

Welcome to SCCC's West Campus

Summer & Fall 2011 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 (look for the following logo:)



Business Hours

The West Campus has a full service enrollment center where you can get all the help you need in one place. Advisors are available to assist students in registering for classes. Hours are 8 am to 5 pm, Monday through Friday.

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.EnrollSouthwest.org and at www.flashnews.net. 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.EnrollSouthwest.org and click on the link to sign up.

Registration Schedule – Summer & Fall Full Terms:

Summer & Fall Registration Begins: April 4
 Classes Begin: Summer, May 31 | Fall, August 22
 Schedule Adjustment Period: Summer, May 31-June 1 |
 Fall, August 22-23
 Late Registration (Instructor & Department Chair Permission required):
 Summer, June 2-3 | Fall, August 24-26

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 at least four working days before the event.

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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, 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.

1 **HEAD TO THE GO!ZONE ENROLLMENT CENTER** to start your registration. Located in the main building

2 **APPLY TO BE A STUDENT AT SCCC!**

Apply online at www.EnrollSouthwest.org Find and click on the "APPLY NOW" button. If you need assistance come to the West Campus Go!Zone Enrollment Center, or call 564.6200.

3 **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 and click on the COF link.

4 **TAKE A COURSE PLACEMENT EXAM**

Complete the ACCUPLACER test or submit your ACT/SAT scores. Please bring a picture ID, S# and \$10.00! Please call 564.6209 for testing schedules. The assessment takes approximately 2-3 hours to complete. If you have earned previous college credit in English or Math, or have current ACT scores, please see an Academic Advisor prior to taking the basic skills assessment. (Students who require special disability accommodations for testing must notify the Learning Center at 564.6209 three (3) working days prior to taking the test).

5 **APPLY FOR FINANCIAL AID**

All information, guidelines, and policies related to financial aid are available from Go!Zone Enrollment 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.

6 **SEE AN ACADEMIC ADVISOR**

You can meet with an academic advisor by going to Go!Zone Enrollment Center, for walk-in service or call 564.6200 to schedule an appointment. 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. During the advising session, you will establish your initial schedule and enroll in classes for your first semester.

7 **REGISTER FOR CLASSES**

Register for classes online at www.EnrollSouthwest.org. Find and click on the "MyPCC Portal" icon. See the schedule of classes for complete instructions on how to register online! Refer to the current SCCC Catalog for more information.

8 **ATTEND NEW STUDENT ORIENTATION**

All new students are encouraged to attend a New Student Orientation session to help you succeed at SCCC. To get a schedule of sessions being offered and to register, call 564.6200.

ACTIVATE YOUR SCCC EMAIL ACCOUNT

You have a NEW college-issued Student E-Mail Account. Go to www.EnrollSouthwest.org and click on the **STUDENT EMAIL** link on the **Students** page to activate your new account. Need help? Call 564.6200. Using your college-issued email ensures you will receive important information from the college and your instructors.

PAY TUITION AND FEES

Go to the Go!Zone Enrollment Center, or call 564.6200.

PURCHASE YOUR TEXTBOOKS

The West Campus Bookstore, in the Go!Zone, carries required textbooks. For more information, call 564.6266. Be sure to bring your class schedule.

East Campus | 970.247.2929

West Campus | 970.564.6200

Academic Calendar

Summer Session	15-Week	Summer I	Summer II
Registration Begins	April 4	April 4	April 4
Last Day to Petition for Residency	May 13	May 13	May 13
Last Day for New Students to Register	May 27	May 27	-
Schedule Adjustment Period	May 31-June 1	May 31-June 1	June 28
Late Registration/Instructor/Dept Chair Permission*	June 1-3	June 1-2	June 19-30
Tuition Payment Due Date	May 18	May 18	May 18
Drop For Nonpayment Begins	May 18	May 18	May 18
Classes Begin	May 31	May 31	June 28
End of Refund Period/Census**	June 7	June 3	July 1
First Financial Aid Disbursement	June 20	June 20	June 20
Graduation Application Deadline	June 7	June 7	June 7
Last Day to Withdraw**	July 14	June 21	July 20
Classes End	July 25	June 27	July 25
Grades Due	July 26	June 27	July 26
Holiday / No Classes			
Independence Day	July 4	July 4	July 4

* After these dates, department chair approval is also required

Fall Session	15-Week	Fall I	Fall II
Registration Begins	April 4	April 4	April 4
Last Day to Petition for Residency	August 5	August 5	August 5
Last Day for New Students to Register	August 19	August 19	-
Schedule Adjustment Period	August 22-23	August 22-23	October 17
Late Registration/Instructor/Dept Chair Permission*	August 24-26	August 24-26	October 18-19
Tuition Payment Due Date	August 10	August 10	August 10
Drop For Nonpayment Begins	August 10	August 10	August 10
Classes Begin	August 22	August 22	October 17
End of Refund Period/Census**	September 7	August 29	October 24
First Financial Aid Disbursement	September 19	September 19	September 19
Graduation Application Deadline	September 7	September 7	September 7
Midterm	September 17	-	-
Last Day to Withdraw**	November 15	October 3	November 30
Classes End	December 10	October 13	December 10
Grades Due	December 12	October 14	December 12
Holiday / No Classes			
Thanksgiving	November 23-26	-	November 23-26

* Instructor & Department Chair permission required.

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 SCCC policies, available college resources and strategies for academic success. Please call 564.6200 for scheduled sessions.

Advising

Academic Advising for All Students

For students to truly succeed at Southwest Colorado 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
- Discuss and understand academic goals and how they relate to career interests
- Refer student to career center for career exploration, clarification, development

Academic Advisors are available in 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 Enrollment Center for walk-in advising or can call 564.6200 or 564.6220 to set up an appointment with an academic advisor.

Advising is an ongoing process and students should consult regularly with their 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/or academic advisor

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 at www.EnrollSouthwest.org through the MyPCC Portal link. 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 564.6220 during regular office hours — 9 am to 5 pm, Monday - 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, 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 to registration.)
- 13) Your CURRENT SCHEDULE will appear. You may continue to add or drop classes in the ADD CLASSES WORKSHEET area

Registration / Tuition

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 of Classes (page 10). 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 564.6200 during regular business hours.

Walk-In Registration

Please call 564.6200 to make an appointment prior to seeing your advisor. Students may also register in the Go!Zone Enrollment Center. 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 SCCC, is classified as either a resident or nonresident of Colorado for tuition purposes. SCCC 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, Go!Zone Enrollment Center, CC 258, 719.549.3039 by the established deadline for each term.

Summer deadline is: **Friday, Aug. 5, 2011.**

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

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 SCCC — 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)*
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 \$11.45*

* 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; or submit a class drop on the Schedule Adjustment Form to the Go!Zone Enrollment Center (Room 100, 564.6200).

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 \$6.05 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 \$6.05 per credit hour added for tutoring.

Instructional Program Fee/Course Fee Calculated @ \$6.05 per credit hour

CISCO Network Classes @ 16.60 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
AVT All	ENV All	MUS All
BIO All	ENY All	NUA All
CAD All	FST All	NUR All
CHE All	GEO All	OTA All
CIS All	GEY All	PHT All
CNG 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 **	UPH All
DVR All	MAC All	WEL 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 2011** | Colorado Resident & Non-Resident Tuition & Fees

<u>Tuition</u>	<u>Total Tuition</u>	<u>Less estimated COF Stipend</u>	<u>Student Share of Tuition</u>
Resident	\$158.25/credit	\$62/credit	\$96.25/credit
Resident - CCC Online & PCC Online	\$232.15/credit	\$62/credit	\$170.15/credit
Resident - Nursing	\$202.25/credit	\$62/credit	\$140.25/credit
Resident - Dental Hygiene	\$250.85/credit	\$62/credit	\$188.85/credit
Nonresident	\$413.60/credit	-	\$413.60/credit
Nonresident - CCC Online & PCC Online	\$259.30/credit	-	\$259.30/credit

Colorado Residents: You need to apply for the College Opportunity Fund to get the applicable COF stipend.

Visit www.CollegeInColorado.org or click on the COF link at 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:

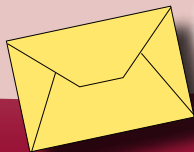
Summer Semester – June 7, 2011; Summer I – June 3, 2011; Summer II – July 1, 2011

Fall Semester – September 7, 2011; Fall I – August 29, 2011;

Fall II – October 24, 2011

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 commonly referred to as Pass Through Fees. These costs are not included as part of tuition and fees.

ACT 110 001	\$10.00	ASE 132	\$20.00	AVT 146	\$15.00	NAT 110	\$100.00
ACT 111 001	\$24.00	ASE 134	\$20.00	AVT 201	\$50.00	NUA 101	\$20.00
ACT 111 072	\$24.00	ASE 140001	\$30.00	AVT 205	\$5.00	NUR 106	\$166.00
ACT 122 001	\$22.00	ASE 140002	\$15.00	AVT 206	\$50.00	NUR 109	\$224.50
ACT 122 072	\$22.00	ASE 151	\$20.00	AVT 240	\$20.00	NUR 171	\$224.50
ACT 123 001	\$24.00	ASE 152	\$20.00	AVT 275001	\$90.00	NUR 206	\$109.00
ACT 123 072	\$24.00	ASE 160	\$20.00	AVT 275002	\$290.00	NUR 211	\$213.00
ACT 131 001	\$19.00	ASE 161	\$40.00	CIS 112	\$500.00	NUR 216	\$83.00
ACT 132 002	\$33.75	ASE 163001	\$20.00	COS 103	\$500.00	PED 100	\$88.00
ACT 141	\$5.00	ASE 163002	\$15.00	DRV 132	\$14.50	PHT 235	\$59.00
ACT 142	\$12.00	ASE 163 501	\$20.00	DRV 134	\$153.50	PTA 275	\$92.00
ACT 143	\$12.00	ASE 165	\$20.00	DRV 136	\$12.00	PTA 278	\$74.00
ACT 144	\$12.00	ASE 170 001	\$20.00	DRV 138	\$260.00	RCA 131	\$198.51
ACT 151	\$9.00	ASE 170 002	\$40.00	EMS 115	\$175.00	RCA 265	\$35.00
ACT 160 001	\$26.00	ASE 170 003	\$20.00	EMS 125	\$23.50	REA 030	\$20.00
ACT 161 001	\$23.00	ASE 170 501	\$20.00	EMS 130	\$23.50	REA 060	\$20.00
ACT 162 001	\$17.00	ASE 170 072	\$40.00	EMS 170	\$23.50	REA 090	\$20.00
ACT 163 001	\$23.00	ASE 170 775	\$40.00	EMS 180	\$23.50	REE 201	\$72.72
ACT 170	\$20.00	ASE 171 001	\$40.00	EMS 203	\$80.00	REE 202	\$72.72
ACT 205001	\$15.00	ASE 171 002	\$40.00	EMS 205	\$50.00	UPH 100	\$20.00
ACT 211 001	\$16.50	ASE 171 072	\$40.00	EMS 229	\$61.50	UPH 101	\$20.00
ACT 220 001	\$20.00	ASE 171 775	\$40.00	EMS 233	\$100.00	UPH 102	\$20.00
ACT 221 001	\$10.00	ASE 172	\$20.00	EMS 270	\$61.50	UPH 103	\$20.00
ACT 231	\$24.00	ASE 210	\$30.00	EMS 280	\$161.50	WEL 103	\$296.00
ACT 232 001	\$10.00	ASE 220	\$21.00	EMS 281	\$100.00	WEL 104	\$272.00
ACT 241	\$15.00	ASE 231	\$24.00	FST 100	\$854.00		
ACT 242	\$12.00	ASE 233	\$40.00	FST 160	\$55.00		
ACT 243	\$12.00	ASE 234	\$20.00	FSW 100	\$136.50		
ACT 244	\$12.00	ASE 235	\$10.00	HEQ 150	\$22.50		
ACT 251	\$9.00	ASE 236	\$25.00	HEQ 220	\$210.00		
ACT 266	\$5.00	ASE 240	\$30.00	HEQ 221	\$210.00		
AMT 103	\$10.00	ASE 250	\$10.00	HEQ 225	\$143.00		
AMT 104	\$15.00	ASE 251	\$50.00	HEQ 226	\$143.00		
AMT 105	\$30.00	ASE 252	\$20.00	HEQ 240	\$218.00		
ASE 110 001	\$30.00	ASE 253	\$20.00	HEQ 241	\$205.00		
ASE 110 002	\$15.00	ASE 260	\$20.00	HEQ 246	\$237.00		
ASE 120001	\$22.00	ASE 265	\$50.00	HPR 112	\$172.00		
ASE 120002	\$12.00	AVT 101	\$241.00	IND 100	\$255.00		
ASE 120 501	\$22.00	AVT 102	\$20.00	LEA 106	\$460.00		
ASE 123	\$20.00	AVT 103	\$12.00	LEA 107	\$521.00		
ASE 124	\$20.00	AVT 105	\$65.00	LEA 108	\$669.00		
ASE 130	\$20.00	AVT 111	\$135.00	MAN 275	\$138.71		

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

Money Matters / Payment

Digital Content Fee

CCOnline classes may charge a digital content fee of \$49 per class. 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.

ACC121C11	BUS216C21	FRE111C11	SPA112C21	MAR216C21	PHY112C11
ACC121C21	BUS217C11	FRE111C21	SPA211C11	MAT030/060C11	PHY112C21
ACC122C11	BUS217C21	FRE112C11	SPA211C21	MAT030C21	PHY211C11
ACC122C21	BUS226C11	FRE112C21	SPA212C11	MAT060C11	PHY211C21
ACC211C11	BUS226C21	GEO105C11	HIS201C21	MAT060C21	PHY212C11
ACC212C11	CNG102C21	GEO105C21	HIS202C11	MAT121C11	PHY212C21
ANT225C11	COM115C11	GEO106C11	HIS202C21	MAT121C21	POS105C11
ART111C11	CRJ110C11	HIS101C11	HPR178C11	MAT122C11	POS105C21
ART111C21	CRJ111C11	HIS101C21	HPR178C21	PAR115C11	POS111C11
ART112C11	CRJ112C11	HIS102C11	HWE100C11	PAR116C11	POS111C21
ART112C21	CRJ135C11	HIS102C21	HWE100C21	PAR117C11	PSY101C11
AST101C11	CRJ145C11	HIS111C11	MAN200C11	PAR118C11	PSY101C21
AST101C21	CRJ150C11	HIS201C11	MAN200C21	PAR127C11	PSY102C11
AST102C11	CRJ205C11	SOC101C11	MAN216C11	PAR201C11	PSY102C21
AST102C21	CRJ220C11	SOC101C21	MAN216C21	PAR213C11	PSY235C11
BIO106C11	CRJ236C11	SOC102C11	MAN226C11	PAR214C11	PSY235C21
BUS115C11	ECO201C11	SOC102C21	MAN226C21	PHY105C11	PSY237C11
BUS115C21	ECO201C21	SPA111C11	MAR111C11	PHY105C21	PSY237C21
BUS120C21	ECO202C11	SPA111C21	MAR111C21	PHY111C11	
BUS216C11	ECO202C21	SPA112C11	MAR216C11	PHY111C21	

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 form is available from high school counselors and at PCC's Financial Aid Office (CC 258, 719.549.3020). The FAFSA is accessible online at 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, 719.549.3020) 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, 719.549.3020) can provide additional information.

All refunds from Financial Aid (overpayments or for returned books) will be mailed to the local address listed on the student's account in Banner. Refunds for payments made by personal check must be held for a minimum of 2 weeks before a refund can be issued.

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 Financial Aid Office (CC 258, 719.549.3020) 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 percent 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 an advisor at the Go!Zone Enrollment Center. 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 970-564-6204. 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, Southwest Colorado Community College, 33057 Hwy 160, Mancos, CO 81328. Please include the Student ID on the payment.
- **In Person** — Pay by cash, check, money order or credit card (if available) at the campus closest to you.
- **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** — SCCC provides several payment options. This information can be obtained from the GoZone! closest to you.
- **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:

SUMMER - MAY 18, 2011

FALL - AUGUST 10, 2011

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/studentservices/security.

ID Cards

All students must obtain an ID Card when registering at SCCC. New students must present a copy of their class schedule/bill before ID cards can be issued. Ask how to get your ID in the GoZone! office nearest to you.

General Information

Student E-Mail Account

SCCC 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.
- Once you are logged in, go to the Student Tab and click on "Activate My Student Email."
- Need help? Call 564-6211. **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 Go!Zone Enrollment Center 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:

June 7, 2011 - Summer | Sept. 7, 2011 - Fall

Selective Service Requirement

Male students must indicate their selective service status prior to enrollment at SCCC. 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 SCCC. 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 email account.

If a student does not wish the college to release public information, this must be stated in writing and presented to the Go!Zone Enrollment Center. The student's written authorization is required to remove the restriction.

Workforce Investment Act

If you are within one semester of graduating, you could receive assistance with your college expenses. Visit the Southwest Colorado Workforce Center for more information on the WIA program.

In case of
Emergency
Make Sure
YOU
Get The
MESSAGE



MyPCC Alert

Sign up at



myPCC
P O R T A L

**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.

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.

Hybrid Courses (50H-59H)

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. Click on the Virtual Campus link. **Students must have a valid e-mail address to register for these courses.**



PCC Online Classes (50W-51W)

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 \$232.15 per credit hour (\$170.15 with COF stipend) and \$259.30 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.

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.

CCC Online Classes

CCCOnline 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.cconline.org. **(The PCC Bookstore will carry CCCOnline books. Students may also order 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 \$232.15 per credit hour (\$170.15 with COF stipend)* plus course fees, \$259.30 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. 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.

SCCC'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/

Summer & Fall 2011 Class Schedules

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

www.pueblocc.edu/Academics/Publications/ClassSchedules/

Once you are into Self Service Banner, select Summer or Fall 2011 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.

myPCC
P O R T A L