDENT ABILITIES WWW.EMC.MARICOPA.EDU/ACADEMICS/SAAC
At Estrella Mountain, successful learning is our primary concern. We know that successful learning means not only learning content, but also learning abilities and skills that enhance student success in academic and professional pursuits. Estrella Mountain Community College has identified the following abilities as being crucial to help students be successful with their life endeavors:

- Communication
- Numeracy (math skills)
- Science Inquiry
- Information Literacy
- Composition/Writing
- Information Literacy
- Technological Literacy
- Social, Civic, and Global Responsibility

EMCC EMPLOYEE PAGE
http://www.estrellamountain.edu/employees

EMCC HUMAN RESOURCES
http://www2.estrellamountain.edu/hr/
HR Hotline: 623.935.8817

EMCC PHONE DIRECTORY
http://memo.maricopa.edu/addressbook.html

HRMS LOG IN
https://hrapps3.dist.maricopa.edu:448/psp/employeeAccess/?cmd=login&languageCd=ENG&

INFORMATION TECHNOLOGY DEPARTMENT
Help Desk request (IT and Facilities requests)
http://www2.estrellamountain.edu/it/

ADJUNCT FACULTY ORIENTATION
http://www2.estrellamountain.edu/adjunctfaculty/

EMCC CENTER FOR TEACHING AND LEARNING (CTL)
http://www.estrellamountain.edu/academics/ctl

MCCCD FACULTY ASSOCIATION
http://mccfa.org/

MCCCD ADJUNCT FACULTY ASSOCIATION
http://www.maricopa.edu/afa/

MARICOPA CENTER FOR LEARNING AND INSTRUCTION
http://mcli.maricopa.edu

DISTRICT EMPLOYEE ONLINE RESOURCES
http://www.maricopa.edu/employees/divisions/hr/about/index/index
Find links to:
- Benefits
- Leaves of Absence
- Policy Manuals
- Payroll
- Job Descriptions
- Salary Schedules
  ...and much more

MCCCD ADMINISTRATIVE REGULATIONS
The following section contains a limited version of MCCCD’s regulations, rights, and responsibilities that all students in the Maricopa Community College District need to know. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process.

For a completed version please visit:

http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php

STUDENTS

2.1 General Regulation

1. General Statement

Compliance with Policies, Rules and Regulations
Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college’s website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

2.2 Admission/Registration/Enrollment

See http://www.maricopa.edu/publicstewardship/goverenance/adminregs/students/2_2.php#credit or the EMCC catalog.

2.2.4 Credit for Prior Learning

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours,
unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

See [http://www.maricopa.edu/publicstewardship/goverenance/adminregs/students/2_2.php#credit](http://www.maricopa.edu/publicstewardship/goverenance/adminregs/students/2_2.php#credit) or the EMCC catalog at [http://www.estrellamountain.edu/academics/catalog](http://www.estrellamountain.edu/academics/catalog)

### 2.2.5 Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

See [http://www.maricopa.edu/publicstewardship/goverenance/adminregs/students/2_2.php#credit](http://www.maricopa.edu/publicstewardship/goverenance/adminregs/students/2_2.php#credit)

### 2.2.6 Academic Advising

1. Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.
2. The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.
3. The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.
4. Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

1. gain an understanding of their academic abilities and interests
2. be reinforced in their successes
3. be provided information regarding the nature and purpose of higher education
4. be referred to counselors and other resources to explore their interests, skills, abilities, and values
5. define and refine educational goals and objectives and understand the consequences of alternative courses of action
6. consider alternative careers through counselors, workshops, seminars, and other resources
7. make course, certificate, and/or degree selections
8. understand and utilize placement test results
9. be encouraged to be active participants in their educational planning and college life
10. be informed of support services that are available and how to make an appointment, if appropriate
11. be aware of transfer articulation arrangements
12. be informed about research results and general perceptions of student experiences at the institution
13. receive accurate printed materials on academic majors, minors, and other degree and program requirements
14. be encouraged to use the technology, which supports the academic advising process.

### 2.2.7 Student Assessment and Course Placement

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students choosing to enroll will register for the courses indicated by their English, mathematics or reading course placement tests, or in a lower level course. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

1. **Testing for Course Placement**
   A. Students will be required to complete a course placement test under any one of the following conditions:
      i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
      ii. The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
iii. The student does not have a high school diploma or GED, and is applying for federal financial aid.
iv. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
v. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.

B. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:
   i. The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
   ii. The student is taking a college course for which English, reading or math is a prerequisite and such credit is more than five (5) years old.

C. Students MAY be exempt from a course placement test if at least one of the following conditions apply:
   i. The student has earned an associate or higher degree.
   ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher and such credit is no more than five (5) years old.
   iii. The student has currently valid district approved course placement scores on file.

   Note: Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.

2. Course Placement
   A. Students choosing to enroll in the courses indicated will be advised and placed into courses based on highest test or retest scores.
   B. Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student's original or re-test at any course placement testing site.
   C. The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
   D. Students may request a Course Placement Waiver from the appropriate department/division chair or designee. The waiver will be granted at the chair/designee's discretion. Additional testing may also be required. The signed waiver will be noted on the student's electronic record.

3. Implementation of Policy
   To ensure consistency of the course placement process within the Maricopa Community Colleges:
   A. All colleges shall accept the same approved course placement instruments.
   B. All colleges shall adhere to the same approved cut-off scores.
   C. Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

4. Evaluation
   The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

2.2.9 Tuition and Fees Policy

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)
1. **Time of Payment**
   All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

2. **Tuition and Fees Schedule** *(Effective July 1, 2010 for fall, spring and summer Sessions)*

**Outstanding Debts**

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

A. The designated college official or fiscal officer is responsible for:
   i. Verifying the student's district wide debt,
   ii. Attempting to notify the student of the debt and
   iii. Attempting to collect the debt.

B. All Maricopa Community College services will be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
   i. Collection agency, requiring payment of collection fees by the student;
   ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
   iii. Litigation, requiring payment of court costs and legal fees by the student.

D. Debt Holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
   i. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

3. **Discounted Fees and Waivers**

A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.

B. **Employees, Dependents and Mandated Groups**
   The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.

C. **Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community**
   Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

2.2.10 **Refund Policy**

1. **Refund Policy for Credit Classes**
   Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.
<table>
<thead>
<tr>
<th>Length of Class</th>
<th>Official Withdrawal Deadlines for 100% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9 calendar days</td>
<td>Prior to the class start date</td>
</tr>
<tr>
<td>10-19 calendar days</td>
<td>1 calendar day including the class start date</td>
</tr>
<tr>
<td>20-29 calendar days</td>
<td>2 calendar days including the class start date</td>
</tr>
<tr>
<td>30-39 calendar days</td>
<td>3 calendar days including the class start date</td>
</tr>
<tr>
<td>40-49 calendar days</td>
<td>4 calendar days including the class start date</td>
</tr>
<tr>
<td>50-59 calendar days</td>
<td>5 calendar days including the class start date</td>
</tr>
<tr>
<td>60-69 calendar days</td>
<td>6 calendar days including the class start date</td>
</tr>
<tr>
<td>70+ calendar days</td>
<td>7 calendar days including the class start date</td>
</tr>
</tbody>
</table>

*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

2. **Refund Policy for Non-Credit Classes**
   - Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

3. **Canceled Classes**
   - When a class is canceled by the college, a 100% refund will be made.

4. **Refund Exceptions**
   - Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:
     A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
     B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse’s/partner’s father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
     C. Death of a student. Appropriate documentation must be provided before a refund can be given.
     D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

**Limitation:** Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

2.3 **Scholastic Standards**

2.3.1 **Academic Load**

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.
Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class.

2.3.2 Attendance

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

1. Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college.

2. Official Absences

A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.

C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student’s ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

2.3.3 Grading
1. **Policy**  
   It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

### Grade Key

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>IP</td>
<td>Course in Progress</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>P*</td>
<td>Credit</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn, passing</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>Y</td>
<td>Withdrawn, failing</td>
<td>0 grade points per credit hour</td>
</tr>
<tr>
<td>Z</td>
<td>No Credit</td>
<td>Not computed in grade point average</td>
</tr>
</tbody>
</table>

* A "P" is judged to be equivalent to a grade of C or higher.

2. **Incomplete Grade**
   
   A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
   
   B. Students must complete the requirements within the time period agreed to—maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

3. **Repeating a Course/Improving a Grade**
   To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A “W” or “Y” is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

4. **Credit/No Credit Courses (P/Z)**
   
   A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).
   
   B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly.
   
   C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.

E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

2.3.8 Honors Program

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

2.3.11 Academic Misconduct

1. Definitions
   A. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.
   B. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
   C. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

2. Sanctions
   Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions: (Note: sanctions A, B, C, and D may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate vice president of academic affairs or designee that sanctions E, F, or G be imposed. College suspension or expulsion will be imposed only by the appropriate vice president of academic affairs or designee.
   A. Warning - A notice in writing to the student that the student has violated the academic code.
   B. Grade Adjustment - Lowering of a score on a test or assignment.
   C. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
   D. Course Failure - Failure of a student from a course where academic misconduct occurs.
   E. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
   F. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
   G. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

3. Appeal of Sanctions for Academic Misconduct

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process. See http://www.estrellamountain.edu/academics/catalog.

2.4 College Environment
2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

2.4.5 Copyright Act Compliance

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

2.4.6 Emissions Control Compliance

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

2.4.7 Abuse-Free Environment

1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

A. Visibly demonstrate a performance of the Maricopa Community College District "duty to care".
B. Comply with requirements for federal funds.
C. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
D. Inform/educate members of the academic community of adverse effects of these substances.
E. Inform/educate the academic community about the policies concerning substance misuse and abuse.
F. Discourage illegal drug abuse and legal substance misuse.
G. Provide individual and group counseling.
H. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

A. Developing and implementing substance misuse/abuse prevention programs.
B. Providing educational training and prevention programs for the college and community it serves.
C. Providing timely and accurate information dissemination.
D. Establishing supportive counseling programs as needed.
E. Establishing a strong on-going evaluation of services.
F. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
G. Clarifying the college regulations for control of alcohol and drug use.
H. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.
The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of the Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

i. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
ii. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
iii. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

i. Drinking or possession of alcoholic beverages on the college campus.
ii. Misuse of narcotics or drugs.

C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

i. Warning,
ii. Loss of privileges,
iii. Suspension, or
iv. Expulsion.

D. Legal Consequences of Alcohol and Other Drugs

Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age". An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

2.4.10 Children on Campus

Children (younger than 18) may not attend any class unless they are officially registered for the class. Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

2.4.11 Crime Awareness and Campus Security Act
Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

2.4.12 Workplace Violence Prevention

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

2.4.13 Student Right to Know

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics.

2.5 Student Rights and Responsibilities

2.5.1 Disciplinary Standards

1. Disciplinary Probation and Suspension
   According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions
C. Violation of Arizona statutes, and/or college regulations and policies
D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities

2. Disciplinary Removal from Class
   A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.
2.5.2 Student Conduct Code

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "Accused student" means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. “Disruptive behavior” means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. “District” means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.
12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct
1. **Jurisdiction of the College**
   The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. **Temporary Removal of Student**
   Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. **Conduct - Rules and Regulations**
   Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
   
   **A. Acts of dishonesty, including but not limited to the following:**
   
   i. Furnishing false information to any college official or office.
   
   ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
   
   iii. Tampering with the election of any college-recognized student organization.
   
   **B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.**
   
   **C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.**
   
   **D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.**
   
   **E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.**
   
   **F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.**
   
   **G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.**
   
   **H. Violation of federal, state or local law.**
   
   **I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.**
   
   **J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.**
   
   **K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.**
   
   **L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.**
   
   **M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.**
   
   **N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.**
   
   **O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:**
   
   i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   
   ii. Unauthorized transfer of a file
   
   iii. Unauthorized use of another individual’s identification and/or password
   
   iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
   
   v. Use of technology facilities or resources to send obscene or abusive messages
   
   vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
vi. Use of technology facilities or resources in violation of copyright laws
vii. Any violation of the District's technology resource standards
ix. Use of technology facilities or resources to illegally download files

P. Abuse of the Student Conduct system, including but not limited to:
   i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
   ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
   iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
   iv. Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct system
   v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course
      of, the Student Conduct Board proceeding
   vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to,
      during and/or after a Student Conduct Board proceeding
   vii. Failure to comply with the sanctions imposed under this Student Conduct Code
   viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
   ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing
      as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.
R. Attempt to bribe a college or District employee.
S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward
   another person on two or more occasions over a period of time and such conduct would cause a reasonable person to
   fear for his or her safety.

4. Violation of Law and College Discipline
   A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the
      criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation)
      without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried
      out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college
      official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under
      this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving
      rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
   B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or
      agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also
      being processed under this Student Conduct Code, however, the college may advise off campus authorities of the
      existence of this Student Conduct Code and of how such matters will be handled internally within the college
      community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of
      criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
      Individual students and faculty members, acting within their personal capacities, remain free to interact with
      governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings
   A. Any member of the college community may file charges against a student for violations of this Student Conduct Code.
      A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be
      submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.
   B. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they
      can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student
      Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are
      not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the
      same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but
      sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the
      appropriate sanction(s).
   C. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board
      hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits
      for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct
      Administrator.
   D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by
      Article IV 1.G below:
      i. Student Conduct Board hearings normally shall be conducted in private.
      ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of
          the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of
          any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct
          Administrator.
iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

vii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

   i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.

   ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

   iii. Loss of Privileges - denial of specified privileges for a designated period of time.

   iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

   v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)

   vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   vii. College Expulsion - permanent separation of the student from all the colleges in the District.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

D. The following sanctions may be imposed upon groups or organizations:

   i. Those sanctions listed above in Article IV 2. A. 1 through 4.

   ii. Loss of selected rights and privileges for a specified period of time.
iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Emergency Suspension

If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

4. Appeals

A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.

B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.

iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.

iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.

C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

2.5.3 Student Records

1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

A. "College" includes all colleges, educational centers, skill centers and District office.

B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:

i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute

ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment

iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.

iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student
2. **Records Request**

   Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

3. **Fees**

   If a copy(ies) of a portion or all of the records in a student’s file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

4. **Annual Notification**

   Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

**Rights of Access to Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

   A. **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.**

      Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

   B. **The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.**

      Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

      If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   C. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

      One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

      A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

      Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   D. **The right to file a complaint with the US Department to Education concerning alleged failures by the college to comply with the requirements of FERPA.**

      The name and address of the Office that administers FERPA is:

      Family Policy Compliance Office
      US Department of Education
      400 Maryland Ave., S.W.
      Washington, DC 20202-4605

5. **Student Directory**

   A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

   At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended
by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

6. **Use of Education Records for Advisement Purposes**
   All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers. The institution retains the right to exercise discretion in determining the release of directory information.

7. **Disclosure to Parents**
   In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

### 2.8 Students with Disabilities

#### 2.8.1 Eligibility for Accommodations & Required Disability Documentation

**Purpose**

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act (42 U.S.C. Chapter 126).

**General Eligibility Requirements**

Each applicant with a disability must meet MCCCD-admissions requirements, or be enrolled as an MCCCD student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

See [http://www.estrellamountain.edu/students/disability-resources](http://www.estrellamountain.edu/students/disability-resources)

### 2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans' Services. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

See [http://www.estrellamountain.edu/students/veterans-services](http://www.estrellamountain.edu/students/veterans-services)

### 2.10 Parking and Traffic Regulations

**Traffic Control**

The College Safety Department at each district/college facility shall be responsible for the safe and orderly movement of traffic, including pedestrian, bicycle and motorized and non-motorized vehicular.

1. **Introduction**
   
The operation and parking of a motorized or non-motorized vehicle on campus is a privilege granted by the District Governing Board and is revocable at any time. The Maricopa County Community College District assumes no responsibility for damage to any vehicle and/or for any loss to any vehicle while it is being operated or parked on college property.
   
   A. College Regulatory: The State of Arizona provides the Governing Board, the authority to adopt rules and regulations for the control of motorized or non-motorized vehicles on college property.
B. Authority of Enforcement: The enforcement of all rules and regulations governing the operation of motorized or non-motorized vehicles shall be carried out by the College Safety Department under the direction of the Director of College Safety.

C. On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The College Safety Department reserves the right to impose any changes as warranted by a particular situation.

D. Lack of familiarity with these rules and regulations does not constitute a defense for failure to comply. It is the responsibility of the operator and/or that person responsible for the vehicle to operate the vehicle safely in full compliance with these regulations. For college locations that require a parking permit, it shall be presumed that a permit holder has a complete understanding of these regulations.

2. Vehicle Registration

A. A college employee or student who operates or parks a motorized vehicle on college property may be required to register the vehicle and secure and display on the vehicle a current college parking permit for a designated parking area. A college president may choose to issue parking permits to only certain classifications of drivers utilizing the campus.

An out-of-state/out-of-county student or college employee who operates or parks a motor vehicle on college property must sign an affidavit at the time of registration specifying that the vehicle complies with ARS 49-542 relating to vehicle emission testing. Vehicles that do not comply with ARS 49-542 will not be granted a permit.

The college may issue color-coded parking permits on the basis of classifications of the registrant. The color of the parking permit indicates the area in which the vehicle may be parked. The permit does not ensure the availability of a parking space, but grants the privilege of parking in a specified area when space is available. A college president may choose not to designate separate parking for employees and students. Students attending a college with unrestricted parking shall be so notified upon receipt of the parking permit.

The college reserves the right to deny the issuance of a vehicle parking permit to any person who owes money to the college/district until the indebtedness is paid in full. Such person shall be denied the privilege of operating and parking his motor vehicle on college property. The action, however, does not relieve any person of any sanctions contained in this publication.

1. Parking Regulations

A. Parking may be restricted to vehicles displaying the appropriate permit, seven (7) days a week, twenty-four (24) hours per day.

B. An area posted with short-term parking limits from ten to forty-five minutes may be used for the purpose of conducting short-term business in the facility it primarily serves.

C. Parking a vehicle in a designated parking space that displays a disabled parking sign, a painted disabled insignia or both, without a current disabled parking permit issued by the State of Arizona is prohibited. These areas are reserved twenty-four (24) hours daily.

D. Red curbs are no-parking zones. Parking in Red zones, entrances to buildings, driveways, in front of garbage dumpsters, barricades, fire lanes and fire hydrants is prohibited.

E. Driving into and parking in any area not designated for use or closed by the use of barricades, chains, or other vehicle control devices is prohibited.

F. Parking a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, striped safety zones, and on bicycle paths is prohibited.

G. Parking a vehicle in such a manner as to impede or obstruct properly parked/moving vehicles is prohibited.

H. Parking a bicycle or motorized cycle in areas other than those designated for such parking is prohibited.

I. Where parking stall lines are marked, operators must park their vehicles within the stall lines. Parking outside such stall lines is prohibited. In diagonal spaces, vehicles must be parked facing the center line. No pulling through or backing into spaces is permitted.

J. Temporary absence of a sign at the entrance of a parking area does not signal the removal of restrictions or reservations upon the area. If reservation hours are altered or restrictions are changed, notices will be posted and the change will be effective immediately.

2. Permits

A. Multiple Vehicles: Employees or students who use more than one vehicle must obtain a permit for each vehicle, if permits are issued for the college/location that they are attending.

B. Service Vehicles: College service vehicles are defined as those owned or recognized by the college and properly designated.

   i. Service vehicles are restricted to those parking stalls designated by signs. In an extenuating service situation or unavailability of a service parking area, service vehicles may park in any non-reserved parking stall or outside such space as not to obstruct pedestrian walkways or vehicular movement or cause unnecessary damage or destruction of college property (sidewalks, vegetation, etc.). Vendors that park in areas not designated for general parking are responsible for contacting college safety for prior written or verbal approval.

   ii. It is prohibited for any college service vehicle to park in or block any disabled access or parking space at any time unless it is on a bona-fide emergency basis.
See http://www.estrellamountain.edu/public-safety

3.3 Academic Advising

1. **Mission**
   
The primary purpose of academic advising is to assist students in their pursuit of meaningful educational programs that will help them in fulfilling their life goals, including career considerations.

   Furthermore, advising assists the institution in program and policy development or modification by providing information gained from the relationship between advisors and students.

See http://www.estrellamountain.edu/students/advisement

3.4 Taping of Faculty Lectures

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

3.5 Course Substitution for Students with Documented Disabilities

The Governing Board recognizes the need to accommodate students with documented disabilities to the greatest degree possible without compromising the disabled student's course of study or the integrity of any student's degree. The Governing Board authorizes the concept of course substitutions as a means of accommodation under limited circumstances and directs the establishment of an ADA Academic Council to be named by the Chancellor or his/her designee for the purpose of considering course substitutions for students with documented disabilities. Further, the Board directs the Chancellor or his/her designee to develop procedures that address the circumstances under which a disabled student may request a course substitution and the process for requesting same.

3.6 Distribution of Course Syllabus

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included in the course syllabus:

- College name, Campus or Site
- Instructor’s name and contact information for student support
- Course information
- Title, prefix, course number and section number(s)
- Academic term and year, e.g., Fall 2007
- Course description and/or overview
- Course objectives
- Grading standards and practices
- Attendance requirements
4.4 Technology Resource Standards

Introduction
The Maricopa County Community College District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other lawful mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

General Responsibilities
Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Acceptable Use
Use of Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the Maricopa community. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Incidental Computer Usage
Limited incidental personal use of information resources by employees of MCCCD is permitted, except as described in item 16 under prohibited conduct. Faculty and staff are responsible for exercising good judgment about personal use in accordance with regulations, local colleges' existing policies and ethical standards for employees. Personal use refers to activities which only affect or impact the individual. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges.
**Incidental Telephone Usage**

Limited incidental personal use of information resources by employees of MCCCD is permitted, except as described in item 16 under prohibited conduct. Faculty and staff are responsible for exercising good judgment about personal use in accordance with regulations, local colleges' existing policies and ethical standards for employees. Personal use refers to activities which only affect or impact the individual. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the [Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges](#).

**Prohibited Conduct**

Prohibited conduct in the use of Maricopa's Technology and Non-Technology Resources includes but is not limited to the following:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third party regarding the “hosting” of an event that is prohibited under MCCCD’s Use of College Facilities administrative regulation
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the email account copies all outgoing and incoming messages to the MCCCD hosted account.

**Exceptions:**

A. A permissible exception would include faculty to student communications that are FERPA protected and otherwise not subject to public disclosure. Employees who create administrative or operational messages on alternative devices should be mindful that the duty to retain records according to the approved retention schedule exists regardless of the communications tool that is being used.

B. If an employee has a business need to receive e-mail messages that are larger than the established limit on the MCCCD system, or that contain file types that are normally prohibited because of the potential security risks, the employee should open a help desk ticket to request changes to their e-mail account in order to accommodate their business need.

**4.6 Weapons Policy**

Except as noted in paragraph 1 below, all persons who attend classes, are employed by the District/college, are visiting the District/campus or who otherwise have business within MCCCD, are prohibited from carrying concealed weapons on their person or concealed within their immediate control. The above persons are also prohibited from carrying or possessing any type of deadly weapon, edged weapon, dangerous instrument or martial arts weapon, as defined in ARS §§13-105.11, 13-105.13, 13-105.17 and 13-3101.7. Except as noted in paragraph 2 below, pursuant to ARS §12-781, this policy shall not prohibit a person from lawfully transporting or lawfully storing any
firearm that is both locked in the person's privately owned vehicle or in a locked compartment on the person's privately owned motorcycle, and not visible from the outside of the motor vehicle or motorcycle.

These items include, but are not limited to: all firearms, sheath knives, boot knives, swords, pocket knives or folding knives with a blade length greater than three (3) inches, crossbows, long bows, compound bows, sling shots, any instrument under the circumstances of use that could cause death or serious injury, nunchaku (nunchucks), throwing stars, darts, throwing knives and related martial arts weapons.

The above listed persons are also prohibited from carrying or possessing any type of explosive or explosive devices as defined in ARS §§13-3101.3 and 13-3101.7a, f through h. This section also prohibits the possession of all ammunition and ammunition components.

1. Persons excluded from this policy:
   A. Any certified peace officer, currently employed by a law enforcement agency
   B. Upon the approval of the Chancellor/or appropriate college president or president's designee, any person possessing a weapon for the purpose of teaching firearm safety, hunter safety, martial arts, law enforcement procedures or related course
   C. Upon approval of the Chancellor/or appropriate college president or president's designee, any person possessing a weapon for the purpose of demonstrating, for educational purposes, any of the above stated weapons
   D. Any person, otherwise approved by the Chancellor/or appropriate college president or president's designee
2. Locations where non-exempt persons are prohibited from concealed or open carry in vehicles, as well as on their person or in their immediate control:
   A. The property owner, tenant, public or private employer or business entity is a current United States Department of Defense contractor and the property is located in whole or in part on a United States military base or United States military installation
   B. The property owner is a Tribal Sovereign Nation
3. Sanctions for Violations: Failure to comply with this policy, may result in, but is not limited to:
   A. Removal or ejection from the properties of the institution at which the violation occurs by peace officers and/or authorized representatives of the concerned institution;
   B. Criminal prosecution;
   C. Suspension or expulsion from the concerned institution and/or all institutions within the MCCCD, and civil and/or criminal prosecution
   D. Any other sanction authorized by law, MCCCD policy or administrative regulation

**4.12 Tobacco-Free Environment**

The District is dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors. Toward that end, the District's Governing Board adopted a resolution on March 26, 1991 that established the parameters for smoking on District property.

In November 2006, the citizens of Arizona voted into law Proposition 201, the Smoke-free Arizona Act (Arizona Revised Statutes §36-601.01-M) does not repeal the District's more restrictive regulation and authorizes the District to enact policies that are more restrictive than the act should it desire to do so. (See ARS §36-601.01-M)

1. Definition - for purposes of this regulation, "smoking" will mean all uses of tobacco.
2. Prohibitions
   A. Smoking is prohibited in enclosed district/college/center buildings and within twenty-five (25) feet of any building entrance or exit.
   B. Smoking is prohibited in any areas where flammable gases, liquids or any other volatile materials are located or stored or in which a fire or safety hazard may exist.
   C. Smoking is prohibited in all district/college center vehicles.
   D. The sale of cigarettes or other tobacco items is prohibited at all sites within the Maricopa District.
3. Enforcement - The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing the regulation. Any problems should be brought to the attention of the appropriate supervisor and handled through normal channels.
4. Support - Signs will be posted at the entrance to and throughout buildings and in vehicles as reminders of the no smoking regulation.
4.18 Consensual Relationships

1. **General**
   The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

   In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

   **A. Definitions**
   i. **Consensual relationships** are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.

   ii. An **employee** is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.

   iii. A **student** is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.

   iv. A **vendor** is someone who sells or can sell products or services to the Maricopa County Community College District.

   v. A **recent** consensual relationship is considered to be one that has taken place within the past 24 months.

   **B. Prohibited Conduct**
   i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual’s supervision or with a student that is currently enrolled in the individual’s class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.

   ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee’s effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

2. **Procedures for Disclosure**
   Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

   **A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:**
   i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.

   ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.

   iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.

   iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

   **B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:**
   i. The faculty member shall counsel and advise the student not to enroll in his or her course.

   ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.

   iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available,
disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student’s enrollment in the class will nevertheless be maintained.

3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at www.maricopa.edu/disclosure/.

4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

5.1 Maricopa County Community College District (Maricopa)

The Maricopa County Community College District is committed to continue to promote a learning and work environment that is non-discriminatory. This commitment is demonstrated through the value of inclusion, the implementation of policies and regulations that serve to prohibit discrimination and by practicing non-discriminatory actions in both our employment and academic activities.

This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant, employee, or student in any of its policies, procedures, or practices.

This policy covers all selection and decision practices of the employment relationship, as well as admission to, access to, and treatment of students in Maricopa's programs and activities.

5.1.1 Maricopa EEO Policy

Maricopa's Equal Employment Opportunity (EEO) Policy Statement or EEO Clause appears in all major publications distributed to employees, students, and applicants. Copies of these documents are available at each of the colleges, at the District Employee Services Office, and at the EEO/Affirmative Action (AA) Office, as well as the web site: http://www.maricopa.edu/legal/eeo/.

5.1.7 Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator

The District Office and each Maricopa location must post the address and telephone number for the individual responsible for coordinating services and/or activities relating to the Americans with Disabilities Act (42 U.S.C. Chapter 126), Section 504 of the Rehabilitation Act (29 U.S.C. §794(d)), and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681), using the format below:

Ramona Santiesteban, Manager, Disability Resource Center
Estrella Mountain Community College
3000 N. Dysart, Avondale, AZ 85392
Phone # 623-935-8935
Ramona.santiesteban@estrellamountain.edu

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

In accordance with all applicable federal, state, and local regulations, Maricopa will maintain and update its Affirmative Action Plans (AAPs) on an annual basis. Copies of the AAP will be distributed to the Governing Board and CEC members by December 31st of each year. They include the AAP for Minorities and Females, the AAP for Individuals with Disabilities, and the AAP for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans.
5.1.8 Sexual Harassment Policy for Employees and Students

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.