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Student Services Contact Phone Numbers

Academic Services/Learning Center	480-461-7678
Admissions Information	480-461-7600
Advisement Center	480-461-7200
American Indian Center	480-461-7931
Bookstore	480-461-7225
Career/Re-Entry Services	480-461-7592
Cashier Services	480-461-7400
Center for Teaching and Learning	480-461-7331
Child Care	480-461-7082
Community Education/Lifelong Learning	480-461-7493
Counseling	480-461-7588
Disability Resources and Services	480-461-7447
Enrollment Services at Red Mountain	480-654-7600
Financial Aid	480-461-7441
Fitness Center	480-461-7555
Health Improvement Center	480-461-7556
Information - MCC at Red Mountain	480-654-7200
Information - MCC at Southern and Dobson	480-461-7000
Information Commons (Library)	480-461-7194
International Education	480-461-7758
Library Reference Desk	480-461-7680
Lost and Found	480-461-7046
Multi-Cultural Services	480-461-7453
Multi-Use Computer Lab	480-461-7098
Public Safety	480-461-7046
Records	480-461-7659
Registration	480-461-7700
Student Activities	480-461-7285
Testing Center Information	480-461-7336
Transfer Services	480-461-7452
Veterans Services	480-461-7425
Writing Center	480-461-7513

ACADEMIC ADVISEMENT CENTER

Academic Advisors are available to assist in educational goal planning, selection of appropriate coursework and guidance in the use of campus resources. You are encouraged to meet with an Academic Advisor and use the resources found on the Advisement Center web pages. For more information call **480-461-7200** at the Southern and Dobson campus and **480-654-7600** at the Red Mountain campus. www.mc.maricopa.edu/services/advisement

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

ADMISSIONS AND RECRUITMENT OFFICE

The Office of Admissions and Recruitment provides informational services to students, processes applications for admission to the college and special programs, determines residency for tuition purposes, evaluates transcripts from other colleges, and assists students through the enrollment process. Call **480-461-7600** for more information.

College recruitment and outreach activities include high school visitation programs, campus tours, early outreach, MCC college preview days and participation in educational and career fairs. For more information, please call **480-654-7751**.

For student support services at our Red Mountain campus, contact Enrollment Services. You can complete enrollment functions – admission, placement testing, academic advising, registration, financial aid processing, and tuition payment – all in a one-stop environment. Enrollment Services at Red Mountain also provides specialized student services in the areas of: veterans, financial aid, career & re-entry, transfer, and disability resources.

Call **480-654-7600** for more information or visit www.mc.maricopa.edu/other/students

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

ALUMNI RELATIONS

The MCC Alumni Association (MCCAA) is committed to serving and uniting alumni to promote the interests of MCC, its alumni, current and future students, and the community. The Office of Alumni Relations collaborates with members of the Association's board and other MCC departments to keep alumni apprised of campus and association news, provide fellowship and networking opportunities, recognize the accomplishments of MCC's alumni, and identify opportunities for alumni to reconnect with the college and get involved.

All students who earn an associate's degree, certificate of completion, or complete 48 credit hours or more at MCC are considered alumni and members of the MCCAA.

Contact Alumni Relations at **480-461-7792** for additional information or visit www.mc.maricopa.edu/alumni

AMERICAN INDIAN CENTER

The American Indian Center was established to address the needs of the American Indian students and to serve as a resource on campus and within the community to promote inter-group awareness and understanding. The center's personnel encourage a strong working relationship between Mesa Community College and tribal groups in order to minimize transition difficulties a student may encounter when leaving his/her home area.

Services provided include: academic advisement, educational planning, career advisement, enrollment, retention, club advisement, peer support, individual counseling, personal growth experiences, study groups, and participation in cultural events. The center will also aid in Tribal Scholarships. Support is offered to encourage students to complete associate's degree programs and also to continue to pursue higher educational goals. For more information, call **480-461-7931** or visit

www.mc.maricopa.edu/services/multicultural/tribal/

ASSESSMENT OF STUDENT OUTCOMES WITH STUDENT PARTICIPATION

Each spring during Assessment Week, groups of students are selected to participate in an assessment during a regular class period. Results do not affect students' standing in their course or their grade point average. Rather, overall results are used to document student learning and identify areas for program improvement. Students may also be asked to complete opinion surveys related to academic and student services. In addition, graduate and alumni surveys will be gathered. Through student participation in these activities, the college is able to determine the effectiveness of a wide range of programs and services.

ATHLETICS

Intercollegiate Athletics at Mesa Community College is an integral part of the total student activity program. Mesa is a member of the Arizona Community College Athletic Conference (ACCAC) and the National Junior College Athletic Association (NJCAA).

Athletic eligibility and scholarships demand that a student athlete must have a high school transcript or G.E.D. on file in the Office of Student Records. A first-year participant must be enrolled as a full-time student (minimum of 12 credits) and maintain a 2.0 grade point average.

A second-year participant must be enrolled as a full-time student who has passed 24 credits prior to the start of the second season with a 2.0 G.P.A.

Athletic scholarships are available to Arizona residents. A student athlete should contact the head coach or athletic director for additional information regarding eligibility and athletic scholarships. For further information, call **480-461-7542**.

Women's athletics offers teams in eight intercollegiate sports: basketball, cross country, golf, soccer, softball, tennis, track and field, and volleyball. Women desiring to participate in a particular sport should contact the head coach of that sport.

Men's athletics offers eight intercollegiate sports: baseball, basketball, cross country, football, golf, soccer, tennis, and track and field. Men desiring to participate in a particular sport should contact the head coach of that sport.

MCC was awarded the 2004-2005 NATYAA/Pepsi Award as the nation's #1 overall athletic program among scholarship community colleges.

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 be withdrawn at the option of the instructor. At the beginning of each course, the 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. Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to *Withdrawing from Classes* for further information on this process.

Official absences are those which occur when students are involved in an official activity of the college (e.g., field trips, tournaments, athletic events) and present an official absence excuse form to the instructor. 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 dean and present it to 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.

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

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. Related 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.

Religious holidays provide students the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member, or employee of the Maricopa Community Colleges. Absence 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 which 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.

Class guests and children on campus can be considered after consulting with your professor before you bring the visitor to class. 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.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

BOOKSTORE

We carry everything to make the most of your college experience: used textbooks, school supplies, reference books, general reading books, MCC apparel and gifts, and academically priced software. Shop in-store and online! www.efollett.com

The MCC Bookstores are Apple Authorized Dealers. Stop by for everyday student and faculty discounts on Apple computers and accessories (valid school ID required).

MCC Bookstore at Southern and Dobson **480-461-7225**
MCC Bookstore at Red Mountain **480-654-7696**

CAREER SERVICES

Career Services offers a variety of resources and assistance to those making decisions related to career and educational planning as well as employment and job searches. Services include computerized career guidance, a virtual Career Center at www.mc.maricopa.edu/services/career, current labor market information, guidance on resume preparation, interviewing techniques, internship opportunities, and job search strategies. In addition, job listings are available online through the Maricopa Career Network at www.collegecentral.com/mesa

For more information on career services, call **480-461-7592** or visit www.mc.maricopa.edu/services/career

CASHIER SERVICES/BURSAR OFFICE

The Cashier Services/Bursar Office is responsible for the collection of tuition and fees, financial aid disbursement, the collection of debts and refunds. All tuition, fees and assessments are payable at the time of registration or by the specified deadline.

Enrollment is not complete until tuition and fees are paid. Refunds are not automatic. Students must contact the Cashier's Office after dropping from or enrolling in a class. For refund policies see MCCCD's Administrative Regulations (AR 2.2.10) or visit http://www.maricopa.edu/gvpolicy/adminregs/students/2_2.htm. For additional information contact **480-461-7400** or visit <http://www.mc.maricopa.edu/services/cashiers/tuition.html>

CHILD CARE

The Children's Center at Southern and Dobson provides quality child care for the children of MCC students and employees. The Center is licensed by the Arizona Department of Health Services to provide care for children three years (must be potty-trained) to twelve years of age. The Children's Center offers a variety of experiences in a fun environment for preschool and older children.

The center has a contract with the Department of Economic Security (DES) for students who are DES-eligible for child care subsidy. The Children's Center is accredited by the National Academy of Early Childhood Programs. For more information on child care services, call **480-461-7082** or visit www.mc.maricopa.edu/services/childcare/

CLUBS AND ORGANIZATIONS

Clubs and organizations are set up to enhance the learning experience at Mesa Community College. Students may interact with peers at leadership programs, on educational field trips, during meetings, and at various other events.

Clubs are an important and vital component of the total educational experience. Students may participate in programs that enhance their occupational training or social activities and reflect special interests including cultural events, community service projects, and forums dealing with today's issues. You may join a club at any time by contacting the listed advisor or sign up during club-sponsored events. For additional questions, please contact the Program Advisor in Student Life and Leadership at **480-461-7277**.

Active clubs are listed at <http://www.mc.maricopa.edu/students/life/clubs.html>

COLLEGE SAFETY DEPARTMENT

The College Safety Department facilitates the college mission of promoting excellence in teaching and learning by providing a safe and secure campus environment.

College Safety is staffed by state-accredited police officers and civilian security personnel. The office is open 24 hours a day, seven days a week. All emergency matters should be directed to College Safety. For assistance in an emergency, call **480-461-7777** at MCC at Southern and Dobson, or **480-654-7444** for MCC at Red Mountain.

Proper identification can be requested by authorized college safety personnel, should the need arise. Students failing or refusing to identify themselves properly:

- Will be asked to leave the campus (if conduct or behavior warrants such action)
- Student will be reported to the Vice President of Student Affairs

Securing personal property, including motor vehicles, bicycles, mopeds, and motorcycles is the student's responsibility. Mesa Community College assumes no responsibility for damage to a motor vehicle or for any loss while vehicles are parked or operated on or near the campus. Motorcycles and mopeds can be parked only on crossbars. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to removal. They will be secured in the College Safety Office. Owners will be responsible for the cost of the lock or chain cut.

Firearms, explosives, knives, or instruments that can be considered dangerous weapons are prohibited on campus. Only certified peace officers are permitted to carry firearms on campus. All persons desiring to bring firearms to campus for classroom demonstrations or any other academic reason are required to obtain permission first from the College Safety Office and bring them to the College Safety Office for examination prior to the demonstration.

Alcohol and illegal drugs are prohibited on campus.

Any accidents on campus should be reported to the College Safety Office. You can obtain an accident report from the College Safety Office.

Security escorts are provided to and from parking lots when requested.

Minor vehicle assistance is rendered to motorists with disabled cars, such as dead batteries.

Lost and Found is located in the College Safety Office. Lost and found items and inquiries should be directed to this office. We are located at the west end of the Social/Cultural Science Building at MCC at Southern and Dobson, and in the Ironwood Building at MCC at Red Mountain.

The campuses are normally closed between 11:00 PM and 6:00 AM daily. The College Safety Office should be notified of any planned activity during those hours.

College traffic regulations/parking are under the jurisdiction of the college administration. Regulations apply to all members of the college community.

- Maximum speed limit on campus is 15 miles per hour.
- Students, faculty, and staff members who operate motor vehicles on campus must register their vehicles with the College Safety Office or Student Services and display a decal in accordance with current regulations. Registration is free of charge. Employees must register their vehicles in the Personnel Office. Decals remain in effect for five years from the semester of issue.
- Stop signs, pavement arrows, right-turn-only signs, and other traffic control devices must be observed and complied with. Vehicles must stop at marked crosswalks to yield to pedestrian traffic within the crosswalks.
- Persons driving on campus must follow directions given by College Safety officers and furnish student or other identification when so required.
- Vehicles may be parked only in those spaces designated for their particular type of sticker.
 - Students may park in any marked parking space except those marked Employee, Handicapped, Maintenance, No Parking, or with a yellow or red curb.
 - Faculty and staff may park in any marked space including those marked Employee, but not in those marked Handicapped, No Parking, Maintenance, or with a red or yellow curb.
 - Persons having a Handicapped sticker on their vehicle may use any marked space on the campus, including those marked Handicapped. Vehicles having a Handicapped permit may not park on red curbs.
 - No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire hazard and safety zones, and violators may be towed away without warning.
 - No vehicle may be parked in driveways where signs indicate No Parking or in a place not specifically marked for parking.
 - Visitors may use visitor parking or any student parking space on a temporary basis.
 - Backing into angled parking places is not permitted.
 - Skateboards, roller skates, rollerblades, and other similar devices shall not be ridden on the campus.
 - Vehicles parked on campus for longer than 72 hours will be towed at the owner's expense.

For more information on MCC parking and traffic policies, visit www.dist.maricopa.edu/gvpolicy/adminregs/students/

Vehicle registration Each student who owns or drives a motor vehicle on campus is required to register it and any others that may be parked on campus. Students who purchase or trade a vehicle after the regular registration period must register the new vehicle immediately, obtain a new decal, and notify College Safety of the sale of the former vehicle. Temporary parking decals are available in the College Safety Office for rented or borrowed vehicles.

Violation of these regulations may result in a citation and fine. In the case of unsafe and/or repeated parking violations, vehicles may be towed at the owner's expense. All monetary fines shall be paid to the college cashier in the Fiscal Office. Payment may be made in person or by mail. Failure to pay or adjudicate a citation within 15 working days of issue date will result in the fine being doubled. In order to insure due process, fines may be appealed to the hearing officer in the College Safety Office at MCC at Southern and Dobson campus.

Students with unpaid fines will not be able to obtain their transcripts or register for classes. Unpaid fines may be collected via the Arizona Department of Revenue Debt Setoff Program and/or sent to a collection agency. Citations will be enforced for both students and employees. MCC assumes no responsibility for damage to a motor vehicle or for any loss while vehicles are parked or operated on or near the campus.

For more information, visit

www.mc.maricopa.edu/other/publicsafety/

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

COMPUTER LAB FOR MULTI-USE

The multi-use computer lab requires that students must be currently enrolled in a computer-based class and have a current MCC ID card properly bar coded to access the lab. For more information please call **480-461-7098**. The Multi-Use Computer Lab is located just northeast of the clock tower in the center of campus.

Fall and Spring Hours:

Monday - Thursday	7:00 AM - 10:20 PM
Friday	7:00 AM - 8:20 PM
Saturday	7:00 AM - 4:20 PM

All computer lab equipment is available on a first-come-first-served basis.

1. Help us maintain a library-like atmosphere by keeping noise levels to a minimum.
2. Turn off beepers and cell phones. Hold quiet conversations.
3. Conserve paper and toner! Limit yourself to 10 copies of a document and refrain from printing large jobs, especially heavily graphical websites.

4. Don't bring any food or drinks into the lab. This includes leaving drinks on the tables and filing cabinets by the doors. Keep it all outside. No exceptions.
5. Please ask your guests to wait in the student lounge. Guests are not allowed in the lab. Only registered MCC students are permitted inside the lab. This includes children.
6. Online games or web-based chat rooms tend to be disruptive in a learning environment. Please refrain from using these resources on the computers.
7. Group projects need to be scheduled with computer lab if space is available.
8. Never install software on any of the computers.
9. Practice good desktop housekeeping. Close all programs you've opened. If you've changed the desktop, please put the settings back to the lab defaults when you leave.

COUNSELING

The Counseling Department offers students a variety of services to help them address personal, social, educational, and career concerns. Through the department's support and guidance, students are empowered to complete educational and personal endeavors successfully. Academic success, personal well-being, and emotional well-being are interrelated. Students are invited to take advantage of free, confidential services offered to help them achieve their full potential.

Students are best served through an appointment system to arrange for quality personalized sessions. In crises situations, no appointment is necessary.

Southern and Dobson Campus

Counseling Center
Building 36
480-461-7588

Red Mountain Campus

Palo Verde Building
Office 212
480-654-7210

Services provided by the Counseling Department include:

- Student Opportunities for Success Workshops (SOS)
- First-Year Experience Programs and Workshops
- Math Avoidance Reduction Activities
- Academic Counseling
- Career Counseling
- Academic and Behavioral Interventions
- Conflict Resolution
- Crisis Intervention
- Community Resource Counseling
- Substance Abuse Prevention
- Life Skills Coaching
- Individual and Group Counseling
- Classroom Instruction

- Personal counseling to enhance study experiences
- Volunteerism programs that create supportive relationships among students
- Special events, seminars, workshops, and programs to promote personal safety and well-being, and enhance peer support

DEVELOPMENTAL EDUCATION

MCC is committed to supporting and promoting student success in a variety of ways. Students who may not be prepared for college-level work can participate in developmental courses (those numbered below the 100-level) in mathematics, English, and reading. These courses are designed to provide students with the review or skills development needed to engage in college-level coursework.

Free tutoring is also available in mathematics, English, and reading. For specific details, contact the department in which you want to take developmental courses or the Academic Skills Center.

DISABILITY RESOURCES AND SERVICES

The Office of Disability Resources and Services (DRS) provides assistance to students with disabilities, including those with learning, physical, psychological, and other disabilities. Services include advisement, registration, academic accommodations, and coordination with campus and community services. For more information, call our Southern and Dobson campus at **480-461-7447** (voice) or **480-969-5587** (TDD). For DRS information at our Red Mountain campus, please call **480-654-7770**.

www.mc.maricopa.edu/services/disability

Some of the services offered, depending upon individual need, include the following: scribes and note takers, interpreters, specialized adaptive equipment, emergency wheelchair loan and repair, classroom aides, special testing arrangements, community referral, guidance advisement and registration assistance. To receive services and accommodations through Disability Resources and Services, students need to provide documentation stating a diagnosis or disability. This documentation needs to come from a licensed psychologist, psychiatrist, or medical doctor and printed on official letterhead of that person's office. The documentation is submitted to Disability Resources and Services. The documentation is confidential and will be used for the sole purpose of determining which accommodations are appropriate. Please call **480-461-7447** voice or **480-969-5587** or visit

www.mc.maricopa.edu/services/disability

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

The Adaptive Lab, located on the first floor of the Paul A. Elsner Library on the Southern and Dobson campus, is a unit of the MCC Disability Resources & Services Department. The Lab provides six ADA compliant computers for access

to information and resources needed by students with disabilities. The area's equipment and software includes screen magnification on large screen monitors, voice recognition software, synthesized voice screen readers, software and equipment to convert text to electronic formats and Braille. In addition to the workstations in this lab, five percent of all workstations throughout the building have adjustable height workstations. Please call **480-461-7447** or **480-969-5587**.

Disability parking spaces are available and designated in all parking lots on campus. In addition, wider spaces for loading and unloading from vans are available in several parking lots. Please note that students with disabilities with a properly identified vehicle may park in any faculty or staff space as well as in those designated as handicapped areas. Special parking decals and information on location of special parking areas are available through Disability Resources and Services. Students whose impairments are not obvious may be required to provide substantiation from a physician of the need for disabled parking privileges. For more information, please visit

www.mc.maricopa.edu/services/disability/

DISCIPLINARY STANDARDS

In developing responsible student conduct, the Maricopa Community Colleges prefer counseling, 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: cheating, plagiarism, excessive absences, actions or verbal statements that threaten the educational process, violation of Arizona laws and/or college regulations and policies, and inappropriate use of computer resources. In addition, a faculty member may remove a student from a class meeting for disciplinary reasons.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

ESL SUPPORT SERVICES

ESL (English as a Second Language) Support Services provides informational services to prospective students who wish to enroll in ESL courses. The office assists students through the enrollment process by providing services for admission to the college, academic advisement, and course registration for ESL courses. ESL Support Services is located in the Administration Building #42 at the Southern and Dobson campus. Please call **480-461-7898** for additional information. For the Spanish phone line, call **480-461-7455**.

FINANCIAL AID SERVICES

Students who are attending Mesa Community College and who meet the federal requirements of an eligible student for financial aid may apply for the following types of financial assistance: Grants, Loans, and Work-Study. To apply for financial aid, students must complete a FREE Application for Federal Student Aid available at the Office of Student Financial Services or on the web at www.fafsa.ed.gov. Please call **480-461-7441** for further information.

Students receiving federal financial aid have specific requirements for academic progress that are applied differently than scholastic standards. Specific information is available at The Office of Student Financial Services.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

GED EXAMS

(See Testing Center)

GRADES

A grade will be assigned at the conclusion of the course. MCC students can access their grades online at www.mc.maricopa.edu/apps/grades/

Incomplete grades may be given to students who are doing acceptable work but 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 contract, how the course will be completed.

Repeating a course to improve a previously earned grade allows students to repeat the course up to three times after the initial attempt to improve a grade.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

GRADUATION

Students must meet all requirements for graduation. Graduation requires a minimum grade point average. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

Graduation with Honors is possible when after all courses used to fulfill graduation requirements, including courses from other accredited institutions, are entered in the grade point average calculation. Students who have the following grade point average will graduate with the following designations:

3.5 to 3.69	With Distinction
3.70 to 3.89	With High Distinction
3.90 to 4.0	With Highest Distinction

GRIEVANCES

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to **discrimination or sexual harassment** in the academic environment is urged to report such conduct to the dean of student services (or designee) at each individual college. A student may also contact the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an **academic process such as grading, testing, or assignment** has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

In summary, the steps for students to follow:

- Discuss the issue with the faculty member involved.
- If the problem is not resolved, or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson.
- Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance.
- If the grievance is not resolved, the student should forward to the dean of instruction, or appropriate college/center administrative officer, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction will meet with the student, faculty member, college faculty senate president if requested by the faculty member, and department/division chairperson to attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
- If the grievance, other than those concerning grades, is not resolved by the dean of instruction or the appropriate college/center administrative officer, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

HEALTH IMPROVEMENT CENTER

The Health Improvement Center (HIC) at the Southern and Dobson campus is designed to provide equipment, instruction, and individualized exercise programs. The HIC offers extensive opportunities for weight training through the use of free weights and Cybex equipment. The HIC also provides personalized programs for physically challenged students. For more information, call the Health Improvement Center at **480-461-7556**.

HONORS

The Honors Program at Mesa Community College offers a unique and challenging educational opportunity for our gifted and talented students. Honors courses are offered in more than 20 curriculum areas on over 85 sections per semester. MCC's Honors Program provides an increasing opportunity for our students to participate in a challenging environment with small classes, one-on-one mentoring from faculty, and increased interaction with other gifted students.

The Honors Program provides funds to help defray the costs of attending college. The Presidential Scholarship currently provides funds to cover 15 credit hours of tuition per semester to the top 15% of the graduating class from any Maricopa County high school, for up to four consecutive semesters. This is an opportunity for recent high school graduates who are willing to make a commitment to their community and their own future.

Students with at least a 3.25 grade point average and 12 cumulative semester credit hours from the Maricopa Community Colleges may qualify for fee awards of up to \$250.00 each semester. These students will be identified as Honors Students and will be eligible to take honors classes as long as they maintain a minimum 3.25 GPA.

A few other scholarships are distributed by the Honors Department.

The Honors Office is located in the Social/Cultural Science Building on the south end of the Southern and Dobson campus. Honors students may register for classes at this location. Call for the registration schedule at **480-461-7079**. The Honors Co-Coordinator are: Betsy Hertzler at **480-461-7583** and Doug Conway at **480-461-7067**.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

Phi Theta Kappa is the national community college scholastic honorary society whose objectives are to promote scholarships, develop character, and cultivate fellowship among talented community college students in the United States. For more information, visit www.mc.maricopa.edu/organizations/student/honors/

HOUSING/LIVING ACCOMMODATIONS

Mesa Community College has no on-campus housing. All housing arrangements are the responsibility of the individual student. The Office of Student Life and Leadership provides a free housing directory of local apartments and also provides a listing of roommates. The Housing Guide and Directory are available only to current Mesa Community College students.

INTERNATIONAL EDUCATION

We offer support to all current and prospective international students who may need assistance or information in the following areas: admissions, immigration, health insurance, housing, on-campus employment, academic advising, social security number, income tax filing, university transfer, and English as a second language classes. This office provides support to student clubs e.g., ISA (International Student Association). All F-1 visa students are encouraged to meet with the international advisors.

International Education Student Services coordinates workshops and programs that provide opportunities for students to improve their English, meet other students (international and American), staff, and faculty. The office helps students develop realistic goals, identify helpful resources, navigate the American college system, and connect with other successful students who are committed to the intellectual, cultural, and social life of the college.

The Office of International Education also fosters global understanding by providing support services and programming that enhance the international efforts of MCC. The Office of International Education develops academic, personal and cultural growth; supports scholars with international endeavors and faculty study abroad programs by preparing cross-cultural materials and scholarships; provides intercultural training and leadership for the campus and community, and serves as a resource for campus international initiatives. Contact us at **480-461-7758**.

The Study Abroad program works with faculty and students on MCC-sponsored study abroad experiences, prepares cross-cultural materials to foster understanding for students and faculty who are studying or working abroad, and offers support to faculty on grants, scholarships, and other international programs, such as the Arizona Sonora Student Exchange Program. The office enhances the international efforts of MCC by hosting dialogue days, international week, and other special projects.

For additional information, please call **480-461-7758**, or visit our office (Building #41), or contact ie@mccmail.maricopa.edu or www.mc.maricopa.edu/international

LEGAL SERVICES

Free legal assistance is available to all currently enrolled MCC students at both MCC at Red Mountain and MCC at Southern and Dobson. Services include counseling and advice for personal legal transactions and/or problems, landlord-tenant matters, domestic relations, consumer and traffic problems, etc. The attorney is available to advise students concerning any legal matter, but is prevented from representing a student in court. You can make an appointment at the Office of Student Life and Leadership at **480-461-7285** for MCC at Southern and Dobson, and **480-654-7759** for MCC at Red Mountain.

LIBRARY AND HIGH TECHNOLOGY COMPLEX

The Paul A. Elsner and Red Mountain Libraries support research and learning activities on both campuses by providing full service libraries, computer commons, writing centers, and learning enhancement centers that provide tutoring services.

The library collections include print and electronic resources. Web-based resources include the Online Public Access Catalog, which lists the holdings of all college libraries in the Maricopa Community Colleges District, electronic books, numerous periodical and reference databases, and online reference assistance.

In-house reference services offer individual, personalized assistance, and classroom instruction in library research skills. Faculty librarians are available for consultation during the libraries' scheduled hours.

Materials may be checked out at the library circulation desk. Included are materials that instructors have placed on reserve for short-term circulation, interlibrary loan materials obtained from other libraries, and materials from various special collections. A valid student identification card is required for checking out materials. Loan periods vary from three weeks for general circulation materials to three-day, overnight, or one-hour use for reserve materials. For convenience, an outside book drop is available for returning materials when the Library is closed or during vacation periods.

Small group study rooms are available. The library's Southwest Studies Reading Room, located on the third floor of the Paul A. Elsner Library, houses the Southwest Collection and provides a peaceful and beautiful study space.

The Elsner Library also provides academic support for students using a variety of methods and technologies:

Computer work stations are available on both the first and the second floors of the Paul A. Elsner Library on the Dobson and Southern campus. In these work stations, students can access the Online Public Access Catalog (OPAC) which houses the collection of all Maricopa Community College Libraries as well as research data bases, the Internet, and college email.

Software can be obtained through academic support services, located on the first floor of the Paul A. Elsner Library, and it can support coursework. Students can find programs in anthropology, ESL, math, reading, spanish, and other subjects.

Multimedia production tools are available to create class presentations. On the first floor of the Paul A. Elsner Library building, there is an academic support building immediately east of the library entrance, which includes the media center. A variety of equipment is available for delivery to classrooms or for student check out: video players, slide projectors, audio cassette players, stereo systems, flipcharts, LCD projectors (no computer), portable overhead projectors, and other equipment of special formats. Orders can be placed in person or by calling **480-461-7687**. Please place all orders at least 24 hours in advance. To ensure that you have the right equipment for your presentation, feel free to contact one of our technicians to discuss your needs.

- **Red Mountain Campus**
Red Mountain has a comprehensive full Service Media Center providing classroom support and AV equipment checkouts. The Center is open from 7:00am to 10:30pm Monday thru Thursday, & Friday 7:00am to 4:00pm. Contact Red Mountain Media at **480-654-7705** for all your AV equipment needs.
- **Brown and Country Club**
The Brown and Country Club site has the following AV equipment:
TV with VCR, LCD projectors with computers, slide projectors and overhead projectors. There is an overhead in every classroom.
- **Downtown Center**
The Downtown Center has the following AV equipment:
TV with VCR, LCD projectors with computers, slide projectors and overhead projectors.

In addition, media materials housed in the media center may be viewed by students, by request, in the library. Math and Theatre videos are duplicated for students and are available at the center.

Tutoring in the Learning Enhancement Centers The Learning Enhancement Center (LEC), located on the first floor of the Paul A. Elsner Library, provides free tutoring in most subjects and other academic support services to help MCC students succeed and excel in their coursework. The LEC provides one-on-one and group tutoring with professional and peer tutors, study skill workshops, computer-assisted instruction, and study groups. Tutoring is available by appointment or on a drop-in basis at several locations.

At MCC at Southern and Dobson, tutoring is available by appointment or on a drop-in basis at:

- The Paul A. Elsner Library
- The Music Building (Building 43)
- The Math/Science Learning Center (Building 7)
- The Math/CSC Center (Building 5)
- The Physical Sciences Building Center (Building 8)
- The PIRC Lab (Building 42)

The Academic Skills center in EF1 provides additional tutoring and computer-assisted instruction for students taking communication, English, English as a second language, and reading courses below the 100-level.

At MCC at Red Mountain, the Learning Enhancement Center is located on the first floor of the Desert Willow Building. For LEC information at Red Mountain, call **480-654-7735**.

Evening and Saturday hours are available at some locations. Online tutoring in economics, French, mathematics, and Spanish is also available from the Online Tutoring link on the library website. You are invited to explore the LEC website and learn more about our services. Hours of operation are posted at each location and on the website.

If you need tutoring services or have questions about tutoring, stop by the Learning Enhancement Center. To pose a question by email, go to the Ask A Tutor Link on our webpage. Someone will respond within 24 hours. For more information on services and availability, call **480-461-7678** or visit www.mc.maricopa.edu/library/LE/

LOST AND FOUND

(See College Safety)

MEDIA SERVICES

(See Library and High Technology Complex)

MULTICULTURAL SERVICES

The Multicultural Services office assists minority and international students in personal development, educational planning, academic advising, career exploration, and provides peer-tutoring along with cultural activities, individual counseling, and leadership training. For more information, call **480-461-7288** or visit

www.mc.maricopa.edu/services/multicultural

PARKING

(See College Safety Department and/or Disability Resources)

Parking permits may be obtained in the Office of Student Life and Leadership located in the Kirk Center. A student must have a current copy of their blue class schedule that shows zero balance and a photo ID, such as a driver's license or other school ID. There is no charge for the permit.

PETITIONS

The guidelines and approval to circulate petitions may be obtained in the Office of Student Life and Leadership in the Kirk Center.

RECORDS AND REGISTRATION

The Office of Records and Registration maintains the official college transcripts for all students, coordinates and assists in the registration process, provides registration verification, determines graduation eligibility, establishes student athletic eligibility, and implements the probation/suspension provision of academic standards policies. All transfer credits determined by the Office of Admissions are recorded on the student's official transcript by the Records office. For more information, call **480-461-7659** or visit www.mc.maricopa.edu/services/records_registration

Transcripts are issued upon written request only. Students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Admissions and Records. MCC will not automatically send transcripts, nor will a university request them for the student. Remember, it is a good idea to keep an unofficial copy of your transcripts for your records. All official transcript requests cost \$5.00. Transcripts will not be sent until the fee is paid to the cashier. There is no fee for an unofficial transcript.

Payment Options

- Pay the fee at the Cashier's Office on campus, building 42 cash, check, money order, credit card or debit card).
- Pay online when processing your online request (credit card or debit card).
- Mail a check or money order payable to Mesa Community College with your written and signed request.
- Call the Cashier's Office and pay over the phone 480-461-7400 (credit card or debit card).

There are Four Ways to Request Transcripts

1. In Person: Go to the Cashier's Office and fill out the transcript request form. You must have a photo ID to request an official or unofficial transcript.
2. Maricopa Online
3. United States Postal Service (Mail):
Mesa Community College Records Office
Attn. Transcripts
1833 West Southern Ave.
Mesa, AZ 85202

Mail a written and signed request or transcript request form, including full name, social security number, date of birth, telephone number, dates of attendance at MCC, official or unofficial transcript request, name and address of institution where the transcript needs to be sent, sign and date the letter, \$5.00 fee. You may pay by check, credit card or money order.

4. FAX: Fax # 480-461-7255. Be sure to include all the same information as in the mailed request.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. For further information, visit

www.mc.maricopa.edu/services/records_registration/

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.

RE-ENTRY SERVICES

Re-Entry Services offers support services to assist nontraditional returning students with the registration process, academic planning, career planning, and adjustment to campus life. Re-entry advisement is available by appointment. For more information, call **480-461-7592** or visit www.mc.maricopa.edu/services/reentry

REFUNDS

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines will receive a 100% refund for tuition, class, and registration processing fees. It is the student’s responsibility to know and adhere to the deadlines which are published in MCC’s course schedule.

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.

SCHOLARSHIPS

Mesa Community College offers a variety of scholarships for new and continuing students. Scholarships are not linked to financial aid and require separate applications.

Information, applications, resources, and helpful hints for scholarships are available in the Student Financial Services Office, which is located in the Student Services Village in the center of campus on the east side of building 37. Also visit www.mc.maricopa.edu/finaid/

Additional scholarships are available at several departments on campus. In addition, private community organizations and Native American Tribes offer scholarships.

The Maricopa Colleges Foundation scholarship application can be accessed online at www.dist.maricopa.edu/foundation/

SERVICE-LEARNING

The Center for Service-Learning provides students with educational opportunities in community service through placement in government agencies, educational entities, civic organizations, and citizen advocacy groups. The Center also helps identify community needs by maintaining partnerships among MCC, our students, and our community, as well as providing assistance to faculty who are interested in developing service-learning components in their courses.

Service-learning opportunities, which integrate community service with academic curriculum, are part of many courses throughout the college. Interested students can also enroll in a 1, 2, or 3-credit independent, open-entry/open-exit service-learning class in any one of 28 different academic departments and serve their choice of over 300 community partners. These individualized courses require a commitment of 50 contact hours per credit, reflection sessions, and other course requirements.

Before enrolling in a service-learning class, students must receive the required orientation and submit an application to the Center for Service-Learning. For more information, call **480-461-7393** or visit

www.mc.maricopa.edu/services/servicelearning/

Women of Courage The Service-Learning Office has developed a partnership project called Women of Courage which is a student-led mentoring program that assists students by providing one-on-one support as they face obstacles in their pursuit of higher education. This program serves traditional and nontraditional students entering the higher educational system who want a stronger connection to the campus community. MCC students involved with this project seek an opportunity to give back to their community by supporting and encouraging others who are starting out on the path of higher education.

The Women of Courage program offers two types of mentoring. A peer mentor is a student who has been at MCC for at least one year. Peer mentors are trained in mentoring skills and matched with either a student who is new to the college or is returning to school after an extended absence. The initiative is designed to provide one-on-one support services and direct information on campus resources for students as they face new and unique challenges.

A faculty or staff mentor is an MCC professor or staff member who is appointed to provide additional one-on-one support. This combined support system not only enhances the student’s educational experience, but also fosters leadership skills and community networking opportunities.

For more information on Women of Courage, call **480-461-7394** or visit

www.mc.maricopa.edu/services/servicelearning/woc/index.htm

STUDENT ACTIVITIES AND EVENTS

College activities are an important part of any student’s college experience, regardless of age or background. These activities provide an opportunity for students to interact socially, develop leadership skills, and gain greater understanding of other cultures.

Every MCC student is welcome to participate in the diverse activities offered on campus during the year. MCC activities appeal to a variety of interests from theatre to student clubs. It is not unusual during the year to hear free live music performed on campus, explore different cultures during the various cultural days, or enjoy social activities at the Fall/Spring Bash. Membership in some organizations is

competitive; others by invitation, but the majority are open to any student who is interested. Students interested in becoming a part of any MCC activity may inquire at the Information Center in the Kirk Student Center at MCC at Southern and Dobson, or in the Office of Student Life and Leadership at MCC at Red Mountain, where a comprehensive listing is available. Services include: housing information, student identification/activity cards, legal services, student insurance/accident and health information, volunteer projects, parking permits, bus schedules, child care information, food service, and general information.

The following groups provide opportunities for enhancing skills learned in class: A Cappella Choir, Jazz Band, Show Band, Madrigal Singers, Legend Newspaper, Sun Valley Chorale, Model United Nations, Drama/Theatre Productions, Opera Workshop, Dance Productions, and Cheer/Pom. Visit www.mc.maricopa.edu/other/campuslife/

Dance In the MCC Dance Program, a student can choose from a variety of one-credit dance movement classes such as Ballet, Ballet Folklorico, Tap, Jazz, Modern, Hip Hop, Belly Dancing, Salsa, Swing, Tango, West African, and Scottish Highland dance. MCC also offers three-credit dance humanities lecture courses, such as Introduction to Dance and World Dance Perspectives. Choreography and Dance for Children classes are also available for three credits as lecture/movement classes. The MCC Dance Program gives experienced dance students an opportunity to perform in a formal dance production each semester. Non-audition classes are Dance Performance and Tap Dance Performance. Membership in the MCC Dance Company is by audition and requires Tuesday/Thursday 12:00-3:00 PM rehearsals. For more information, please contact Tina Rangel at **480-461-7597**, or email trangel@mail.mc.maricopa.edu

The Emerging Leaders Program is designed for selected students to develop their leadership skills. Participants are nominated by faculty and staff. For more information, contact the Director of Student Life and Leadership in the Kirk Student Center.

Music Opportunities for the pursuit of musical interest may be found in the A Cappella Choir, Madrigal Singers, Music Theatre Orchestra and Vocal Chamber Workshop, Instrumental Ensembles, Band and Jazz Ensemble. Recitals, competitions, and public appearances are made by vocal and instrumental soloists. Any MCC student is eligible for admission through audition. Consult the college schedule, or call the Music Department Office for audition dates at **480-461-7577**.

Intercollegiate sports at Mesa Community College are an integral part of the total student activity program. MCC is a member of the Arizona Community College Athletic Conference (ACCAC) and the National Junior College Athletic Association (NJCAA). The thirteen colleges that participate in the conference are: Arizona Western, Yuma; Central Arizona, Coolidge; Cochise, Douglas; Chandler-Gilbert Community College, Chandler; Eastern Arizona,

Thatcher; Glendale Community College, Glendale; Mesa Community College, Mesa; Paradise Valley Community College, Phoenix; Phoenix Community College, Phoenix; Pima Community College, Tucson; Scottsdale Community College, Scottsdale; South Mountain Community College, Phoenix; Yavapai, Prescott; and Northland Pioneer, Holbrook.

Students desiring to participate in athletics should contact the head coach or the athletic director prior to the start of the season. Student athletes must conform to the eligibility rules established by the NJCAA, ACCAC, and the Maricopa Community Colleges.

The men's athletic program includes:

Fall: Basketball, Cross Country, Football, Soccer
Spring: Baseball, Golf, Tennis, Track/Field

The women's athletic program includes:

Fall: Basketball, Cross Country, Volleyball, Soccer
Spring: Softball, Tennis, Track/Field, Golf

Please visit www.mc.maricopa.edu/services/athletics/

Student government (ASMCC). The student body elects the Associated Students of MCC (ASMCC) Executive Board each spring. The ASMCC officers work to serve the needs and interests of MCC students by promoting and maintaining a democratic form of government. ASMCC strives to work with faculty, staff, students, and administration to accomplish this goal. ASMCC represents the student body on various college committees. They also plan activities to meet the intellectual and social needs of MCC students.

Commissioners are appointed by the Executive Board and together form the ASMCC Cabinet.

The ASMCC Senate includes the ASMCC Cabinet and a voting representative from each recognized active MCC club. The Senate meets biweekly, and all MCC students are invited to attend. Please call the Office of Student Life and Leadership for more details at **480-461-7285** for MCC at Southern and Dobson, or **480-654-7759** for MCC at Red Mountain. The ASMCC office is located in the Office of Student Life and Leadership in the Kirk Student Center.

To participate or get more information, please call **480-461-7278** or visit

www.mc.maricopa.edu/services/student_activities

STUDENT IDENTIFICATION/ACTIVITY CARD

All new students will be provided identification cards upon registration at no charge, with a blue class schedule which contains a paid receipt and picture ID, such as a driver's license or another school ID. This is a permanent MCC ID that provides access to college services and activities. Replacements will be provided for a \$5.00 fee. Student IDs are available at the Office of Student Life and Leadership, located in the Kirk Center.

Student Identification Numbers may involve disclosure of the social security number. However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

STUDENT INSURANCE

Every registered MCC student who is enrolled in an approved credit and/or non-credit class or is engaged in school-sponsored, supervised, approved, and calendared activities in a college of the Maricopa County Community Colleges District is covered during the policy term. This plan applies only to college-related accidents. The student is automatically insured, and the cost is covered in the campus activity fee. Information on filing a claim, detailed brochures, and medical insurance information is available in the lobby of the Kirk Student Center and from the Dean of Students' office located on the top floor of the Kirk Student Center at MCC at Southern and Dobson.

TECHNOLOGY SUPPORT

Technology support services are available to students, faculty, and staff for technology related questions and assistance. Technology Support Services staff members assist students with use of their college email accounts. Students and employees are encouraged to call Technology Support Services if they have questions or need help with:

- Creating their email account
- Using their email account
- Resetting email passwords
- Configuration of email clients
- Sending/receiving/reading email not related to other ISPs (Internet Service Provider)
- Accessing the MCC website
- General questions about email
- Browser usage

Assistance is available via the Internet on the Technology Support Services website at www.mc.maricopa.edu/its/tss or by email at tss@mccmail.maricopa.edu or by phone at **480-461-7217**.

TESTING CENTER/PLACEMENT TESTING

Placement testing is required for students enrolling in English, English as a second language (ESL), math and reading courses. Placement testing is recommended for students enrolling in more than seven (7) credit hours, or concurrently enrolled in high school and college at the same time. Placement testing is offered at both our Southern and Dobson and Red Mountain campuses. Allow two hours for New Student Placement Testing. Photo ID is required for all testing services. Sample questions are available at our website: www.mc.maricopa.edu/testing

The Placement Test Block Series is given at set times at both MCC at Southern and Dobson and MCC at Red Mountain:

Monday - Thursday	8:00 AM, 11:00 AM, 2:00 PM, 5:30 PM
Friday	11:00 AM, 2:00 PM

Arrive 15 minutes early, and allow 2-1/2 hours for the test series.

Bring a photo ID and a pencil to the testing center, building 38A at the Dobson and Southern campus.

Students are required to file a Student Information Form for admission before taking the placement test. (See Course Placement Policy.)

Note: Testing services are also available at MCC at Red Mountain campus and the Country Club and Brown campus. Please call Enrollment Services at each location for a schedule of specific times.

Red Mountain	480-654-7600
Country Club & Brown	480-472-0800

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

GED pre-registration for the High School Equivalency Test is available at MCC at Southern and Dobson Monday through Thursday from 8:00 AM to 6:00 PM. The High School Equivalency exam is administered by appointment only. This is a community service available to legal residents of Arizona who are 16 years of age or older. Persons under 18 years of age require additional documentation. Photo identification is required and a fee is charged. The GED exam is available in English, Spanish, and large print editions. Special accommodations may be approved for people with physical and learning disabilities. The GED Testing Center is located at the Dobson and Southern location, building 38A on the east side of campus. Certificates of Equivalency are issued by the State Department of Public Education. Please call **480-461-7480** for more information.

Student make-up exams are available for students who miss an exam due to illness, schedule conflicts, personal circumstances, or the need for special accommodations. Students should work with their instructors to see if this is a viable option and to make arrangements to use this service. Photo identification is required for make-up exams. Exams can be taken:

Monday-Thursday	8:00 AM – 7:00 PM
Friday	10:00 AM – 4:00 PM

Private testing rooms, visual enlargers, and other services are available for students with special needs.

THEATRE ARTS

Several dramatic productions are staged at MCC during the year. Auditions for each production are open to all students in the college, whether or not they are enrolled in theatre classes. Audition dates and times will be posted around the Theatre Outback at the south end of campus and are also available through the Theatre Office and web page. Production rehearsals are usually held in the evenings, although some afternoon rehearsals may be required. All rehearsals are at the discretion of the director. Students interested in working on productions (acting, stage construction, lighting, costuming, make-up, etc.) should contact the Theatre Office at **480-461-7170** or the Director at the time of the auditions.

The Stagedoor Players is the student theatre club at MCC. It is devoted to developing, promoting, and publicizing the theatre events at the college. Membership is attained by working on the Theatre Department productions. All students are invited to participate. For more information, call Lyn Dutson, Kara Thomson, or Marisa Estrada in the Theatre Department or visit

www.mc.maricopa.edu/dept/d55/thp/

To watch a variety of MCC plays, season tickets are available. Regular ticket prices are:

MCC students	\$7.00
Seniors	\$8.00
Faculty/Staff	\$10.00
General Public	\$12.00
Children under 5 not allowed	

TRANSFER SERVICES

Transfer Services offers students individual advisement and academic planning by drop-in or appointment; resource materials for institutions of higher learning; appointments with visiting university admissions and advisement representatives; online contacts to educational institutions for current application processes; selection of required coursework and registration; and liaison services to facilitate the transfer process. MCC's Transfer Student Ombudsman (TSO) is available to help resolve transfer issues with Arizona colleges and universities. Computers are available to access the Course Applicability System (CAS). For more information, call **480-461-7452** at the Southern and Dobson campus and **480-654-7600** at the Red Mountain campus. Please visit: **www.mc.maricopa.edu/services/stuserv/transfer**

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

TRAVEL FOR STUDENTS

As a college-sanctioned activity, students participating in group travel are required to abide by set policies and procedures. Some of the regulations for students on college-sponsored trips are listed below. All participating students will be required to adhere to established policies and procedures.

- Participants must complete all required college travel forms before taking a college-sponsored trip and in some cases attend required orientations. Please contact the Office of Student Life and Leadership for required forms.
- All students officially representing the college are required to travel to and from the travel site with the college group to which they belong unless the advisor and the Director of Student Life agree otherwise.
- The registered occupants of hotel rooms are financially responsible for any damage or theft that occurs in their respective rooms. Such occupants are also responsible for charges against their room, such as telephone calls, internet services, etc.
- All attendees are required to participate in each activity listed on the daily agenda. No deviations to the schedule will be made by students without the approval of their advisor(s).
- Participants are expected to conduct themselves in a manner which:
 - Reflects positively on themselves, the club/organization/team, the college, and the district
 - Reflects commitment to integrity in personal, social, and academic involvements
 - Is respectful of others and worthy of respect from others
- The use of non-prescription drugs and/or alcohol is strictly forbidden according to the policies of the MCCC. Students are expected not only to refrain from consumption of alcohol and/or drugs, but also to actively discourage others from consumption of these substances.
- Any student violating these travel regulations and/or the student code of conduct may be sent home and may be required to reimburse the college for the full cost of the trip.

Additional information on student travel is available from the Office of Student Life and Leadership and the Vice President of Student Affairs.

TUTORING

(See Library and High Technology Complex)

VETERANS' SERVICES

The Veterans' Services office assists qualified students with veteran/dependant educational benefits. Veterans' benefits are available to veterans and children or spouses of deceased or 100% permanently disabled veterans. To secure benefits, the student must apply through the Veterans, Services office.

The Veterans' Services office provides one-stop enrollment service. A veteran/dependant of a veteran has an opportunity to receive academic advisement, course registration, and assistance with financial aid. Please visit our office and complete the veterans'/dependant packet today. For more information call MCC at Southern and Dobson **480-461-7425** or MCC at Red Mountain **480-654-7600**. Please visit: www.mc.maricopa.edu/services/veterans

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

THE WRITING CENTER

The Writing Center provides free tutoring by faculty for any class-related writing assignment and offers one credit classes in spelling, vocabulary improvement, grammar, and mechanics. Students can also use computers and word processing software. The Writing Center, located on the ground floor of the Paul A. Elsner library, is open from 8:00 AM to 8:00 PM, Monday through Thursday, and from 8:00 AM to 4:00 PM on Friday. Appointments are required for tutoring; no appointments are needed to use the computers, which are available on a first-come/first-served basis.

For more information or to schedule an appointment, call **480-461-7513** or visit www.mc.maricopa.edu/dept/d13/eng/Writcter/WritingCenter.htm