



College Services and Regulations



Admissions, Records, and Registration

The Admissions, Records, and Registration Office, located in Agave Hall at the Pecos Campus and in Bluford Hall at the Williams Campus, provides the following services:

- Assists with information about accessing the My.maricopa.edu Online Student Center
- Processes admissions forms, class registrations, and withdrawals
- Evaluates transfer credit and other credit from prior learning
- Verifies credits for graduation
- Determines residency for tuition purposes
- Verifies athletic eligibility
- Processes official transcripts and enrollment verification requests
- Hears Admissions and Standards appeals, including refund issues (requests must be in writing)

See My.maricopa.edu Online Student Center, page 19, for information on how to access many of these services.

For additional information, visit www.cgc.edu/admissions/ or call (480) 732-7320 at the Pecos Campus and (480) 988-8000 at the Williams Campus.

For more information see Enrollment Services on page 18.

Athletics

Chandler-Gilbert would like to welcome students to the Coyote athletic programs. CGCC is looking forward to another successful season of intercollegiate competition in the Arizona Community College Athletic Conference. CGCC student athletes not only distinguish themselves on the athletic fields, but also in the classroom, setting high standards for future CGCC athletes.

Volleyball and basketball games are played at the CGCC Williams Campus Gym. Softball and baseball games and soccer matches are played on fields at the Pecos Campus.

For more information, visit www.cgc.edu/athletics/ or call:

Women's Volleyball	(480) 732-7365
Men's Baseball	(480) 732-7364
Men's & Women's Golf	(480) 732-7073
Men's & Women's Soccer	(480) 732-7363
Women's Basketball	(480) 732-7357
Men's Basketball	(480) 732-7366
Softball	(480) 732-7168
Athletic Trainer	(480) 732-7003
Athletic Director	(480) 732-7177
Academic Advisement for Athletes	(480) 732-7364

Bookstore

Students at the Pecos Campus and the Sun Lakes Center are able to purchase books and supplies through the Bookstore located in a modular building west of the Student Center (Building SC) on the Pecos Campus. Students at the Williams Campus are able to purchase books and supplies at the Bookstore located inside Bridget Hall.

The Bookstore also carries gifts, clothing, book bags, semester and 31 day bus passes, official school rings, and gift cards.

The Bookstore allows students to pay with cash, check, or major credit card. Complete payment and refund policies are posted at the Pecos and Williams Campus Bookstores.

Because Follett Higher Education Group manages the Pecos Campus Bookstore and Williams Campus Bookstore, students also have the option of prepaying for and/or shipping their current semester's textbooks on-line at www.chandler.bkstr.com/.

Call (480) 732-7350 for additional information about the Pecos Campus Bookstore. Call (480) 988-8106 for additional information about the Williams Campus Bookstore.

Career Services

Where are you going from here? Career Services is the place to talk about your major whether you need to decide on one or need help figuring out how to connect with your profession. The Career Services Office has two locations in which to serve the students of Chandler-Gilbert Community College. At the Pecos Campus, the Career Services Office is located in Room SC159 of the Student Center.

At the Williams Campus, the office is located in Bluford Hall.

Students seeking career related information can also visit the Career Services section of the CGCC web site at www.cgc.edu/careers. The web site also contains a link to the Maricopa Career Network at www.maricopa.edu/careers. This site is the Maricopa Community College District's local job board for employers in the Phoenix area.

For more information visit www.cgc.edu/careers or call (480) 857-5211 to speak with a career advisor.

Career and Technical Education

Career and Technical Education (CTE) works collaboratively and responsively with our community to meet the needs of our diverse student population in preparing them for life, work, and careers. We provide quality resources and support to educators and students that enhance classroom learning. Additionally, we support campus and community activities that enhance academic achievement, technical skills, and productive citizenship to build stronger communities.

To contact CTE or to find more information on how this area can assist you, please visit our website at www.cgc.edu/cte, call (480) 732-7361, or stop by the Pecos Campus on the second floor of the Library in room LIB241.

Cashier/Fiscal

The Cashier/Fiscal office manages financial operations for the college, including tuition and fee collections, and provides financial accountability to funding agencies and individuals. Trained and qualified staff members also provide student assistance during both day and evening hours in Agave Hall, Room AGA139, at the Pecos Campus and in Bluford Hall at the Williams Campus. Students who have questions regarding financial matters other than financial aid should call (480) 732-7312 at the Pecos Campus or (480) 988-8123 at the Williams Campus. Students can also visit www.cgc.edu/fiscal/ for additional information.

Computer Labs

Currently enrolled students who require computer resources to complete class assignments have access to an open computer lab environment in the Computer Lab, located in **Bradshaw Hall, Room**

BRD123, on the **Pecos Campus**. The Computer Lab is similar to a library, where students have open access to a self-paced learning environment to study class materials, complete class assignments, and research information.

Computer Lab technicians and student assistants are available for general assistance. Questions regarding specific classes, assignments, or materials should be directed to class instructors.

Access to the Computer Lab equipment is on a first-come, first-served basis. Established hours of operation may vary each semester, with greatest usage occurring during early morning hours. The Computer Lab is also open on Saturdays. Students can call (480) 732-7221 or visit www.cgc.edu/cic/ for additional information.

CGCC students at the **Williams Campus** have access to an open computer lab in **Bridget Hall** during limited hours. Check schedule posted in Bridget Hall. Students can call (480) 988-8279 or visit www.cgc.edu/cic/ for additional information.

Computer Classrooms

In addition to the computer resources in the Computer Lab, CGCC has several computer classrooms on the Pecos Campus, the Williams Campus, and the Sun Lakes Center.

These facilities provide computer-based learning in a classroom setting. Although some open lab hours may be scheduled, these hours are limited and depend on the current schedule of classes. See the schedule posted in each room to identify open lab hours.

Computer Resources

Multivendor, multiplatform computing resources provide access to a variety of network services including desktop applications, network file and print services, and Internet access. CGCC's network topology integrates voice, video, and data services via a campus-wide network infrastructure.

Electronic mail and computer conferencing are available to students in selected classes. Similar classroom access to electronic research and media holdings is also available from libraries located at the CGCC Pecos Campus, ASU at the Polytechnic and Tempe campuses, and community libraries located in the East Valley.

Distance Learning

Distance learning courses are taught via the Internet. The courses cover the same material offered in on-campus courses. Students should possess a reasonable level of comfort with technology and have consistent access to a computer with a reliable Internet service provider. These courses are for students who are self-motivated and are able to learn using online tutorials and assignments. Distance learning courses are also convenient for students who have difficulty getting to campus. Many distance learning courses may also require mandatory orientations. Please refer to the CGCC Online Class Schedule at www.cgc.edu/registration for more information.

Dual Enrollment

Dual Enrollment provides an opportunity for eligible high school students to take college level courses at their high school. These courses allow students to earn both high school and college credit for the same class. Classes meet at the high school during the regular school day and are taught by college certified instructors using approved curriculum and texts. The credits earned may be used toward an Associate's degree, and many can transfer to a university Bachelor's degree. Dual Enrollment courses let students begin their college career in a convenient and affordable way. These courses enhance learning and promote higher level cognitive skills. Best of all, transition from high school to college begins early and occurs in a familiar and comfortable environment.

To learn more about Dual Enrollment offerings with our partner school districts please visit our website at www.cgc.edu/dual.

Enrollment Services

Enrollment services, located on the Pecos Campus in Agave Hall, includes Academic Advisement; Admissions, Records, and Registration; Financial Aid; the Testing Center; New Student Orientation; and Recruitment Services. These departments help insure student success by facilitating the advisement, registration and retention of students.

See also: Admissions, Records and Registration on page 16 and Financial Aid and Veterans Services on page 20.

Academic Advisement

Academic advising is available in the Advisement Center located in Enrollment Services in Agave Hall on the Pecos Campus and in Student Services located in Bluford Hall at the Williams Campus. Academic advising helps students to:

- Define and achieve educational goals
- Understand initial placement into English, mathematics, and reading courses
- Explore degree programs, plan a program of study, and assist in selection of academic classes
- Transfer to and from other colleges

It is recommended that all students meet with an academic advisor at least once each semester. Academic advisement is available on a walk-in basis or by appointment at the Pecos Campus in Agave Hall, Room AGA140R, and walk-in at the Williams Campus or by calling (480) 988-8000.

The Advisement Center also coordinates campus visitations for representatives from local colleges and state universities throughout the year to meet with students to assist with their transition to a four-year institution or professional school. Topics covered with university and college representatives include information on admission, credit transfer, housing, and financial assistance.

Additional advisement and transfer information is by phone at (480) 732-7317 at the Pecos Campus and (480) 988-8000 at the Williams Campus or on-line at www.cgc.edu/advisement/. Students can access on-line advisement tools and check sheets for CGCC certificates, degrees, and transfer programs; these tools can be printed for informational purposes and used during an advisement session. Students can submit general questions to an advisor on-line via the Advisement Center web site.

My.maricopa.edu Online Student Center

At My.maricopa.edu students can do the following:

- Apply for admission
- Register for courses
- Check class schedule
- Add/drop courses
- Request official transcripts
- View unofficial transcripts
- Check holds
- Check fee balance and pay fees
- View financial aid
- Check student grades
- Update address/phone
- Check course availability

New Student Orientation

Attending New Student Orientation is your first vital step toward *Starting Smart* and becoming a successful college student. Attending an orientation session prior to the start of classes is mandatory for all students new to CGCC. At New Student Orientation you will:

- Meet current students, administrators, faculty, and staff
- Learn about important support resources and departments on campus
- Gain knowledge and skills that will contribute to your success as a student
- Take a campus tour

If you have any questions, please contact the Office of Student Recruitment & Orientation at (480) 732-7385 or e-mail jesus.chaidez@cgcmail.maricopa.edu.

Office of Student Recruitment

The Office of Student Recruitment provides information to future students about various academic programs, services, and resources available at Chandler-Gilbert Community College. To schedule a campus tour or request information, call (480) 732-7385, visit the web at www.cgc.edu/recruitment or email recruitment@cgcmail.maricopa.edu.

Placement Testing

Course placement testing is the process of evaluating students' present skills in English, reading, and mathematics to assist students in choosing courses that match their skills. Course selection is based on scores from course placement tests.

New students enrolling in seven or more credit hours and students pursuing a degree or enrolling in English, reading, or mathematics courses must take a placement test.

Upon entry, new students will:

- Complete information about educational background and current college goals
- Complete the course placement tests in English, reading, and mathematics
- Obtain placement test results and course recommendations that students can then take to Advisement to work with an academic advisor for course selection

The Testing Center at the Pecos Campus is located in Agave Hall, Room AGA151R. The Testing Center at the Williams Campus is located in Bluford Hall.

For information regarding the times of the test sessions at the Pecos and Williams Campus, visit www.cgc.edu/testing. For additional information for the Pecos Campus call (480) 732-7159 or call the Williams Campus at (480) 988-8000.

Facilities Services

The Facilities Services office is responsible for creating and maintaining a physical environment conducive to effective teaching and learning. To report problems associated with either buildings or grounds, stop by the office or call (480) 732-7285 at the Pecos Campus or (480) 988-8131 at the Williams Campus. The Facilities Services office is located in Building FSB at the Pecos Campus and in the Facilities Building at the Williams Campus. Visit www.cgc.edu/facilities/ for additional information.

Financial Aid and Scholarships

The Financial Aid Office, located in Agave Hall at the Pecos Campus and in Bluford Hall at the Williams Campus, is responsible for the following student services functions:

- Financial aid
- Scholarships
- Federal Work-Study

Financial Aid Office telephone numbers are (480) 732-7311 at the Pecos Campus, and (480) 988-8135 at the Williams Campus.

See also: Enrollment Services on page 18.

Financial Aid

CGCC is committed to providing support to students with financial need. However, students are expected to share in the expenses of attending college. The purpose of the CGCC Financial Aid Office is to assist with this responsibility by determining students' financial need and awarding assistance to eligible students. This is accomplished by evaluating all aid applications through the use of a standard financial needs analysis system that determines how much students and/or their families can afford to contribute toward the college costs.

Several types of federal financial aid are available. These include:

- Grants
 - Pell Grant
 - Supplemental Educational Opportunity Grant (SEOG)
- Loans
 - Direct Stafford Loans
 - Direct Parent Loan for Undergraduate Students (PLUS)
- Work-Study
 - Part-time employment on campus

Students must apply and qualify for financial aid for each academic year in order to be considered for assistance by completing the Free Application for Federal Student Aid (FAFSA). The application process requires approximately two months, so

it is best to apply as early as possible before the semester of attendance. Students should complete an application on-line at www.fafsa.gov as soon as possible each year in order to be considered for all available fund programs.

Students must be making satisfactory academic progress in order to receive financial aid. Contact the office for specific details: (480) 732-7311 at the Pecos Campus, or (480) 988-8135 at the Williams Campus. Or visit the Financial Aid Office web site at www.cgc.edu/aid.

Scholarships for Students

Scholarships are available for prospective students as well as currently enrolled students. Because the applications and deadlines vary for each scholarship, applying early is critical. Completion of the federal financial aid application may be required for some scholarships. Visit www.cgc.edu/scholarships or contact the Financial Aid Office for applications and information.

Federal Work-Study

Federal Work-Study positions are coordinated through the Financial Aid Office and Career Services on the Pecos Campus. Visit the web site at www.cgc.edu/aid/workstudy for more information.

Food Services

The Coyote Cafe is located in Bradshaw Hall, Room BRD133, at the Pecos Campus.

Food service for the CGCC community is provided at the Pecos Campus on a daily basis Monday-Friday. Hours of operation may vary. All payments must be in cash or by debit/credit card. Food Services also provides catering for special events, banquets, and meetings. The manager is glad to hear students' comments and assist with catering arrangements. Visit www.cgc.edu/food/ or call (480) 732-7362.

Food services at the Williams Campus are available at the ASU Student Union as well as commercial venues near the campus.

Important Student Information

Sexual Harassment (Employee & Student)

Refer to Maricopa Community College Policies. More information is available in the Office of the Vice President of Student Affairs in the Pecos Campus Student Center, Room SC150; (480) 732-7309.

Equal Opportunity Statement

More information is available in the Office of the Vice President of Student Affairs in the Pecos Campus Student Center, Room SC150; (480) 732-7309.

Student Insurance

More information is available at <http://www.maricopa.edu/legal/student/insurance.php> or the Office of the Vice President of Student Affairs in the Pecos Campus Student Center, Room SC150; (480) 732-7322.

Americans with Disabilities Act

More information is available in the Office of Student Support and Transition Services on the Pecos Campus in the Student Development Center, Room SC 164 (480) 857-5188.

Student Conduct & Student Grievance

Refer to Maricopa Community College Policies. More information is available in the Office of the Vice President of Student Affairs on the Pecos Campus, Room SC150 (480) 732-7322.

Student Employment

More information is available in the Career Services Office in the Pecos Campus Student Center, Room SC159; (480) 857-5211.

Canvassing, Peddling, Soliciting

Approval must be obtained at the Office of Student Life and Leadership in the Pecos Campus Student Center Pavilion; (480) 732-7104.

Parking and Traffic Regulations

More information is available in the College Safety Department in Public Safety Building (PSB) on the Pecos Campus and in Bluford Hall at the Williams Campus.

Institutional Research

The Institutional Research office, located on the Pecos Campus in Bradshaw Hall, Room BRD160, provides assistance to academic and student affairs by collecting and analyzing information used to improve the quality of education and services and ensure student success. The office accomplishes this task by coordinating the development and implementation of the Institutional Effectiveness Plan, providing administrative support to the Student Learning Outcomes Assessment Committee, and providing appropriate research support to faculty and staff to improve the delivery of products and services. Call (480) 857-5119 or visit www.cgc.edu/institutional_research/.

International Education Program

The International Education Program (IEP) promotes an environment that encourages global understanding, appreciation and citizenship by providing support services and programs that enhance the academic, cultural and social international efforts of Chandler-Gilbert Community College. IEP is committed to offering excellent services and support for international students and scholars and serve as a resource for campus international initiatives. Services and activities include immigration counseling, admission information, orientation, conversational friendship program, advisement, study abroad programs, and workshops (e.g., income tax, culture shock, career exploration).

IEP is also the contact point for the International Cultural Exchange club, which is a campus association for all students interested in international issues, advocating for cross-cultural understanding, and meeting students from different countries. IEP is located in the Student Center, Room SC165, at the Pecos Campus. For more information, contact:

Annie Jimenez
 Director, International Education Program
 (480) 857-5188.
 E-mail: a.jimenez@cgcmail.maricopa.edu
www.cgc.edu/ss/intl/

Learning Center (Tutoring)

The Learning Center mission is to support students' academic learning by providing free tutoring and resources to reinforce and supplement classroom instruction and to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis for many courses and by appointment for select courses. Resources include videotapes, software, and print materials.

Students must be enrolled at CGCC in the class for which they are seeking assistance. For more information visit www.cgc.edu/lc/ or call (480) 732-7231.

Mathematics and Science Tutoring

The Math and Science Centers are valuable resources to assist CGCC students with a variety of math and science courses by offering tutoring and resources to supplement classroom instruction. The Math and Science tutoring program at the Pecos Campus is located on the second floor of the Library, rooms LIB228, LIB229 and LIB237. At the Williams Campus, tutoring takes place in Bridget Hall, room BRID115. A schedule of tutoring hours and services is posted at the beginning of each semester.

The Math and Science tutoring program offers:

- Drop-in tutoring for math, chemistry, biology, physics, and engineering
- Trained tutors, including math and science faculty
- Computers with mathematics and science software
- Calculators and current textbooks
- Reference materials, handouts, science models and microscopes

Writing Center

The Writing Center is a valuable resource to assist CGCC students with their writing needs in all of their college courses. The Writing Center helps students address a wide range of writing concerns, from how to determine whether they have a good thesis to how to organize their work, revise more effectively, and document sources accurately. The Writing Center at the Pecos Campus is located on the second floor of the Library, room LIB227. Writing tutors are also available at the Williams

Campus in Bridget Hall, room BRID114. A schedule of tutoring hours and services is posted at the beginning of each semester.

The Writing Center services include:

- Drop-in writing tutoring
- Reference materials and handouts
- A comfortable, quiet study area for individual or small-group work
- Computers for academic use with ESL and grammar software

Library

The CGCC Library creates the connection between people and information. The library faculty and staff teach the identification, location, and critical evaluation of the dynamic information world. The full gamut of information resources is available, including Web-based as well as traditional print and multimedia.

Visit the Library's homepage for current hours of operation and holiday closure information:
<http://www.cgc.edu/library/>

The Library has 10 conference/study rooms; a library instruction classroom; a database area; magazines, journals, and newspaper display and storage; carrels with telecommunications services; and wireless Internet access. Library staff also assist patrons through reference (both in person and virtually through Ask A Librarian chat), interlibrary loan, database searching, and information referral service.

Electronic Resources

Students, faculty, and staff will use their MEID and PIN to gain access to the Library's electronic resources.

Student ID/Library Cards

Can be obtained from the Public Safety Office and are needed to check out library materials.

Williams Campus Library is located in Engle Hall, Room 102.

Hours are:
Monday –Thursday 8:00am to 4:00pm
Fridays- 8:00am-10:30am
Closed Saturday and Sunday

Evening hours vary.
Call (480) 988-8611 for more information.

Marketing and Public Relations

The college Marketing and Public Relations office is responsible for internal and external public relations, marketing, and communications programs, including publicity, promotion, media relations, college newsletters, advertising, college information, publications, and other projects. The Marketing and Public Relations office, located at the Pecos Campus in Bradshaw Hall, Room BRD116, also provides support to student government, activities, events, and programs. Call (480) 732-7114 for more information, or visit the web at www.cgc.edu/marketing/.

Media Services

Media Services provides telecommunication and media services and equipment at all CGCC campus locations: Pecos, Williams, and Sun Lakes. The Media Center is located on the second floor of the Library at the Pecos Campus. Media resources and equipment can be reserved for classroom use by an instructor. The videos from the video collection are available for viewing via the campus cable system.

In order to use the Media Center resources, please have a CGCC ID card available. Visit the web site at www.cgc.edu/media/ for additional information concerning Media Center hours and services for all locations or call (480) 732-7110.

Parking

Students taking classes at the **Pecos Campus** must display an MCCCDC parking decal to park on campus property. To obtain a decal, students must register their vehicle at the College Safety Office with current license plate information. Decals are available at no charge.

Students taking classes at the **Williams Campus** must obtain and display an MCCCDC parking sticker with a year validator. These are available from Williams Campus College Safety at no charge for students, faculty and staff.

CGCC students and employees choosing to park vehicles on Arizona State University Polytechnic campus property are required to register their vehicles and purchase and display ASU parking decals. ASU parking decals can be purchased from the ASU Polytechnic Campus Decal Sales office located in the Student Affairs Complex.

CGCC students and employees are subject to ASU Polytechnic Campus parking and traffic regulations when parking on ASU Polytechnic Campus property and are also responsible for any citations and/or penalties resulting from parking violations.

Parking Violation Penalties

Violation of parking regulations will result in a citation and a fine being issued. In the case of parking violations, repeaters' vehicles may be towed away at their owner's expense.

All monetary fines shall be paid to the college cashier in the Cashier/Fiscal office. Payment may be made in person or by mail. Failure to pay or appeal a citation **within 15 working days** of date of issue will result in the fine being doubled. In order to insure due process, fines may be appealed to the assigned appeals officer at the Public Safety Building on the Pecos Campus.

Public Safety

The Public Safety Department is responsible for maintaining a safe, orderly, and peaceful atmosphere on campus to contribute to student development and success. It was formed with these objectives in mind, and is staffed by qualified safety personnel, including Public Safety Officers. The College Safety Department is located in Public Safety Building (PSB), at the Pecos Campus and in Bluford Hall at the Williams Campus.

Students are encouraged to inform the on-duty officer about any situation that might warrant support for safety reasons (stalkers, potentially violent situations, orders of protection, etc.).

Services to students, faculty, and staff include:

- Issuing CGCC student and employee parking permit decals .
- Providing safety escorts to and from parking lots upon request.
- Assisting students, faculty, and staff in case of accident or injury on campus
- Providing minor assistance to motorists with disabled vehicles
- Delivering emergency messages from family to students in classes
- Enforcing parking regulations on campus
- Providing Lost and Found services
- Administering college vehicle use

- Patrolling campus
- Encouraging student, faculty, and staff participation in safety and crime prevention programs

For additional information, call (480) 732-7280 at the Pecos Campus or (480) 988-8888 at the Williams Campus. Information on crime prevention programs, safety policies, incident reports, and CGCC crime statistics for the previous three years can be found at www.cgc.edu/safety/.

Emergencies

In the event of emergencies on campus, contact the Public Safety Department at (480) 732-7280 at the Pecos Campus or (480) 988-8888 at the Williams Campus. Emergency telephones are located at the entrances to all parking lots of the Pecos Campus and ring directly into the Public Safety Department.

Call 911 in the event of a life-threatening emergency.

Emergency Notification System

Chandler-Gilbert Community College uses a mass notification system in order to communicate with students and employees in the unlikely event of an emergency at the college. Student contact information (cell phone number, home phone, email address etc.) provided at the time of registration will automatically be used in the college notification system. Be assured, that students and staff will only be contacted for emergency purposes. The system will not be used for other purposes.

Student Identification Cards

Student identification (ID) cards are obtained from Public Safety located in Building PSB at the Pecos Campus or in Bluford Hall at the Williams Campus. The first card is free and can be obtained after payment of tuition and fees.

Public Safety Regulations

Identification

Public Safety personnel are authorized to ask any person on campus for proper identification, should the need arise. Students failing or refusing to identify themselves properly will be:

1. Asked to leave the campus (if conduct or behavior warrants such action), and
2. Reported to the Vice President of Student Affairs.

Weapons

All firearms, explosives, knives, or instruments that can be construed as dangerous weapons are prohibited on campus. All persons bringing firearms or other weapons for classroom demonstrations or any other academic reason are required to bring them to the Public Safety Department for examination.

Motor Vehicles

College regulations governing motor vehicles operated by CGCC students shall be under the jurisdiction of the college administration.

Vehicle Damage or Loss

Chandler-Gilbert Community College assumes no responsibility for damage to motor vehicles, or for any loss while vehicles are parked or operated on or near the campus.

Vehicle Registration

Students and all employees who drive motor vehicles on any CGCC campus are required to register all vehicles that may be used on college property with the Public Safety Department. Individuals who subsequently purchase or trade their registered vehicles must register the new vehicles.

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

Vehicles must be registered in person at the Public Safety Department in Building PSB, Room 105, at the Pecos Campus and in the Aviation and Technology Center at the Williams Campus.

College Traffic Regulations

The following college traffic regulations are applicable to all members of the college community, including students, faculty, staff, and visitors:

1. Maximum speed limit on campus is 15 m.p.h.
2. Students and employees who have been issued parking permit decals following vehicle registration with the Public Safety Department must display the decals in accordance with current regulations.
3. Drivers must observe and comply with stop signs, pavement arrows, right-turn-only signs, and other traffic control devices. All vehicles

must stop at marked crosswalks to yield to pedestrian traffic within the crosswalks.

4. Persons driving on campus must follow directions given by College Safety officers and furnish student or other identification when so required.
5. Students may park in any parking space except those marked Visitors, Handicapped, Maintenance, Employees, No Parking, or any area with a red or yellow curb.
6. Persons having a Handicapped designation on their vehicle may use any marked space on the campus, including those marked Handicapped, except those areas with red or yellow curbs.
7. No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire-hazard and safety zones, and violators will be towed away without warning at the owner's expense.
8. No vehicle may be parked in driveways, where signs indicate No Parking, or in areas not specifically marked for parking.
9. Visitors may use student zones on a temporary basis. Visitor permits may be obtained from the Public Safety Department.
10. In angled parking spaces, no vehicle may be parked in a direction opposite the normal direction of traffic.
11. Parking of motorcycles, mopeds and bicycles:
 - a. Students are urged to exercise care in securing their personal property, including motor vehicles, bicycles, mopeds, and motorcycles.
 - b. Motorcycles and mopeds may be parked only on crossbars. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to having their chains cut and being removed to the Public Safety Department. Owners will be responsible for the cost of the lock or cut chain.

Student Dress Code

Students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or in the Student Center. Students are required to wear some type of shirt in addition to other normal apparel. State Health Department laws and college policy require that all students wear shoes.

If, in the opinion of the faculty or staff member, any student's dress, manner, appearance, or conduct distracts, disrupts or interferes in any way with the classroom procedures or the educational processes, the violator may be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the Vice President of Student Affairs.

Student Helpline

Support for student concerns, complaints and college wide issues in and out of the college classroom.

Chandler-Gilbert Community College is committed to the development of our students. Students may need support to review and resolve complaints, concerns and issues that they face here at the college in and out of the classroom.

The following steps are recommended to any student who has a problem and need some guidance as to next steps. This support relates to any college issues related to classes, faculty, other students, college services, college staff and events and activities. We will also help direct students to personal and academic support. Our role is not to judge your complaint or concern but to help you resolve it in an appropriate manner.

If you need someone to help you figure out where to start with your complaint or concern, please follow the steps listed below.

1. Call (480) 732-7309 for support. We will listen to your concern and help direct you through the appropriate process. We offer non-judgmental support to all CGCC students. This office serves as an advocate for any student issues at CGCC.

2. Call the CGCC Student Helpline at (480) 732-7309. You can leave a recorded message on this line 24 hours a day. Please leave your name, your concern and the student advocate will return your call and help you with your issue, complaint or concerns.
3. Email bill.crawford.iii@cgccmail.maricopa.edu directly. Please explain what is happening, your name and the best way to contact you. Emails are responded to on a daily basis. All emails will be confidential to the Vice President.

All students are welcome to call (480) 732-7309, come by Room SC150 in the Student Center at the Pecos Campus, or e-mail the Vice President of Student Affairs with any issues related to Chandler-Gilbert Community College at: bill.crawford.iii@cgccmail.maricopa.edu.

The Student Advocate's Office provides information on all student services and the following MCCCDC policies:

- Student Rights and Responsibilities
- Student Conduct and Grievances
- ADA Accommodations
- Sexual Harassment Issues
- 504 and EEOC Issues/Discrimination Issues
- Employee Discrimination Issues
- Student Emergencies

Student Helpline: (480) 732-7309

The 24-hour HELPLINE affords students another way to communicate any personal, social, or academic concern they may have while attending CGCC. The HELPLINE is a means for students to seek personal attention on matters that are of importance to them and affect their efforts to succeed while attending CGCC. Students who have questions or concerns about campus or classroom policies, procedures, or activities are encouraged to call this number at any time of the day or night. The student advocate will promptly respond within twenty-four hours. This call will go to voice mail; a tape-recorded message will ask students to leave their name, phone number (if students choose to provide it), and their request. Every effort will be

made to contact students and answer or resolve their questions or concerns.

Reasons students or their parents may wish to use this HELPLINE are:

- Parental inquiries
- Student legal rights and code of conduct
- Complaints of any nature. Referrals will be made to appropriate resources
- Academic Grievances
- Non-Instructional Complaints
- Matters of campus safety of self or others
- Adjustment to college
- Underage students
- Academic probation or suspension issues
- Information about enrollment and support services on campus
- Desire to get involved in school activities or student organizations
- Student grievance procedures
- Personal concerns about:
 - Overall campus climate
 - Harassment/discrimination
 - Any campus procedure in student services
 - Withdrawing or dropping out
 - Concerns about a course or instructor
 - Questions about a campus rule, regulation, or policy
 - Suggestions for a workshop, activity, or program to meet a campus need
- Any topic that students need someone to take action on at CGCC!

By identifying students' needs, the student advocate, through the use of this HELPLINE, is willing to offer support in addressing their needs and making effective referrals to the appropriate campus service, program, or personnel. Complete confidentiality is assured.

Student Housing

Student residential living is available at the Williams Campus for those students who meet eligibility and priority criteria. Two-, three-, four-, and five-bedroom houses and residential hall rooms and suites are available for rent. Housing at the Williams Campus is open to any student enrolled in one of the Maricopa Community Colleges. Preference is given to students enrolled in educational programs at the Williams Campus, with priority assigned according to enrollment and program during the academic term(s).

Verification of Continuing Students and Good Standing: Student status and eligibility to remain in residential living will be verified each term. To remain in good standing and continue residing on the Williams Campus, students need to be enrolled throughout the term(s) in which priority is assigned and meet all requirements of the housing agreement.

Contact the Williams Campus Housing Office at (480) 727-1700 for specific information, or visit the web site at www.poly.asu.edu/housing/.

Student Identification Cards

Student identification (ID) cards can be obtained from the Public Safety Department at the Pecos Campus, or in Bluford Hall at the Williams Campus. The first card is free and can be obtained after payment of tuition and fees. The card is used to access many of the services on campus including the Library and Fitness Center and should be kept from semester to semester. Replacement cards can be purchased for \$5 at the Fiscal Office, Room AGA139, at the Pecos Campus, or the Aviation and Technology Center at the Williams Campus.

Student Immunization

Students who were born after January, 1957, and who were not immunized after 1968 are urged to seek immunization for measles/rubella to safeguard their health and to prevent illness that could interrupt their educational plans.

Students transferring to one of the three state universities must have up-to-date immunization records.

All Arizona State Universities require immunization for admittance.

Student Life and Leadership

All students are encouraged to participate in programs and activities sponsored by the Office of Student Life and Leadership located in the Student Pavilion at the Pecos Campus. There are many opportunities to enhance classroom experience with co-curricular activities. These include leadership development, community service programs, cultural events, and an opportunity to participate in one of the many student organizations. For additional information visit www.cgc.edu/student/life/. To participate in campus, community service programs, or Service-Learning call the Office of Student Life and Leadership at (480) 732-7104.

Leadership Development

GETTING INVOLVED - LEADERSHIP RETREATS AND LEADERSHIP ACTIVITIES

Leadership retreats are organized to increase students' leadership skills during the fall and spring semesters. Interested students are encouraged to call the Office of Student Life and Leadership.

LEADERSHIP ACADEMY

Faculty-nominated program that allows students to have a refined personal leadership ability, establish a direct link to future education and career goals, and be life-long advocates of service and peace.

Community Service and Volunteer Opportunities

Students are encouraged to serve and volunteer on campus and in the community in a variety of ways. Listed below are some of the activities that students participate in:

SERVICE-LEARNING This is an exciting program designed to integrate community service into the classroom. This program benefits everyone involved: students, faculty members, and the community. Students interested in participating in Service-Learning events or wanting further information are encouraged to stop by or call the Office of Student Life and Leadership at the Pecos Campus for more information at (480) 732-7069.

INTO THE STREETS Each semester students are encouraged to participate in the Into the Streets program, which is designed to give students hands-on experience serving in some of CGCC's many community service agencies, such as the Boys and Girls Clubs, nursing homes, and homeless shelters.

ADOPT-A-FAMILY PROGRAM This program assists CGCC students with necessary food, clothing, and related resources. During the holidays, meals and gifts are provided as well. Students must complete an application or be referred by college employees.

CGCC Student Organizations

The list of student organizations at CGCC grows each year. Listed below are the current, officially recognized groups. Student organizations may be formed for many purposes—social, service, athletic, professional, and religious. Current information is available in the Office of Student Life and Leadership. For more information about student organizations visit or contact the Student Life office.

- APIC - Asian Pacific Islander Club
- ANIME - Otakus Anonymous
- BSU - Black Student Union
- Comedy Club
- Creative Writing
- Eagle Feather
- HEAT - Hands-on Environment Action Team
- HSO - Hispanic Student Organization
- IEC - Inter-cultural Exchange Club
- Internet Radio Club
- Kairos - Christian Club
- LDSSA - Latter-Day Saints Student Association
- NIA - Nurses in Action
- One Voice
- Pre-Pharmacy Club
- PTK - Phi Theta Kappa

HOW TO CREATE A STUDENT ORGANIZATION

Student organizations can be created to meet the needs of a diverse student population. Students thinking of creating a new student organization should meet with the Director of Student Life and Leadership to learn the steps to take to have any group officially recognized at CGCC.

COLLEGE AND STUDENT ACTIVITIES BUDGETS

CGCC allocates funds to a variety of college and students activities. These funds cover a host of special events, cultural celebrations, cocurricular activities, academic recognitions, service learning, and a variety of performing arts activities. Please contact the Vice President of Student Affairs' Office at (480) 732-7322 for more information.

Voter Registration

Students and community members have the opportunity to register to vote in the Office of Student Life and Leadership at CGCC. Voter registration is also available on-line at www.azsos.gov/election/voterregistration.htm or by calling (877) THE-VOTE [(877) 843-8683]. Contact the Office of Student Life and Leadership at (480) 732-7104 or visit www.azsos.gov/election/voterregistration.htm for registration deadlines and election dates.

Student Support and Transition Services

The Student Support & Transition Services Department includes: Student Support Services, Veterans Access and Support, Re-Entry Support Services, and Disability Resources and Services (DRS). Support services are provided to CGCC's diverse student population at no cost. Programs and services are student centered and are committed to identifying, connecting, intervening and supporting students with their academic and personal goals. Student Support & Transition Services is located on the Pecos Campus in the Student Development Center, Room SC164. Support Services are available at the Williams Campus during scheduled appointment times only. To receive services, appointments can be made by calling (480) 857-5188, TTY (480) 732-7066. We will make every effort possible to accommodate walk-ins. A description of all services and programs can be obtained at the office or accessed through the website at www.cgc.edu/studentsupport.

Disability Resources and Services (DRS)

Disability Resources and Services (DRS) provides services to students who qualify under the Americans with Disabilities Act, ADA Amendment Act 2008, and Section 504 of the Rehabilitation Act of 1973. Students must self identify to the DRS office, register, and provide required documentation of their disability. Reasonable academic accommodations can be provided to qualified students on an individual basis, after a review of supporting documentation, course selection, and individual assessment. DRS provides academic advisement and registration for newly enrolled students and others who may need extra support. DRS also provides ongoing opportunities

for individuals and groups to obtain support services that promote student's independence and advocacy skills. MCCCDC Disability Policies and Regulations are available in the DRS office and on the CGCC website.

Re-Entry Support Services

Re-Entry Support and Transition Services provides enrollment services including overview of college programs and enrollment processes to returning adult students. Services may also include academic advisement, financial aid and scholarship information, and exploring majors. Transition and support services are available to future and current adult learners who may be new to college or returning to pursue academic goals.

Student Support Services

Student Support Services consists of a diverse team of Behavioral Health Consultants (BHC's) who are certified and licensed master's level professionals. Support services may include: individual or group support, crisis intervention and management, short-term intervention, campus and community resources and referrals. This team manages the Early Alert Retention and Success Program. The goal of this program is to provide early detection and intervention to assist with student retention and success. The program encourages students to actively participate in their college goals and life-long planning process. Bilingual services are available in Spanish.

Veterans Access and Support Services

Veterans Access and Support Services aids Veterans in their transition to college and academic accommodations. This service provides a positive, friendly, and resourceful campus environment by connecting with our Veterans to provide access and support services. Our team of professionals are trained and experienced working with Veterans and their families, and will function as a bridge between community agencies and the college community.

Technical Support Services

Technical Support Services (TSS) is located on the second floor of the Library. Technical planning, design, integration, and ongoing operational support for computing and network communications for voice and data services is provided by TSS staff. This includes technical support in the following areas:

- Enterprise Network Services
- Client/Network Support

- Computer Hardware Repair
- Desktop Software
- Telephone Support
- Student Information System (SIS)
- Web-based Applications

TSS provides technical support at the Pecos Campus, Williams Campus, and Sun Lakes Center. CGCC's intranetwork design provides connectivity to a variety of network environments, including the Internet, and supporting cross-platform workstations such as Macintosh, Windows, and Unix.

Trained, qualified staff members are available for delivering technical services, implementation, and support for instructional and administrative systems. For technical assistance or coordination of technical support issues please call the Technical Assistance Center (TAC) at (480) 732-7025 or visit the web site at www.cgc.maricopa.edu/tss/.

Travel by Students

Official college trips should be made in vehicles provided by the college or by commercial vehicles. College vehicles may be used for official college business only. See MCCCD policy on Operation and Insurance Coverage of District Owned and/or Lease Vehicles and Privately Owned Vehicular Usage for District Purposes.

The college president may require an advisor(s) for college-sponsored student trips that involve out-of-county travel. No approved college organization, association or club that is financed out of the appropriate revenue fund budget shall travel out of state more than three (3) times during one (1) school year. Exceptions may be made for student officers who hold offices in national or regional organizations and tournaments. For travel out of the country, Governing Board approval is required.

If campus financial support is requested for attending tournaments or club functions, students must obtain campus approval prior to running for national or regional organizations and/or officer positions.

Trip Reduction Program

Full-time students are encouraged to participate in Maricopa County's Trip Reduction Program (TRP). Discounted bus passes, reserved carpool parking, free showers, and contests and prizes are available to qualified participants. Interested students should check with the Student Center information desk (SC100) or contact the college Trip Reduction Coordinator for details. Complete information about the program is available at www.maricopa.edu/trip/.

Veterans Services

CGCC recognizes and honors the sacrifices of all those who have served our country in the U.S. Armed Forces. The Veterans Services Office is located in Agave Hall at the Pecos Campus and in Bluford Hall at the Williams Campus, and provides the following services:

- Application forms
- GI Bill benefits counseling
- Referrals for personal, career, academic counseling, enrollment services, and financial aid
- Assistance with non-educational programs for medical benefits, employment, and family and transition support
- Veterans Student Organization (VSO)

Students applying for veterans benefits for the first time should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is based on the number of credit hours for which a student is enrolled and their chapter. Those students receiving benefits must be following the Veterans Administration (VA) academic progress policy to continue to receive benefits.

Veterans chapters served:

- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through local VA Vocational Rehabilitation offices)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill
- Chapter 35 - Survivors and Dependents of Deceased/100% Disabled Veterans
- Chapter 1606 - Selected Reserve GI Bill
- Chapter 1607 - Reserve Education Assistance Program

For additional information, contact the Veterans Services Office at (480) 726-4094 at the Pecos Campus and (480) 988-8000 at the Williams Campus. Information is also available at www.cgc.maricopa.edu/student-affairs/vets.