

# Welcome to PCC

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### Spring 2012 Class Schedules

For the most up-to-date information on classes, go to page 12 for a link to the online schedule or log into MyPCC Portal at [www.pueblocc.edu](http://www.pueblocc.edu) (look for the following logo:)



### Business Hours

The regular business hours for the offices of Go!Zone Enrollment Center and Financial Aid are 8 am to 5 pm, Monday through Friday. These offices, as well as the Cashier and the Bookstore, will remain open until 5:30 pm on Monday through Thursday **2 weeks prior to the start of classes up to January 16, 2012.**

### Special Area Hours:

#### Learning Center (AB 150)

8am - 7pm, Mon-Thu; 8am - 5pm, Fri; 10am - 2pm, Sat

#### Testing Center (AB 134)

9am - 7pm, Mon-Thu; 9am - 2pm, Fri; 10am - 2pm, Sat

#### Library (AB 110)

8am-8pm, Mon-Thu; 8am - 4pm, Fri; 10am - 2pm, Sat; 1-4pm, Sun

### Snow/Emergency Closures

Should weather or other factors force the college to close, information will be available on local radio and television stations as well as at [www.pueblocc.edu](http://www.pueblocc.edu). Decisions regarding evening classes will be made by 3 pm. All faculty, staff and students are urged to sign up now with **My PCC Alert**, which will enable you to receive text messages, voice messages and e-mails regarding campus closures due to weather or emergencies. Go to [www.pueblocc.edu](http://www.pueblocc.edu) and click on the link to sign up

### Registration Schedule – Spring Full Terms:

Registration Begins: Nov. 7

Classes Begin: January 16

Schedule Adjustment Period: January 16-17

Late Registration (Instructor & Department Chair Permission required):  
January 18-20

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Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association ([www.ncacihe.org](http://www.ncacihe.org), 312-263-0456), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Team at 719-549-3449 or [Disability.Resources@pueblocc.edu](mailto:Disability.Resources@pueblocc.edu) at least four working days before the event.

# Start in the **Go!Zone**

ENROLLMENT CENTER

**PCC's EASY steps to registration.**

## **HEAD TO THE GO!ZONE, 2ND FLOOR OF THE COLLEGE CENTER**

To start your enrollment process, go to the help desk in the **Go!Zone Enrollment Center**, located on the second floor of the College Center, corner of Harrison & Orman.

## **APPLY TO BE A STUDENT AT PCC!**

Apply online at [www.pueblocc.edu](http://www.pueblocc.edu). Find and click on the "APPLY NOW" button. If you need assistance come to the Go!Zone Enrollment Center, located in the College Center, or call 549-3200.

## **REGISTER FOR THE COLLEGE OPPORTUNITY FUND (COF)**

In-state resident undergraduates: Colorado has money put aside for your tuition. You must apply for this funding or you will be required to pay more of your tuition bill. Apply at [www.collegeincolorado.org](http://www.collegeincolorado.org) and click on the COF link. For more information, contact the Go!Zone Enrollment Center, or call 549-3200.

## **TAKE A COURSE PLACEMENT EXAM**

Complete the ACCUPLACER test or submit your ACT/SAT scores at the Testing Center in Academic Building, Suite 134. Call 549-3091 for more information. Please bring a picture ID, S# and \$10.00! (Students who require special disability accommodations for testing must notify the Disability Resource Office at 549-3446 three (3) working days prior to taking the test).

## **APPLY FOR FINANCIAL AID**

All information, guidelines, and policies related to financial aid are available from the PCC Financial Aid Office located in the Go!Zone Enrollment Center in the College Center. Apply now, don't delay. The longer you wait to apply for financial aid, the longer it will take to get your money. Apply for FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## **SEE AN ACADEMIC ADVISOR**

You can meet with an academic advisor by going to the Center for Academic Advising located in Room 247 of the College Center for walk-in service or call 549-3006 to schedule an appointment with an academic advisor. Advisors will help with academic goals, explain the results of placement tests, discuss the requirements of academic programs, and assist with the development of an educational plan.

## **REGISTER FOR CLASSES**

Register for classes online at [www.pueblocc.edu](http://www.pueblocc.edu). Find and click on the "**MyPCC Portal**" icon. See this PCC Schedule of Classes for complete instructions on how to register online! Refer to the current PCC Catalog for more information.

## **ATTEND NEW STUDENT ORIENTATION**

All new students must attend a New Student Orientation session to help you succeed at PCC. Sign up by going to [www.pueblocc.edu](http://www.pueblocc.edu) and go to the Admissions tab and look for the New Student Orientation link.

## **ACTIVATE YOUR PCC E-MAIL ACCOUNT**

You have a NEW college-issued Student E-Mail Account. Go to [www.pueblocc.edu](http://www.pueblocc.edu) and click on the **PCC E-MAIL** link on the **Current Students** page to activate your new account. Need help? Call 549-3061.

## **PAY TUITION AND FEES**

Contact the Cashier's office in the College Center, Room 237 or call 549-3212.

## **PURCHASE YOUR TEXTBOOKS**

The Bookstore is located in the College Center—First Floor. Be sure to bring your class schedule.

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# Academic Calendar

<b>Spring Session</b>	<b>15-Week</b>	<b>Spring I</b>	<b>Spring II</b>
<b>Registration Begins</b>	<b>November 7</b>	<b>November 7</b>	<b>November 7</b>
Last Day to Petition for Residency	December 9	December 9	December 9
Last Day for New Students to Register	January 13	January 13	March 7
Schedule Adjustment Period	January 16-17	January 16-17	March 7
Late Registration/Instructor/Dept Chair Permission*	January 18-20	January 18-19	March 8-9
Tuition Payment Due Date	January 10	January 10	January 10
Drop For Nonpayment Begins	January 10	January 10	January 10
<b>Classes Begin</b>	<b>January 16</b>	<b>January 16</b>	<b>March 7</b>
End of Refund Period/Census	January 31	January 23	March 14
First Financial Aid Disbursement	February 13	February 13	February 13
Graduation Application Deadline	February 1	February 1	February 1
Midterm	March 5	-	-
Last Day to Withdraw	April 13	February 25	April 24
Classes End	May 5	March 6	May 5
Grades Due	May 7	March 8	May 7
Commencement	May 4	May 4	May 4
Holiday / No Classes			
Spring Break	March 26-31	-	March 26-31

\* After these dates, Instructor & Department Chair permission required.

In case of  
**Emergency**  
 Make Sure  
**YOU**  
 Get The  
**MESSAGE**



**MyPCC Alert**

Sign up at



**myPCC**  
 PORTAL

**Be in the know.  
 Know what to do.**

Sign up today for real-time info about campus closures, extreme weather, and other emergencies – sent straight to your cell phone via the

**My PCC Alert**  
 text messaging service.

# Advising / Registration

## New Student Orientation

All newly enrolled students, including transfer students, are required to attend a New Student Orientation session. Offered before the beginning of each semester, these sessions provide students with an overview of PCC policies, available college resources and strategies for academic success. Register online for AAA 075 New Student Orientation. Please call 549.3200 for more information.

## Advising

### Academic Advising for New Students

For students to truly succeed at Pueblo Community College, all new or readmitted students enrolling in more than six credit hours, who have not completed 15 credit hours, must meet with an academic advisor prior to registering for classes. At an academic advising session, students can expect the academic advisor to:

- Review program and test scores
- Help students choose and register for first semester classes
- Assign a faculty advisor for guidance in future semesters
- Discuss and understand academic goals and how they relate to career interests
- Refer student to career exploration, clarification, development

The Center for Academic Advising is located in conjunction with the Go!Zone Enrollment Center. The office is also responsible for early grade check follow-up, attendance, working with financial aid suspension/probation students, change of majors, advisor re-assignments, basic skills advising, and advising health professions students until they transition to health programs. Students can come to the Go!Zone, CC 258, for walk-in advising or call 549-3006 to set up an appointment with an academic advisor.

### Advising for Continuing Students

Continuing students (generally students who have completed 15 or more credits) will have an assigned faculty advisor in the students' program of study and are familiar with the requirements of the student's program of study. The Center for Academic Advising will provide the student his or her faculty advisor contact information. Students wishing to change their faculty advisor must go to the Center for Academic Advising prior to any change being approved. Advising is an ongoing process and students should consult regularly with their faculty advisor prior to registering for courses.

### Undeclared Students

An undeclared student is one who has not declared a major or program of study and is not working toward a certificate or a degree at Pueblo Community College. Undeclared students are generally not eligible to receive financial aid. Students who are not sure what program of study best suits their goals and ambitions can meet with a career counselor and then seek advising through the Center for Academic Advising.

### Registering For Classes

All new, transfer and re-admit students must have applied for and be accepted to PCC before registering for classes. There are two ways to register for classes — **online** and **in person (walk-in)**. Academic advising requirements must be met to register.

## Online Registration

New students taking fewer than six credits and continuing students, after having met with their academic advisor, may register online by clicking on the MyPCC Portal link on the homepage of [www.pueblocc.edu](http://www.pueblocc.edu). This option is available if there are no holds on a student's record and all financial obligations have been met. Students using this method should also check to make sure that prerequisites have been completed, time conflicts do not exist and the classes do not require co-requisites. If assistance or additional information is needed, please call 549.3200 during regular office hours — 8 am to 5 pm, Monday - Thursday; 8 am to 5 pm, Friday.

- **Have your student ID and Password available**
- **Select your courses and write down the course reference numbers prior to calling or logging on**
- **Have alternate courses identified**

## Step-By-Step Online Instructions

- 1) Go to [pueblocc.edu](http://pueblocc.edu), select the logo – *MyPCC Portal*.
- 2) ENTER YOUR USER ID. Use your Banner ID (Sxxxxxxx). Your User ID is case sensitive. The "S" should be capitalized.
- 3) ENTER YOUR Password and Click LOGIN. Your Password must be six characters in length. Keep your Password safe and confidential.
- 4) You will also be asked to choose a security question for future use. This question will be used to change your Password or to access your account if you forget your Password.
- 5) Forgot your Password? You can choose to have your Password displayed on screen or e-mailed to you. Click on the "FORGOT PASSWORD" link. Enter your user ID, your role (student or faculty/staff) and choose how you want your Password delivered -- either displayed on screen or e-mailed to you.
- 6) To register for classes, go to the Student Tab and find the Registration Tools Channel. Select the link to register.
- 7) Once in Banner, choose the term you'd like to register for and click SUBMIT.
- 8) If you already know what classes you'd like to register for, enter the five-digit CRN (Course Reference Number) of the courses in the boxes in the ADD CLASSES WORKSHEET area. Click SUBMIT CHANGES to add the courses to your schedule. Click on VIEW DETAILED STUDENT SCHEDULE to view and print your schedule.
- 9) If you're not sure what classes you'd like to take, click the CLASS SEARCH button at the bottom of the screen.
- 10) Select SUBJECTS and click on a course subject you are interested in. (To select multiple Course Subjects, hold down your Control key and click on as many as desired.)
- 11) Click CLASS SEARCH and a listing of all courses will appear. NOTE: A number of other search options are available for you such as times, days, instructional method, etc., but you must always include SUBJECT in your search.)
- 12) Click in the open check box in front of the course CRN you desire, scroll to the bottom of the page, click the REGISTER button. The course will be added to your schedule. (OPTION: Students may choose to use the ADD TO WORKSHEET to develop a full schedule before finalizing and submitting for registration.)

# Registration / Tuition

- 13) Your CURRENT SCHEDULE will appear. You may continue to add or drop classes in the ADD CLASSES WORKSHEET area at the bottom of the screen if you know the CRN.
- 14) Select VIEW DETAILED STUDENT SCHEDULE to view and print your schedule using your browser print function; select BILLING STATEMENT to view/pay your bill (under QUICK LINKS on the STUDENT TAB at the top of the page); or select the FINANCIAL AID tab (top of page) to access your financial aid information.
- 15) See the payment instructions in this schedule. If you plan to pay with cash or check, exit the system. Make sure your check or cash is received in the Cashier's Office by the posted deadline dates.
- 16) If you wish to pay with Visa, MasterCard, Discover or American Express, select the CLICK HERE FOR CREDIT CARD PAYMENTS TO PUEBLO COMMUNITY COLLEGE at the top of the BILLING STATEMENT. Select the term for which you'd like to make a payment and enter your credit card information.

If, at any time, you have trouble with the system, exit and call 549.3010 during regular business hours.

## Walk-In Registration

Students with declared majors are encouraged to register in their departments. Please contact the administrative assistant to make an appointment prior to seeing your advisor. Students may also register in the Go!Zone Enrollment Center, CC258. All students will be required to show a picture ID. Once entered, a copy of the schedule and statement of charges will be provided.

## Residency

Every applicant, when admitted/readmitted to PCC, is classified as either a resident or nonresident of Colorado for tuition purposes. PCC follows the provisions of Statutory Authority C.R.S. 23-1-105(1) and Title 23, Article 7 of the Colorado Revised Statutes as amended (Tuition Classification Statute) to verify Colorado residency. An applicant has the right to challenge his/her tuition classification by filing a Petition for In-State Tuition Classification, available in Go!Zone Enrollment Center, CC 258 or at the SCCC-East, SCCC-West and Fremont Campuses. The completed petition, along with required documentation, must be received by the Assistant Director of Admissions and Records, Pueblo Campus, CC 258, 719.549.3039 by the established deadline for each term. Spring deadline is: **Friday, Dec. 9, 2011.**

Residency petitions received late, incomplete, or without a notarized signature will be denied review.

## Tuition Rates for Armed Forces Members and Their Families

A member of the armed forces who is on active duty for more than 30 days (during enrollment), whose permanent duty station is in Colorado, cannot be charged out-of-state tuition. Even if there is a change in the permanent duty station, as long as the person is continually enrolled they must still be charged in-state tuition (this also applies to their spouse and/or dependent children). Contact the Admissions office for the Certification for Military Tuition Status form, also available online at [www.pueblocc.edu](http://www.pueblocc.edu), click on QUICK LINKS and FORMS.

## Tuition & Fees

Students, by registering, automatically incur a financial obligation to the college in the form of tuition, fees and other charges. This money helps to cover part of the educational costs associated with going to PCC — state funding covers a larger portion — and supports a variety of student services.

### Mandatory fees per credit hour are as follows:

College Center	\$ 6.39	(Max/semester: \$76.68)*
Parking	\$ 1.29	(Max/semester: \$15.48)*
Student Senate	\$ 1.50	(Max/semester: \$18.00)*
Student Activities	\$ 1.36	(Max/semester: \$16.32)*
Fitness Center	\$ 1.00	(Max/semester: \$12.00)*
Student Life	\$ 7.00	(Max/semester: \$84.00)*!
Mandatory Health Clinic Fee:	\$21.35	(Min: 6 credit hours)*

There is also a Registration fee of \$11.65\*

\* Student Fees are subject to change. The fees listed are current at the time of printing of this publication and may change.

! Charged at Pueblo and SCCC-West campuses only.

## The Colorado Community College System sets tuition rates, mandatory fees and lab/special course costs. The exact charges appear on the class schedule/bill.

If a class is dropped before the census date, a refund of tuition and fees will be given. However, it is the student's responsibility to initiate the refund. Two options exist: log into MyPCC Portal from [www.pueblocc.edu](http://www.pueblocc.edu); or submit a class drop on the Schedule Adjustment Form to the Go!Zone Enrollment Center (CC 258, 549.3200). **Please Note:** Not attending class does not constitute a drop and students will not automatically receive a refund. Students must officially drop their courses per the instructions above. Special length courses will have their own census dates which appear on the class schedule/bill.

## Lab & Special Course Costs

Instructional Program Fees/Course Fees – generally \$6.15 per credit hour – are charged to high cost classes as determined by the state of Colorado. All Math and English classes have an additional course fee of \$6.15 per credit hour added for tutoring.

Instructional Program Fee/Course Fee Calculated @ \$6.15 per credit hour

CISCO Network Classes @ 16.90 per credit hour

*** 030, 060, 090	All	EGG	All	MAT	All
ACT	All	ELT	All	MGD	All
ART	**	EMS	All	MOT	All
ASE	All	ENG	All	MST	All
AST	All	ENT	All	MTE	All
BIO	All	ENV	All	MUS	All
CAD	All	ENY	All	NUA	All
CHE	All	FST	All	NUR	All
CIS	All	GEO	All	OTA	All
CNG	All	GEY	All	PHT	All
CRJ	All	GIS	All	PHY	All
CSC	All	HHP	All	PSG	All
CUA	**	HIT	All	PTA	All
CWB	All	HPR	All	PTE	All
DAN	All	HWE	All	RCA	All
DEA	All	IND	All	RTE	All
DEH	All	JRD	All	THE	All
DMS	All	LEA	**	WEL	All
DVR	All	MAC	All		

\*\* Only certain lecture classes are excluded from fee

All charges subject to change without prior notification based on state approval

# Money Matters / Tuition

## Spring 2012\*\* | Colorado Resident & Non-Resident Tuition & Fees

Tuition	Total Tuition	Less estimated COF Stipend	Student Share of Tuition
<b>Resident</b>	\$167.85/credit	\$62/credit	\$105.85/credit
Resident - CCC Online & PCC Online	\$249.15/credit	\$62/credit	\$187.15/credit
Resident - Nursing	\$216.25/credit	\$62/credit	\$154.25/credit
Hygiene	\$269.70/credit	\$62/credit	\$207.70/credit
<b>Nonresident</b>	\$434.30/credit	-	\$434.30/credit
Nonresident - CCC Online & PCC Online	\$285.20/credit	-	\$285.20/credit

**Colorado Residents:** You need to apply for the College Opportunity Fund to get the applicable COF stipend. Visit [www.CollegeInColorado.org](http://www.CollegeInColorado.org) or click on the COF link at [www.pueblocc.edu](http://www.pueblocc.edu). The process is simple and you only have to sign up once.

**\* Student Share of Resident Tuition: Resident Tuition plus Mandatory Fees minus COF Stipend**

If a student elects NOT to apply stipend credits or the course does not qualify for stipend credits, \$62/credit hour must be added back to the Student's Share of Resident Tuition. *\*Mandatory Fees are listed on page 5 of this schedule.*

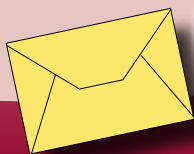
**\*\*All charges are subject to change without prior notification based on state approval.**

### End of Refund Period:

Spring - January 31; Spring I - January 23; Spring II - March 14

Have you signed-up for your

**FREE**  
**Student Email**  
account?



Sign up at



**myPCC**  
PORTAL



# Money Matters / Tuition

**Special Course Costs** In many courses, additional tools, equipment and materials are also required and are referred to as Pass Through Fees. These costs are not included as part of tuition and fees.

*** 030, 060, 090 ALL	
ACT 110 001	\$10.00
ACT 110	\$30.00
ACT 123	\$30.00
ACT 232	\$30.00
ACT 111 001	\$24.00
ACT 122	\$60.00
ACT 111 001	\$60.00
ACT 122 001	\$22.00
ACT 123 001	\$24.00
ACT 131 001	\$19.00
ACT 231	\$30.00
ACT 131	\$30.00
ACT 132	\$30.00
ACT 211	\$30.00
ACT 220	\$30.00
ACT 132 002	\$33.75
ACT 141	\$30.00
ACT 142	\$30.00
ACT 143	\$30.00
ACT 144	\$30.00
ACT 144	\$50.00
ACT 266	\$50.00
ACT 151 001	\$9.00
ACT 151	\$30.00
ACT 251	\$30.00
ACT 170	\$30.00
ACT 205	\$30.00
ACT 160 001	\$26.00
ACT 161 001	\$23.00
ACT 162 001	\$17.00
ACT 163 001	\$23.00
ACT 170	\$20.00
ACT 205001	\$15.00
ACT 211 001	\$16.50
ACT 220 001	\$20.00
ACT 221	\$80.00
ACT 221 001	\$10.00
ACT 231 001	\$24.00
ACT 232 001	\$10.00
ACT 241	\$30.00
ACT 242	\$12.00
ACT 243	\$12.00
ACT 244	\$12.00
ACT 251 001	\$9.00
ACT 266001	\$5.00
AMT 103	\$10.00
AMT 104	\$15.00
AMT 105	\$30.00
ASE 110 001	\$30.00
ASE 110 002	\$15.00
ASE 140	\$30.00
ASE 110	\$30.00
ASE 110501	\$30.00
ASE 120	\$50.00
ASE 163	\$50.00
ASE 120001	\$20.00
ASE 120002	\$12.00
ASE 120775	\$20.00
ASE 123	\$20.00
ASE 123775	\$20.00
ASE 124	\$30.00

ASE 124775	\$30.00
ASE 130	\$25.00
ASE 130501	\$25.00
ASE 132	\$20.00
ASE 132501	\$20.00
ASE 132775	\$20.00
ASE 134	\$25.00
ASE 140001	\$35.00
ASE 140002	\$15.00
ASE 140501	\$35.00
ASE 140502	\$35.00
ASE 140775	\$35.00
ASE 151	\$20.00
ASE 152	\$20.00
ASE 160	\$20.00
ASE 161	\$40.00
ASE 163001	\$20.00
ASE 163002	\$20.00
ASE 165	\$25.00
ASE 170 001	\$25.00
ASE 170 002	\$25.00
ASE 170 003	\$25.00
ASE 170 072	\$40.00
ASE 170 775	\$40.00
ASE 171 001	\$45.00
ASE 171 002	\$40.00
ASE 171 072	\$40.00
ASE 172	\$20.00
ASE 210	\$35.00
ASE 210501	\$35.00
ASE 220	\$25.00
ASE 231	\$30.00
ASE 231501	\$30.00
ASE 233	\$45.00
ASE 233501	\$45.00
ASE 234	\$20.00
ASE 235	\$15.00
ASE 235501	\$15.00
ASE 236	\$25.00
ASE 240	\$30.00
ASE 240501	\$30.00
ASE 240775	\$30.00
ASE 250	\$10.00
ASE 251	\$50.00
ASE 252	\$20.00
ASE 253	\$20.00
ASE 260	\$25.00
ASE 265	\$65.00
ASE 265501	\$65.00
CIS 112	\$500.00
COS 103	\$500.00
CUA 123	\$15.00
CUA 132	\$20.00
CUA 133	\$20.00
CUA 175	\$20.00
CUA 175	\$30.00
CUA 210	\$20.00
CUA 236	\$10.00
DEA 102	\$225.00
DRV 132	\$14.50
DRV 134	\$153.50
DRV 136	\$12.00

DRV 138	\$260.00
EMS 115	\$175.00
EMS 125	\$0.00
EMS 125	\$40.50
EMS 203	\$40.50
EMS 225	\$40.50
EMS 130	\$23.50
EMS 170	\$23.50
EMS 180	\$23.50
EMS 203	\$80.00
EMS 205	\$50.00
EMS 229	\$61.50
EMS 233	\$100.00
EMS 270	\$61.50
EMS 280	\$161.50
EMS 281	\$100.00
FST 100	\$854.00
FST 160	\$55.00
FSW 100	\$136.50
HEQ 150	\$22.50
HEQ 220	\$210.00
HEQ 221	\$210.00
HEQ 225	\$143.00
HEQ 226	\$143.00
HEQ 240	\$218.00
HEQ 241	\$205.00
HEQ 246	\$237.00
HIT 275	\$199.00
HPR 112	\$40.50
HPR 112	\$172.00
HPR 178	\$35.00
IND 100	\$255.00
LEA 106	\$460.00
LEA 107	\$521.00
LEA 108	\$669.00
MAN 275	\$138.71
MAT 060	\$75.00
MAT 075	\$75.00
MST 111	\$495.00
NAT 110	\$100.00
NUA 101	\$40.50
NUA 101	\$27.36
NUA 101	\$20.00
NUR 106	\$142.00
NUR 106,189	\$49.63
NUR 106-001	\$135.50
NUR 106-001	\$47.91
NUR 106-002	\$135.50
NUR 106-002	\$47.91
NUR 106-621	\$135.50
NUR 106-621	\$47.91
NUR 106-622	\$135.50
NUR 106-622	\$47.91
NUR 106-623	\$135.50
NUR 106-623	\$47.91
NUR 106-701	\$135.50
NUR 106-701	\$47.91
NUR 109	\$66.75
NUR 109	\$170.00
NUR 171	\$66.75
NUR 171	\$170.00
NUR 109	\$40.50

NUR 206	\$40.50
NUR 109-001	\$165.50
NUR 109-001	\$59.00
NUR 109-002	\$165.50
NUR 109-002	\$59.00
NUR 109-621	\$165.50
NUR 109-621	\$59.00
NUR 109-622	\$165.50
NUR 109-622	\$59.00
NUR 109-623	\$165.50
NUR 109-623	\$59.00
NUR 109-701	\$165.50
NUR 109-701	\$59.00
NUR 171-OLA	\$165.50
NUR 171-OLA	\$59.00
NUR 189-001	\$47.91
NUR 189-621	\$47.91
NUR 189-701	\$47.91
NUR 216	\$98.00
NUR 206	\$145.00
NUR 206-001	\$187.00
NUR 206-001	\$93.00
NUR 206-002	\$93.00
NUR 206-621	\$93.00
NUR 206-622	\$93.00
NUR 206-623	\$93.00
NUR 206-701	\$187.00
NUR 206-701	\$93.00
NUR 211	\$175.00
NUR 211 003	\$213.00
NUR 211 701	\$213.00
NUR 216-001	\$93.00
NUR 216-002	\$93.00
NUR 216-621	\$93.00
NUR 216-622	\$93.00
NUR 216-623	\$93.00
NUR 216-701	\$93.00
OTA 106	\$40.50
OTA 182	\$40.50
PED 100	\$88.00
PHT 105	\$40.50
PHT 207	\$59.00
PSG 140	\$40.50
PTA 115	\$40.50
PTA 230	\$40.50
PTA 275	\$74.00
PTA 275	\$92.00
RCA 131	\$198.51
RCA 131	\$40.50
RCA 281	\$40.50
RCA 265	\$35.00
REA 030	\$20.00
REA 060	\$20.00
REA 090	\$20.00
REE 201	\$72.72
REE 202	\$72.72
RTE 111	\$40.50
RTE 281	\$40.50
WEL 103	\$296.00
WEL 104	\$272.00

# Money Matters / Payment

## Digital Content Fee

CCOnline classes may charge a digital content fee per class (see below). The fee includes a publisher provided e-textbook plus additional online course content, exercise resources provided by

the textbook publisher and integrated into the online course design. The classes listed below are those which are charged the fee. All charges subject to change without prior notification based on state approval.

AACC121C11	\$52	BUS120C21	\$52	ECO201C11	\$52	HWE100C21	\$52	MAT155C11	\$62	PSY102C11	\$52
ACC121C21	\$52	BUS216C11	\$52	ECO201C21	\$52	MAN200C11	\$52	MUS120C11	\$52	PSY102C21	\$52
ACC122C11	\$52	BUS216C21	\$52	ECO202C11	\$52	MAN200C21	\$52	MUS120C21	\$52	PSY226C11	\$52
ACC122C21	\$52	BUS217C11	\$52	ECO202C21	\$52	MAN216C11	\$52	PAR115C11	\$52	PSY226C21	\$52
ACC211C11	\$52	BUS217C21	\$52	FRE111C11	\$52	MAN216C21	\$52	PAR116C11	\$52	PSY235C11	\$52
ACC212C11	\$52	BUS226C11	\$52	FRE111C21	\$52	MAN226C11	\$52	PAR118C11	\$52	PSY235C21	\$52
ANT225C11	\$52	BUS226C21	\$52	FRE112C11	\$52	MAN226C21	\$52	PAR127C11	\$52	PSY237C11	\$52
ANT225C21	\$52	CIS115C11	\$52	GEO105C11	\$52	MAR111C11	\$52	PAR201C11	\$52	PSY237C21	\$52
ART111C11	\$52	CIS115C21	\$52	GEO105C21	\$52	MAR111C21	\$52	PAR213C11	\$52	SOC101C11	\$52
ART111C21	\$52	CIS118C11	\$52	GEO106C11	\$52	MAR216C11	\$52	PAR214C11	\$52	SOC101C21	\$52
ART112C11	\$52	CIS118C21	\$52	HIS101C11	\$52	MAR216C21	\$52	PHY105C11	\$52	SOC102C11	\$52
ART112C21	\$52	CIS135C11	\$52	HIS101C21	\$52	MAT030C11	\$62	PHY105C21	\$52	SOC102C21	\$52
AST101C11	\$52	CIS135C21	\$52	HIS102C11	\$52	MAT030C21	\$62	PHY111C11	\$52	SPA111C11	\$52
AST101C21	\$52	CIS145C11	\$52	HIS102C21	\$52	MAT030/060 C11	\$62	PHY111C21	\$52	SPA111C21	\$52
AST102C11	\$52	CIS155C11	\$52	HIS111C11	\$52	MAT060C11	\$62	PHY112C11	\$52	SPA112C11	\$52
AST102C21	\$52	CIS240C11	\$52	HIS112C11	\$52	MAT060C21	\$62	PHY112C21	\$52	SPA112C21	\$52
BIO106C11	\$52	CNG102C21	\$52	HIS112C21	\$52	MAT090C11	\$62	PHY211C11	\$52	SPA211C11	\$52
BIO111C11	\$52	COM115C11	\$52	HIS201C11	\$52	MAT090C21	\$62	PHY212C11	\$52	SPA211C21	\$52
BIO111C21	\$52	CRJ110C11	\$52	HIS201C21	\$52	MAT090C21	\$62	POS105C11	\$52	SPA212C11	\$52
BIO112C11	\$52	CRJ135C11	\$52	HIS202C11	\$52	MAT099C11	\$62	POS105C21	\$52		
BIO201C11	\$52	CRJ145C11	\$52	HIS202C21	\$52	MAT099C21	\$62	POS111C11	\$52		
BIO202C11	\$52	CRJ205C11	\$52	HPR178C11	\$52	MAT121C11	\$62	POS111C21	\$52		
BUS115C11	\$52	CRJ220C11	\$52	HPR178C21	\$52	MAT121C21	\$62	PSY101C11	\$52		
BUS115C21	\$52	CSC105C11	\$52	HWE100C11	\$52	MAT122C11	\$62	PSY101C21	\$52		

## Financial Aid

There are many options available to help students pay for college expenses. In addition to administering a comprehensive program of grants, loans and assistance in the form of on-campus employment, the Financial Aid Office can also provide resources for scholarship information.

To start the financial aid process, students need to complete and submit the Free Application for Federal Student Aid (FAFSA).

**Apply early to avoid delays in getting payment.**

**Processing time can take up to 12 weeks.** The FAFSA is accessible online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) where it can be filed electronically.

The Department of Education will process a Student Aid Report (SAR) from the FAFSA. This usually takes about three weeks. Upon receiving a SAR, the applicant should review it for accuracy. If there are corrections or questions about the data, contact PCC's Financial Aid Office.

To complete a student's file, information in addition to the SAR may be necessary. Students will be notified by mail of their official financial aid status and the conditions under which the aid is provided.

Students are responsible for contacting the Financial Aid Office (Go!Zone Enrollment Center, 549.3200) to check on how refunds could affect financial aid. In addition, if a student who is receiving Title IV Financial Aid funds, withdraws from school, a portion of the grant

or loan funds must be returned. Under these circumstances, the student is also responsible for returning unearned assistance, according to the Higher Education Amendments of 1998. The Go!Zone Enrollment Center (CC 258, 549.3200) can provide additional information.

All refunds from Financial Aid (overpayments or for returned books) will be put on the CCCS Refund debit card, or students may choose to have a check mailed to their local address.

## Refund/Census Policy

Students who officially drop a class within the first 15 percent of the class term (Refund Period) will receive a full refund. Refunds will be sent directly to the refund option selected by the student.

If a student who is receiving Title IV Financial Aid funds withdraws from school, a portion of the grant or loan funds must be returned. Under these circumstances, the student is also responsible for returning unearned assistance, according to the Higher Education Amendments of 1998. The Go!Zone Enrollment Center (CC 258, 719.549.3200) can provide additional information.

**Please Note:** Not attending class does not constitute a drop and students will **not** automatically receive a refund. Students **must** officially drop their courses — at the Go!Zone Enrollment Center or via online — no later than the Refund Period shown on the Academic Calendar or on the students' class schedule/bill.

# Money Matters / Payment

## Withdrawing From Classes

After the first 15 percent of the class term (the refund/census period), a student may still process out of a class; however, a "W" for the withdrawal will appear on the student's permanent record (transcript) and no refund will be granted.

Students are permitted to withdraw until the last 20 per cent of the term or course. The **Last Day To Withdraw** appears on the class schedule/bill given to students at registration.

It is the student's responsibility to initiate a withdrawal online or by contacting the Records Office (AB 154, 549.3016). The same is true for students who are taking six or more credit hours and need to withdraw completely from college.

## Payment Instructions

Here are the many options for paying tuition and fees.

- **Credit Card** — You may wish to pay the full amount with Visa, MasterCard, Discover or American Express. You can use a credit card with the online registration option or by calling the Cashier at 549.3212 (toll free at 888.642.6017). You will need both the account number and the expiration date when using any of these cards.
- **By Mail** — A check or money order for the full amount, made payable to PCC, must be received — not post marked — by the deadline. It should be addressed to Cashier's Office, Pueblo Community College, 900 West Orman Avenue, Pueblo, CO 81004. Please include the Student ID on the payment.
- **In Person** — Pay by cash, check, money order or credit card at the Cashier's Office (CC 237).
- **Third-Party** — If tuition and fees are to be paid by a third party, submit a copy of the authorization to the Cashier at the time of registration.
- **Deferred Payments** — PCC provides several payment options. This information can be obtained from the Cashier's Office (CC 237, 549.3212).
- **Financial Aid** — Verification of payment by financial aid — other than work/study — is complete only when the student receives an award letter. Any balance not covered by financial aid must be paid using one of the above payment options.

## Registration DROP FOR NON-PAYMENT DATE: JANUARY 10, 2012

**Payment, promissory note and/or sponsor verification for tuition and fees must be made by this date or all classes will be dropped for non-payment.**

The drop for non-payment payment means that after the tuition payment due date anyone who has not paid his or her account in full, set up a promissory note and made the first payment, signed a Third party form for full sponsorship, or has Financial Aid holding the account, will have all classes dropped for non-payment.

Students who register between the drop for non-payment date and the class census date (usually 1-1/2 weeks into the term) have until Wednesday of each week to make payment. Payment for partial term classes, regardless of start date, are also due within this time frame.

If you are unable to make payment or payment arrangements, it is your responsibility to drop your classes by the End of Refund/Census period. If classes are not dropped, you will be financially responsible for tuition and fees.

Students registering after the census date will not be dropped for non-payment and will be held financially responsible for tuition and fees.

## Campus Crime Statistics Pub. L 101-542

Information concerning campus crime statistics is available in the office of the Vice President of Student Services. This information is available upon request and on the PCC website at [www.pueblocc.edu/student-services/security](http://www.pueblocc.edu/student-services/security).

## ID Cards

All students must obtain an ID Card when registering at PCC. The ID Card is used for several purposes during enrollment such as accessing the Library and various college labs, issuance of student checks and clearance to attend college functions. IDs are issued at the College Center, Room 240. New students must present a copy of their class schedule/bill before ID cards can be issued.

## Parking Permits

Students are required to register their vehicle with PCC. Vehicle registration is available at the College Center, Room 240. Renewal of the permit must occur every semester.

# General Information

## Student E-Mail Account

PCC students now have access to their own FREE e-mail account. This activation process is easy:

- Log into the *MyPCC Portal* link on the main PCC website, [www.pueblocc.edu](http://www.pueblocc.edu).
- Once you are logged in, go to the Student Tab and click on "Activate My Student Email."
- Need help? Call 549.3200. **Using your college-issued email ensures you will receive important information from the college and your instructors.**
- That's it. After that, all you'll need to do is use the MYPCC Portal to access your e-mail.

## Veterans' Information

Persons taking advantage of their educational benefits from the Veterans' Administration should contact the Veterans' Affairs Office (549-3013) during regular business hours to report enrollment hours and schedule changes. There is normally a six-week VA processing period.

## Graduation Application Deadline

If you expect to receive a degree or certificate at the end of the summer/fall semester, you need to apply by: **February 1, 2012**

## Selective Service Requirement

Male students must indicate their selective service status prior to enrollment at Pueblo Community College. The law pertains to new, transfer, re-admit, and continuing male students. Male students who do not file the registration compliance, consisting

of certification of draft registration or the specific legal reason for not being required to be registered, will not be allowed to enroll in classes at Pueblo Community College. This is required only once unless the previously certified status has changed.

## Release of Student Information

The Family Educational Rights and Privacy Act of 1974 restricts the release of student information to the public without the consent of the student, except for public information. Public information includes: name; year of birth; major field of study; dates attended; degrees and awards received; college-issued e-mail account.

If a student does not wish the college to release public information, this must be stated in writing and presented to the Records Office (AB 154, 549-3016). The student's written authorization is required to remove the restriction.

## Workforce Investment Act

If you are within one semester of graduating, you could possibly receive assistance with your college expenses. Visit the Pueblo Workforce Center at 212 West Third Street for more information on the WIA program.



PUEBLO COMMUNITY COLLEGE

## PCC Health Clinic

with PCC's campus physician...

**Dr. Arguello**

health screenings  
referrals

followups of diagnosed  
or suspected health problems

medication administration  
immunizations

emergency health services  
health education

**Located in MT 118 | 549-3318**



# Online Classes

Virtual Campus courses involve either limited or no attendance at the campus, depending on the class. Instead, these courses allow you to use a computer (at a place and time convenient for you) to access course content. In some cases class meetings are conducted on the web as well. Your instructor may post examinations on the web or ask that you take them on site at the institution. For more information on these courses, call the Virtual Campus Office (AB 213, 549.3343) or visit the website at [www.pueblocc.edu/academics/AlternativeEducation](http://www.pueblocc.edu/academics/AlternativeEducation).

## Hybrid Courses (01H-49H)

These courses are offered on campus with an online component. The online component is used to reduce the amount of time required in the classroom. The amount of reduced in-classroom time will be determined by the individual instructors. Required on-campus meeting time/place is listed in class schedule.

## Hybrid Courses with Lab

The lectures for these courses are provided on computer CD or DVD media. A weekly lab is required and the courses also involve additional online components. The lecture materials may be checked out at either the Pueblo Campus Library or Fremont Campus Library.

Log-in directions, information about the online orientation and announcements from the Virtual Campus Office can be found at [www.pueblocc.edu](http://www.pueblocc.edu). Click on the Virtual Campus link. **Students must have a valid e-mail address to register for these courses.**



## PCC Online Classes (01W-49W)

Using the Internet, students can take PCC courses without coming to campus. All PCC Online courses are taught by PCC instructors and the cost for these courses for Colorado residents is \$249.15 per credit hour (\$187.15 with COF stipend) and \$285.20 for nonresidents.\* For more information on these courses, call the Virtual Campus Office (AB 213, 549.3343) or visit the website at [www.pueblocc.edu/academics/AlternativeEducation](http://www.pueblocc.edu/academics/AlternativeEducation).

nativeEducation. Login directions, online orientation information and announcements are available on the website.

**Students must have a valid e-mail address to register for these courses.**

## CCCOonline Classes

CCCOonline is a shared educational resource of the community college system. Through CCCOnline, students can earn fully-accredited Associate of Arts, Associate of Science, Associate of Applied Science and Associate of General Studies degrees and certificates in various disciplines. The courses are offered as a shared resource by all of the members of the Colorado Community College System. All coursework is done via the Internet.

There are minimum system requirements in addition to having an Internet provider, an e-mail account and a Java-capable browser.

Students can apply, register for classes and order course books by accessing [www.ccconline.org](http://www.ccconline.org). **(The PCC Bookstore will carry CCCOnline books or order your books from the CCCOnline Bookstore.)**

Please note: many online classes require using digital textbooks with a digital textbook fee which students are responsible to pay. Call the

Cashier's Office at 549-3212 for more information.

Tuition for CCCOnline C21 sections for Colorado residents is \$249.15 per credit hour (\$187.15 with COF stipend)\* plus course fees, \$285.20 for nonresidents. Payment procedures are the same as for any regular PCC class.

For questions and more information about CCCOnline, contact PCC's Virtual Campus Office (AB 213, 549.3343) or via e-mail at [distance@pueblocc.edu](mailto:distance@pueblocc.edu). Login directions and announcements from CCCOnline will be communicated to students by e-mail.

**Students must have a valid e-mail address to register for these courses.**

# PCC's Class Schedules | PCC Catalog



Pueblo Community College is pleased to **GO GREEN!** with all campuses' class schedule. Both the Summer and Fall 2011 and the PCC 2011-2012 Catalog are available on the PCC web site. The college will no longer be printing the class schedule.

By going online, students will have the most up-to-date information on class availability as well as classroom and instructor changes.

## 2011-2012 PCC Catalog

For a complete list of PCC's education opportunities including degree and certificate program offerings as well as course descriptions, go to the 2011-2012 PCC Catalog by clicking on the following link or copy and paste into your browser:

[www.pueblocc.edu/Academics/Publications/Catalog/](http://www.pueblocc.edu/Academics/Publications/Catalog/)

## Spring 2012 Class Schedules

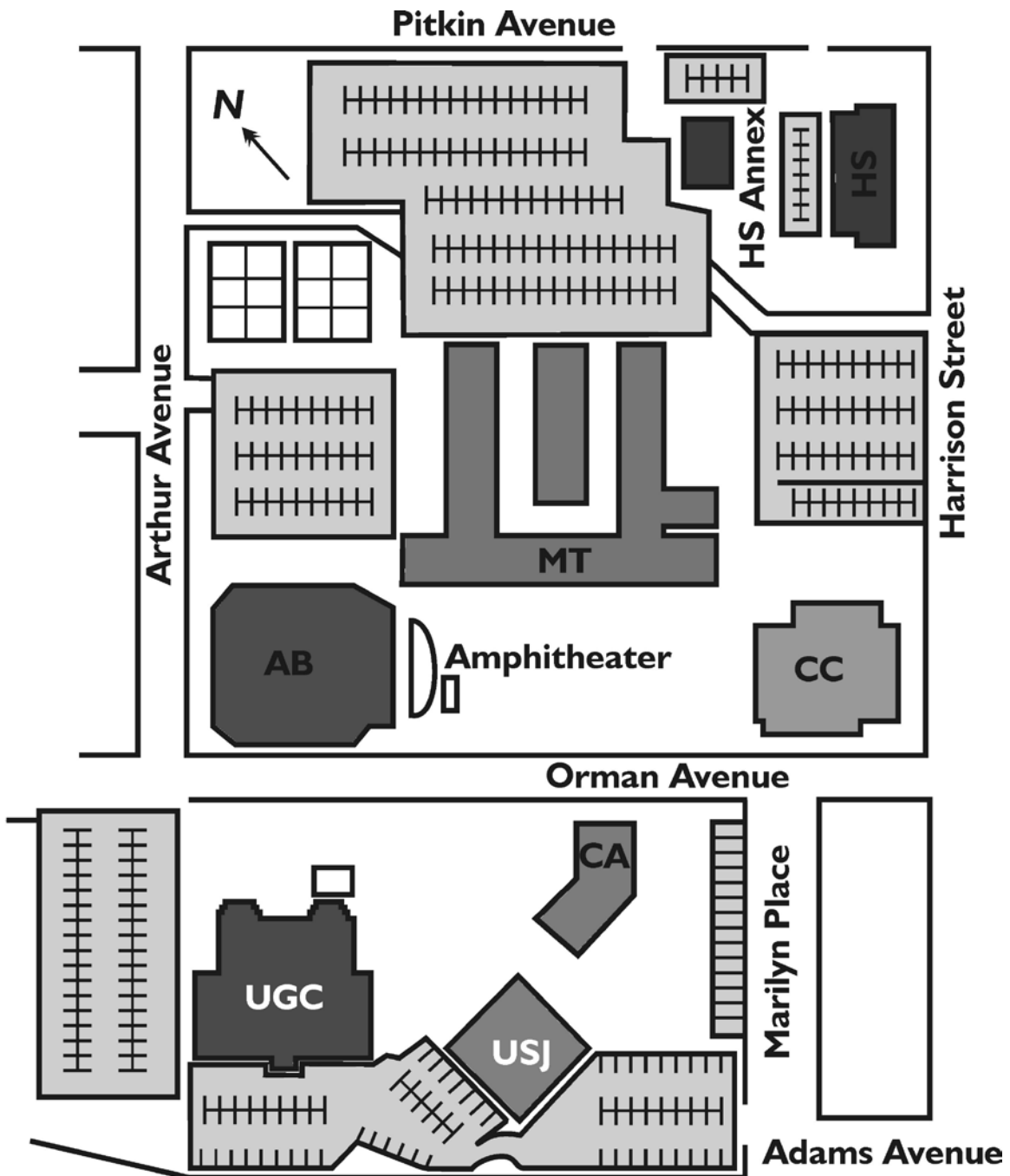
To look at PCC's class offerings for the Spring Semester, click on the following link or copy and paste into your browser:








[www.pueblocc.edu/Academics/Publications/ClassSchedules/](http://www.pueblocc.edu/Academics/Publications/ClassSchedules/)

Once you are into Self Service Banner, select Spring 2012 for term and be sure to designate which term and campus you are looking for. The class schedule is also available through the MyPCC Portal under the Welcome and Student Tabs.



# Pueblo Campus Map



- |   |  |
|---|--|
|  Health Science (UHS)<br>Health Science Annex (UHSA) |  Gorsich Advanced Technology Center (UGC) |
|  Medical Arts & Technology Building (UMT)            |  San Juan/Physical Plant (USJ)            |
|  Academic Building (UAB)                             |  Central Administration (UCA)             |
|  College Center (UCC)                                |  |