

PIMA COMMUNITY COLLEGE

*Student*  
**Handbook**  
2023-2024



PimaCommunityCollege

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# The 2023-2024 Student Handbook is a tool to help you succeed at Pima Community College.

In addition to the resources and information in this handbook and at [pima.edu](http://pima.edu), staff members are ready to answer all of your questions.

## MYPIMA RESOURCES

Just go to [pima.edu](http://pima.edu) and click on MyPima for the MyPima login page.

### To change your personal information

- From the “Home” page, click on “Update Personal Information” to view and update your address, phone number and other information.

### To access disability resources

- From the “Home” page, select “ADR (Access and Disability Resources).”

### To register and/or pay tuition

- From the “Students” page, click on “Register and Pay.”

### To check grades and/or print or request transcripts

- From the “Students” page, select “Academics” and click on “Transcripts” under “Quick Links.”
- Select “View Unofficial” to check and print your grades and print your unofficial transcript. Select “Order Official” to request and pay for an official transcript.

### To check the status of your financial aid

- From the “Students” page, select “Financial Aid.” Review information in the “Financial Aid Requirement” and “My Messages” sections.

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## Welcome to Pima's 2023-2024 Student Handbook

This handbook is a valuable resource that can guide you to the many services and programs offered at Pima Community College. Consult it if you have a question, or ask any employee. We are here to help you.

Pima has a wide range of resources to help you achieve your education goals. To learn more, visit [pima.edu](https://pima.edu).

- The College website, [pima.edu](https://pima.edu), includes features to help students, such as MyLinks, which allows them to customize up to 10 [pima.edu](https://pima.edu) webpages.
- MyDegreePlan, in MyPima, under the Student and Academic tabs, allows students to view their progress toward completing their degree or certificate.
- Free tutoring in a variety of subjects, and Student Success (STU) courses put students on the right path.
- The Student Services Centers help students navigate a wide range of processes and resources.
- Pima provides information on access to programming and facilities for individuals with disabilities at [pima.edu/adr](https://pima.edu/adr).

Whether you are here to pursue a new career or plan to transfer to a four-year college or university, Pima can help. We are delighted that you will be a Pima student!

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## Open the door to new opportunities

Note: Though Pima Community College makes every effort to assure that the 2023-2024 Student Handbook contains the latest information, it reserves the right to make changes. For up-to-date information on admissions, costs, class schedules, course descriptions, dates and deadlines, access to disability resources, and advising and placement tests, visit [pima.edu](https://pima.edu).

Pima County Community College District is governed by an elected five-member board. For information on the Governing Board, see [pima.edu/about-pima/leadership-policies/governing-board](https://pima.edu/about-pima/leadership-policies/governing-board).

## Academic Calendar at a Glance

Note: Information is subject to change without notice, obligation or liability.

**Check the Academic Calendar ([pima.edu/calendars](https://pima.edu/calendars)) for the most current dates.**

### Fall Semester 2023

All College Day (hybrid event; College closed in the morning)	Aug. 18
<b>Fall classes begin (16-week classes)</b>	<b>Aug. 24</b>
<b>First 8-week session begins</b>	<b>Aug. 24</b>
<b>First 5-week session begins</b>	<b>Aug. 24</b>
Labor Day holiday (College closed)	Sept. 4
Drop/Refund/Audit deadline (16-week classes)	Sept. 7
<b>14-week session begins</b>	<b>Sept. 7</b>
<b>First 5-week session ends</b>	<b>Sept. 28</b>
<b>Second 5-week session begins</b>	<b>Oct. 2</b>
<b>First 8-week session ends</b>	<b>Oct. 20</b>
<b>Second 8-week session begins</b>	<b>Oct. 21</b>
<b>Second 5-week session ends</b>	<b>Nov. 5</b>
<b>Third 5-week session begins</b>	<b>Nov. 9</b>
Fall Graduation Application deadline	Nov. 3
Student Withdrawal deadline (16-week classes)	Nov. 10
Veterans Day holiday observed (College closed)	Nov. 10 - 11
Thanksgiving holiday (College closed)	Nov. 23 - 26
<b>14-week semester ends</b>	<b>Dec. 17</b>
<b>16-week Fall semester, second 8-week and third 5-week sessions end</b>	<b>Dec. 18</b>
Winter break (College closed)	Dec. 24, 2023 - Jan. 1, 2024

### Spring Semester 2024

College re-opens	Jan. 2
Martin Luther King, Jr. holiday (College closed)	Jan. 15
<b>Spring Classes begin (16-week classes)</b>	<b>Jan. 18</b>
<b>First 5-week session begins</b>	<b>Jan. 18</b>
<b>First 8-week session begins</b>	<b>Jan. 18</b>
Drop/Refund/Audit deadline (16-week classes)	Feb. 1
<b>14-week session begins</b>	<b>Feb. 1</b>
<b>First 5-week session ends</b>	<b>Feb. 21</b>
Rodeo Break (College closed)	Feb. 22 - 25

<b>Second 5-week session begins</b>	<b>Feb. 26</b>
Spring Graduation Application Deadline	March 1
<b>First 8-week session ends</b>	<b>March 17</b>
Spring break (no classes)	March 18 - 24
<b>Second 8-week session begins</b>	<b>March 25</b>
<b>Second 5-week session ends</b>	<b>April 7</b>
<b>Student Withdrawal deadline (16-week classes)</b>	<b>April 11</b>
<b>Third 5-week session begins</b>	<b>April 15</b>
<b>Spring semester ends (16-, 14-, second 8-week and third 5-week sessions)</b>	<b>May 19</b>
Graduation	TBA

## Summer Sessions 2024

### First 5-week Session

Memorial Day holiday (College closed)	May 27
<b>Classes begin</b>	<b>May 29</b>
Drop/Refund/Audit deadline	June 3
Juneteenth (College closed)	June 19
Student Withdrawal deadline	June 21
<b>Classes end</b>	<b>July 3</b>
Independence Day holiday (College closed)	July 4

### 2nd 5-week Session

<b>Classes begin</b>	<b>July 5</b>
Drop/Refund/Audit deadline	July 9
Summer Graduation Application deadline	July 12
Student Withdrawal deadline	July 29
<b>Classes end</b>	<b>Aug. 8</b>

### First 8-week Session

<b>Classes begin</b>	<b>May 29</b>
Drop/Refund/Audit deadline	June 5
Juneteenth (College closed)	June 19
Independence Day holiday (College closed)	July 4
Student Withdrawal deadline	July 8
Summer Graduation Application deadline	July 12
<b>Classes end</b>	<b>July 25</b>

## 2nd 8-week Session

<b>Classes begin</b>	<b>June 12</b>
Juneteenth (College closed)	June 19
Drop/Refund/Audit deadline	June 19
Independence Day holiday (College closed)	July 4
Summer Graduation Application deadline	July 12
Student Withdrawal deadline	July 22
<b>Classes end</b>	<b>Aug. 8</b>

## 10-week Session

<b>Classes begin</b>	<b>May 29</b>
Drop/Refund/Audit deadline	June 7
Juneteenth (College closed)	June 19
Independence Day holiday (College closed)	July 4
Summer Graduation Application deadline	July 12
Student Withdrawal deadline	July 16
<b>Classes end</b>	<b>Aug. 8</b>

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# Make Decisions About Your College Classes, College Major and Future Career

## MYDEGREEPLAN

MyDegreePlan offers a road map for your educational journey. You'll spend less time deciphering degree requirements and more time pursuing your academic goals, reducing your time to graduation. Meet with an advisor ([pima.edu/advising](http://pima.edu/advising)) to go over your degree plan.

Use MyDegreePlan online to:

- See how close you are to completing your degree
- Explore alternative degrees or certificates
- Plan the quickest route to reach your goals

Log on to MyPima, from the "Students" page, select "Academics" and click on MyDegreePlan to review your progress. At MyDegreePlan, you also may use the "How to Read" and "FAQ" tabs to learn more about this system.

For more assistance, stop by or call a campus Student Services Center to make an advising appointment:

- Desert Vista Campus, 520-206-5000
- Downtown Campus, 520-206-7171
- East Campus, 520-206-7000
- Northwest Campus, 520-206-6600
- West Campus, 520-206-6699
- Sign up at [pima.edu/callback](http://pima.edu/callback) to receive a same-day call back from an advisor. For general information or after-hours support, call 520-206-6408 or email questions to [virtualsupport@pima.edu](mailto:virtualsupport@pima.edu).

## CAREER SERVICES

Why are you in college? Do you have a specific goal or are you still deciding?

- Research career options in MyPima by selecting "Students" in the top black bar, then "Student Resources".
- Check out Pima's Student Success (STU) classes, which will help you learn more about yourself and possible careers or majors that might be a good fit for you.
- Meet with a career counselor for individualized help.
- Visit a campus Student Services Center for information on all kinds of jobs and careers, and helpful websites for exploration of self and relevant career fields.
- Talk with faculty members about their teaching fields.
- Seek information on internships or job shadowing.

### Career Preparation

Many people go to college to develop their skills for a future career. The more you do to round out your educational experience, the better chance you'll have at that dream job. Success doesn't happen by itself. Make a plan and chart your own course! The sooner you start, the sooner you will begin to put things into place to help you achieve your goals. Begin with the following steps:

- Assess your interests and skills.
- Learn about and explore possibilities.
- Research a variety of career paths.
- Prepare your job-hunting tools.



- Do your homework:
  - determine which employers would be a good fit for your skills.
  - research each employer that seems like it is a good fit for you to find out what it does and what it needs.
- Determine if you can apply online.

## Develop a Cover Letter

Your cover letter is the first contact you'll have with a potential employer or supervisor. It should be addressed to a specific person and attached to your résumé.

- State the job you are interested in and how you learned of the position.
- Describe how your education, skills and experience would be an asset.
- Ask for an interview.
- Note that your résumé is attached.

## Develop Your Résumé

Your résumé is a snapshot of the professional you, a calling card to get you into an interview. Put your best foot forward. Make sure your résumé:

- Is truthful. Not only is lying a bad idea, it is the quickest way to lose a job.
- Is clear. Use easily readable fonts, and keep it to one or two pages.
- Highlights your personal strengths that fit the requirements of the job. Modify your résumé for each new application, tailoring it to the specifics of the position you're seeking.
- Stands out, professionally speaking, in a stack. Try heavier stock, nice linen paper or a slightly different color hue (stay with the standard size).
- Has clear sections that are easy to scan, and tell enough about you to gain interest.
- Tells the employer how you can help its business.

**Note:** Inquire at a Student Services Center about uploading your résumé to your account in MyPima.

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## Interview Tips

Once you get in the door, let yourself shine and show the interviewer why you are the right match for the company and the job.

- Dress professionally.
- Smile and offer a firm handshake.
- Make direct eye contact.
- Be confident and courteous.
- Portray a professional attitude.
- Keep an open posture.
- Clarify questions.
- Speak clearly and to the point.
- Steer clear of questions on salary/benefits.
- Ask when the company will be making a decision.
- Write down the interviewer's name/title.
- Send a thank you note.

**Need help?** Check out “Big Interview” in the Career Services section of the Student Resources page in MyPima.

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## Applying for Graduation

### **pima.edu/graduation**

The semester before you plan to graduate, check your MyDegreePlan to see if you are close to completing your degree. You may be closer than you realize.

Complete a Graduation Application ([pima.edu/graduation](https://pima.edu/graduation)) Upload your graduation application by logging into MyPim > Students > Register & Pay > Follow the prompts.

Pima holds one graduation ceremony per year, in the spring. If you are a fall or summer graduate, you also are eligible to participate in spring graduation activities.



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## Choose Classes for Your Learning Style and Life

Pima courses are offered in a variety of formats. Below, review the many formats by which courses are delivered and determine what works best for you.

### **In-person Traditional/Face-to-face Classroom:**

Students attend classes at a designated physical location and on specified days and times. Students may be required to work online or use specific software to complete assignments.

### **Virtual:**

Students attend live online meetings on specified days and times, and complete additional work independently.

### **Distance/Online Education:**

Students participate and interact with the instructor and other students in an online environment. Weekly online participation, as defined in the class syllabus, is required. Any required in-person activity, such as taking a proctored exam or attending a class orientation, is offered in alternative formats for students who cannot physically attend.

### **Web and Classroom (“Hybrid”):**

Students participate in a blend of traditional face-to-face and online instruction. Students attend classes at a designated physical location on specified days and times and also participate academically online. Weekly participation, as defined in the class syllabus, is required.

### **Self-paced on Campus (“Face-to-face Self-paced”):**

Students work at a designated campus location at their own pace. Instruction is provided during specified hours and students must attend at least once per week.

### **Self-paced Independent:**

Students work independently using study materials prepared by the instructor. Students must meet with the instructor in the defined room during the first week of classes, then must complete at least one academically related task per week, including during the first week.

Instructors provide instructional support during times specified in the syllabus.

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## Alternative-Timeframe Classes

Students may use the online class schedule to search by various start dates. For this reason it is very important for you to review all start and stop dates for all classes. Options include:

### 5-week, 8-week and 14-week Classes

5-week and 8-week classes are accelerated and have specific start and stop dates. Three 5-week and two 8-week sessions are scheduled during each traditional semester.

14-week classes begin after the traditional semester starts, and have specific start and stop dates. All normal course content is covered, so classes are slightly accelerated.

### Weekend Classes

Pima offers classes that allow you to attend only on weekends. This is a great way to complete a degree or to supplement your overall enrollment.

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## Student Success Courses

These courses can help you stay motivated, be more successful in school, learn critical thinking and study skills, make career decisions and more.

STU 100 College Success and Career Planning	1 credit
STU 102 Personal Finance	1 credit
STU 105 Math Success Skills	1 credit
STU 106 Choosing a Major and College Success	1 credit
STU 107 University Transfer Exploration and College Success	1 credit
STU 109 Making Career Choices	2 credits
STU 200 Becoming a Critical Thinker	3 credits
STU 210 University Transition	2 credits
STU 230 Dynamics of Leadership	3 credits

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## Time Management

As you progress through your college experience, you will juggle school, family, employment and other obligations. To be a successful student, you must learn new ways to organize and manage your time. Time management gives you the ability to do the things you want and the things you must do.

The amount of time you need to devote to college is much more than just the time you spend in class. The basic formula for college is to allow at least two hours of study time outside of class for every hour you are in class (2-for-1 formula).

How often you need to study for a class depends on your learning ability for that subject area. A key to success in all college courses is to set aside time every day to review your notes and what you have read, and do your homework assignments. A daily 10- to 30-minute review can make a huge difference in your success in a class.

Use a planning calendar to begin managing your time for college. List all of your courses, work schedule, test dates and personal obligations. Then figure the amount of study hours you need using the 2-for-1 formula. Try to spread your study hours out over the week; rarely schedule a study time for longer than three hours. If you need assistance, enroll in a Student Success Class or make an appointment with a College counselor who will be happy to assist you in developing your time management study schedule.

### Planning Your Weekly Schedule

See where your time goes on a daily basis.

### Weekly Schedule

Writing notes and important dates in your weekly schedule can help you deal with the demands on your time. You can incorporate blocks of time for study, work, recreation and all of the other important details of life.

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## Connect to Pima Resources

### Advisors

Advisors ([pima.edu/advising](http://pima.edu/advising)) can help you with a variety of enrollment needs such as ensuring that your classes meet your program of study requirements.

### Bookstores

There are bookstores at the Desert Vista, Downtown, East, Northwest and West campuses. You can learn what books you need for your courses by going to MyPima, clicking the “Students” page, then on “Book List.” or clicking on your course’s CRN in the online Class Schedule ([pima.edu/schedule](http://pima.edu/schedule)).

Because classes held on different campuses may have different textbook requirements, please be sure you are purchasing the books at the location of your classes. For classes held at a location without a bookstore, contact any campus bookstore directly about refunds, renting books, buying used textbooks and hours of operation.

### Bus Service

All campuses are near SunTran public bus routes. Current bus schedules are available at any campus, online at [suntran.com](http://suntran.com) or by calling SunTran at 520-792-9222.

## **Cafés**

Food and beverage options are available at the Desert Vista, Downtown, East, Northwest and West campuses. All College locations offer snack and beverage vending.

## **Career Services**

Campus Student Services Centers' counselors provide information about careers, job trends, salaries and colleges/universities. In addition, they can help you with résumé writing and interviewing techniques, workshops and job fairs. Other events are scheduled throughout the year.

## **Clubs and Organizations**

Pima has a variety of student clubs and organizations. For more information, contact a campus Student Life Office or visit [pima.edu/engage](https://pima.edu/engage).

## **Counseling**

College counselors are available for individual career, academic and personal counseling at campus locations. To learn more, visit [pima.edu/counseling](https://pima.edu/counseling).

## **Access and Disability Resources**

Pima Community College is committed to providing the community with access to programs and services. Pima also is committed to ensuring equal access for students with disabilities by collaborating with staff, faculty and administrators. Pima Access and Disability Resources works with the College community to identify and resolve access barriers to facilities, technology, services and academic programs. Students who may need academic accommodations should meet with a program specialist to identify individual needs. For more information, visit [pima.edu/adr](https://pima.edu/adr), email [adrhelp@pima.edu](mailto:adrhelp@pima.edu) or call 520-206-6688.

## **Emergency Services**

First aid and referral services are available through the Pima Community College Police Department. Please call 520-206-2700 or, for emergencies, 911.

## **First Year Experience**

Pima's First Year Experience program connects students within their first 30 credits with college-wide campus and online resources, programs and specifically designed events that build interpersonal relationships and leadership skills for continued academic, professional and civic success. Get connected through social media by following @PimaFYE, email [cu-mentors@pima.edu](mailto:cu-mentors@pima.edu) or call 520-206-6961.

## **Honors Program**

The Honors Program brings together highly motivated students and outstanding instructors in an intensified approach to the traditional academic or occupational disciplines. You must meet specific criteria to qualify. For more information, visit [pima.edu/honors](https://pima.edu/honors).

## **Insurance**

Students interested in purchasing health insurance under the Affordable Care Act can research their options at [healthcare.gov](https://healthcare.gov) (subject to change).

## **Internship (Field Experience)**

Internships are an opportunity to use job-related skills in certain occupational programs. This is usually arranged in the last semester of your program at Pima. See your faculty program advisor for more information.

## Jobs on Campus

Part-time, on-campus jobs are available and work hours can be arranged around your class schedule. You may qualify for campus employment through Federal Work Study (FWS). FWS jobs are posted on [pima.edu](http://pima.edu). Select “Careers” in the bottom navigation menu, or in MyPima by selecting “Students,” then “Financial Aid” and selecting the link in the Federal Work Study section.

## Libraries

The College provides library services at all campuses. Librarians are available to assist students with research papers, reference questions and course reserve materials. In lieu of a Pima student ID card, a government-issued ID and student ID number are required to borrow library materials or to access electronic library resources online. For more information, visit [pima.edu/library](http://pima.edu/library).

## Parking

Parking is free at all Pima campuses. Disability placards may be obtained from the Arizona Department of Transportation Motor Vehicle Division, [azdot.gov/motor-vehicles/vehicle-services/plates-and-placards/disability-symbol/hearing-impaired](http://azdot.gov/motor-vehicles/vehicle-services/plates-and-placards/disability-symbol/hearing-impaired)

## Performing Arts

To participate in dance, theater or music, contact the Arts and Humanities Division at the West Campus, 520-206-6690. For information on tickets, go to [pima.edu/cfa](http://pima.edu/cfa) or call the Center for the Arts box office, 520-206-6986. Continuing through fall 2023, Pima is piloting free admission to performances for students with a valid Pima Student ID.

## Phi Theta Kappa

The College offers membership in Phi Theta Kappa, an internationally recognized honor society. The members of this society have prestige of membership, leadership opportunities, availability of honor society scholarships and involvement in community projects. For more information, visit [pima.edu/honors](http://pima.edu/honors).

## Police Department

The Pima Police Department is a fully certified law enforcement agency that provides service and assistance throughout the College district, 24 hours a day (dispatch operates 24 hours; patrol officer hours cover about 20 hours). Each campus maintains a lost-and-found service and a first aid service. Department staff also escort students, faculty and staff to and from their vehicles, upon request, 520-206-2700.

## Ride Share

To organize or join a carpool, contact the Pima Association of Government’s Rideshare program, [sunrideshare.org](http://sunrideshare.org) or 520-884-7433.

## Sports—Intercollegiate Athletics

Pima is a member of the Arizona Community College Athletic Conference, National Junior College Athletic Association and the NJCAA Region 1. The NJCAA governs the College’s participation and sets the rules of who can play (eligibility requirements). The basic requirements are that the student-athlete be a high school graduate or have a high school equivalency diploma, be enrolled full time and be making progress in his/her studies (satisfactory academic progress), and that he/she has received a medical clearance to participate. Pima competes in 13 intercollegiate sports: baseball; basketball (men and women); cross country (men and women); golf (men and women); soccer (men and women); softball; track (men and women); and women’s volleyball.

Scholarships, covering partial to full tuition, are awarded in a variety of sports. For more information, visit [pimaaztecs.com](http://pimaaztecs.com).



## Student Governance and Leadership

You have a voice in College functions through a recognized Aztec Student Advisory Board at each of the campuses, Pima Student Senate, and various student groups and committees. Student governance representatives also sit on task forces and committees that make recommendations to the College administration.

You are urged to participate in all College leadership and student activities. For more information, visit [pima.edu/engage](https://pima.edu/engage) or any campus Student Life Office.

## Student Newspaper

Students interested in writing, editing and reporting, can work for Pima's school newspaper, the Pima Post. For more information, contact the Pima Post, 520-206-6800, [contact-pimapost@pima.edu](mailto:contact-pimapost@pima.edu) or [pimapost.com](https://pimapost.com).

## Student Recognition Activities

Pima provides many opportunities to celebrate the achievements and accomplishments of its many diverse students. The All-USA Academic Team Competition, the Pima Leadership Institute and Who's Who in American Community Colleges are among Pima's recognition programs.

## Tutoring/Learning Centers

If you need help with your studies, free tutoring is available in a variety of subjects. To learn which subjects have tutoring services available at a campus, contact the individual academic department or the campus Tutoring or Learning Center. For tutoring schedules, locations and contact information, go to [pima.edu/tutoring](https://pima.edu/tutoring).

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# Financial Resources

## PAYING FOR COLLEGE

### Payment Options

You are required to pay for any classes for which you have registered. You may pay online, in person at campus Accounts Receivable Services offices at the Downtown and West campuses or by mail. For details, go to [pima.edu/payments](https://pima.edu/payments).

Online, you can view your balance and pay tuition.

- To enroll in a payment plan, log in to MyPima, select the "Students" page, then "Register and Pay." Click on "MyAccountManager."
- To pay, select one of the payment options.

**Note:** You must drop any unwanted classes by the official drop/refund/audit deadline or you will be responsible for paying all tuition and fees associated with those classes. The College reserves the right to drop unpaid registrations at any time.

### Payment Plan

Need more time to pay for your classes? You may be eligible to enroll in a payment plan. Learn more at [pima.edu/payment-plan](https://pima.edu/payment-plan).

No interest will be charged, and you don't have to be a financial aid recipient to qualify.

To enroll in a payment plan, on MyPima, go to the "Students" tab, "Register and Pay" channel, then click on "MyAccountManager."

## General Financial Aid Information

Do not let a lack of funds prevent you from attending college. You may qualify for financial aid—money given or loaned to you to cover your expenses while you attend college. Although the federal government provides the largest amount of aid, the state of Arizona, the College and private donors also provide funds to those who qualify.

### Types of Aid

- **Grants** – financial aid you don’t have to pay back, unless you stop attending
- **Work Study** – work and earn money to help pay for school
- **Loans** – borrowed money that you must repay with interest

Undergraduates who have not yet earned a bachelor’s degree may receive all three types of financial aid.

In addition, the College provides a variety of scholarships from state funds and private donors. Some scholarships are set up for students in a particular program, while several scholarships are set up by private donors and are based on merit or financial need. Learn more at [pima.scholarshipuniverse.com](http://pima.scholarshipuniverse.com).

### Applying for Federal Financial Aid

Everyone who enrolls at Pima should apply for financial aid. Don’t assume that you are not eligible—you may qualify for scholarships or other non-need-based aid. Most types of financial aid, federal and otherwise, use the information from the Free Application for Federal Student Aid (FAFSA) to determine eligibility. Many types of financial aid use other ways of determining eligibility, such as your program of study (major), your grade point average or involvement in extracurricular activities.

The first step in applying for most types of financial aid is to complete the FAFSA using one of the following methods:

- Input your FAFSA online through [fafsa.gov](http://fafsa.gov) (quickest method)
- Print a FAFSA form at [fafsa.gov](http://fafsa.gov), complete it and mail it to the federal government.

You may apply for financial aid at any time during the school year and Pell Grant eligibility is not affected by how early or late you apply.

### Veterans Educational Benefits

If you are a veteran, or a survivor or dependent of a veteran, you may be eligible for veterans educational benefits, tuition deferment and/or a Veteran’s Book Loan. Contact a campus Student Services Center or visit the Downtown Campus Veterans Center for assistance in starting your benefits. For more information on eligibility and how to apply, visit [pima.edu/veterans](http://pima.edu/veterans). Once you have started the process, follow the status of your benefits by logging into MyPima, selecting the “Students” page, then selecting “Veterans.”

### Other Financial Resources

In addition to awards of federal and state financial aid and veterans educational benefits, other resources to pay for college are available. Here are just a few examples:

- Pima Community College and the Pima Foundation help students achieve their dreams through scholarships and grants. For more details, visit [pima.scholarshipuniverse.com](http://pima.scholarshipuniverse.com).
  - The All-AZ, All-USA Academic Team scholarship program
- Scholarships available through community, civic, religious, political, special interest and business organizations
- Full-time and part-time jobs
- Summer jobs
- To apply for scholarships, from the “Students” page in MyPima, click “Register and Pay” and go to “Apply for PCC Scholarships.”

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## Technology Resources

### Access Technology

Access Technology at Pima is typically software used to customize access to educational materials. It can be used to do such things as read documents aloud, modify computer screen appearance and organize writing. In addition, users have the option to operate the computer screen-, mouse- or keyboard-free. Nearly all computer stations on Pima campuses have access technology available. Demonstration and/or training is available.

Contact Access and Disability Resources via 520-206-6688, [adrhelp@pima.edu](mailto:adrhelp@pima.edu) or [pima.edu/adr](http://pima.edu/adr).

### Computer Commons

All campuses have computers available for student use. You may use computers to complete coursework, check email, access the Internet, etc. Printing is available at a cost of 10 cents per page.

### Important Websites

- [pima.edu](http://pima.edu) – Pima Community College
- [fafsa.gov](http://fafsa.gov) – Free Application for Federal Student Aid
- [studentaid.gov](http://studentaid.gov) – Federal Student Aid
- [fastweb.com](http://fastweb.com) – Free scholarship search
- [aztransfer.com](http://aztransfer.com) – Online transfer information for students transferring among Arizona public colleges and universities
- [asu.edu](http://asu.edu) – Arizona State University
- [nau.edu](http://nau.edu) – Northern Arizona University
- [arizona.edu](http://arizona.edu) – University of Arizona
- [scholarshipsaz.org](http://scholarshipsaz.org) – Free scholarship search, regardless of immigration status
- [pima.scholarshipuniverse.com](http://pima.scholarshipuniverse.com) – Free scholarship search

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## Be a Responsible College Student

### Start a college folder

- Keep copies of all of your transactions (registration forms, online drop/add, financial aid applications, schedule of classes, etc.)
- Write down questions to ask your advisor (and the answers!)
- Know who to talk to for college information. If you don't know, ask a Pima employee.

### Keep your student information current - update it on MyPima

- Correct mailing address
- Correct phone number
- Correct major/program of study

### Know important policies and requirements

- Standards of Academic Progress
- Refund policy
- Grading policy
- Student Code of Conduct
- Course prerequisites

## Know important deadlines

Refer to the Academic Calendar at a Glance, pages 5-7, the online class schedules ([pima.edu/schedule](https://pima.edu/schedule)) or the Key Dates & Deadlines calendar ([pima.edu/keydates](https://pima.edu/keydates))

- Last day to pay for classes
- Last day to drop for a refund
- Last day to withdraw from a class
- Last day to apply for graduation
- Last day of classes

## Don't just stop attending class - talk to your instructor

- If you aren't doing well in a course, talk to your instructor and ask for help from a tutor. Don't just stop attending!
- Talk to your advisor ([pima.edu/advising](https://pima.edu/advising))
- Officially drop or withdraw if you can't complete the class. Students can drop or withdraw online through MyPima or at a campus Student Services Center. Please review drop and withdrawal deadlines.
- Know the difference between a drop and a withdrawal.
- Realize that if you don't drop or withdraw, you may receive a failing grade for the class.
- To check specific drop/refund and withdrawal deadlines for classes that you have registered for, go to MyPima, select "Students" in the top black bar, then "Academics." Review the information in "My Schedule."

## DROPS AND WITHDRAWALS ARE DIFFERENT

### Drop

- Must be processed by the official Drop/Refund deadline.
- You will receive a refund if dropping the class changes your tuition due.
- The course will not appear on your transcript.
- Dropping a class changes your enrollment status and may result in you having to return a portion of your financial aid or veterans award. Check with a campus Student Services Center BEFORE dropping or withdrawing from a class.

### Withdrawal

- Must be processed by the official Student Withdrawal deadline.
- You will not receive a refund.
- The class will appear on your transcript with a grade of "W."
- Withdrawals affect satisfactory academic progress and veterans benefits, and may affect your financial aid eligibility. Check with a campus Student Services Center BEFORE dropping or withdrawing from a class.

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## Learning Centers and Tutoring Centers

Free tutoring and workshops on study skills are available in a variety of subjects for students who seek help in their studies. Campus centers assist you in the following ways:

- Provide group tutoring in various subjects
- Provide one-on-one tutoring
- Teach you how to study better
- Prepare you to become an independent learner
- Teach you how to be prepared for your classes

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# Campus Learning and Tutoring Center Contacts

[pima.edu/tutoring](https://pima.edu/tutoring)

## **Desert Vista Campus**

The Learning Center (TLC)  
Plaza Building, Second Floor

- 520-206-5061

## **Downtown Campus**

Instructional Activities Center and Tutoring  
Center Library (LB) 155

- 520-206-7311

## **East Campus**

Learning Resources Centers

- Library/Student Center: 520-206-7693
- Tutoring Center: 520-206-7863

## **Northwest Campus**

B Building, Second Floor

- 520-206-2127

## **West Campus**

Santa Catalina Building C-202

- Learning Center: 520-206-3196
- Help-line: 520-206-3053

# 2023 Calendar

JANUARY						
S	M	T	W	T	F	S
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FEBRUARY						
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MARCH						
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APRIL						
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DECEMBER						
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# 2024 Calendar

JANUARY						
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FEBRUARY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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## Student Services Centers

Campus Student Services centers provide admissions, advising, counseling, placement testing, resources for disabled students and financial aid assistance. Additional information is available at [pima.edu/student-resources/advising/student-service-center-hours](https://pima.edu/student-resources/advising/student-service-center-hours)

### Desert Vista Campus

- Plaza Building
- 520-206-5000

### Downtown Campus

- SL Building
- 520-206-7171

### East Campus

- Student Center
- 520-206-7000

### Northwest Campus

- Building B
- 520-206-2200

### West Campus

- Santa Catalina Building
- 520-206-6600

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## Access and Disability Resources

Contact a program specialist regarding available resources. Offices are conveniently located. Additional information is available at [pima.edu/adr](https://pima.edu/adr), [adrhelp@pima.edu](mailto:adrhelp@pima.edu), 520-206-6688 or West Campus Room C130, 2202 W. Anklam Road, Tucson, AZ 85709-0095.

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## Other Student Services

Campus Student Services Centers provide admissions, advising, counseling, placement testing, access and disability resources and financial aid assistance. Additional information is available at [pima.edu/apply](https://pima.edu/apply).

### Admissions

- Apply for Pima admission
- Receive information on veterans education benefits
- Request official transcript evaluations
- Obtain an official or unofficial transcript
- Apply for Pima graduation

### Placement Testing

- Take reading, writing, math and English as a Second Language (if appropriate) placements
- Complete instructional testing as needed
- Choose other subject placement tests as needed



## Registration

- Register for credit or noncredit classes
- Check availability of classes
- Drop, add or withdraw from classes
- Process a change of address or major
- Print a copy of your semester class schedule

## Counseling and Advising

- Obtain assistance interpreting the College Catalog and College requirements
- Set an appointment to see a counselor for career, academic or short-term personal counseling ([pima.edu/counseling](http://pima.edu/counseling))
- Make an appointment with an advisor ([pima.edu/advising](http://pima.edu/advising))
- Check course and program prerequisites
- Receive assistance in navigating MyDegree Plan
- Explore university transfer information and transfer guides
- Register for STU courses for assistance with student success strategies
- Log into *MyPima* > *Students* > *Academics* > *Go to PimaConnect* > *My Success Network* to schedule an appointment with your Program Advisor.

## Financial Aid

- Apply for federal financial aid, including grants, loans and work-study employment
- Obtain information on financial aid forms, deadlines and eligibility requirements
- Request information on maintaining financial aid eligibility and the potential consequences of dropping and/or withdrawing from classes
- Explore Pima scholarship options

## Career Services

- Research career options in MyPima by selecting “Students”