



CHANDLER-GILBERT COMMUNITY COLLEGE

2626 E. Pecos Rd. Chandler, AZ 85225 | 480.732.7000 | [www.cgc.edu](http://www.cgc.edu)

SPRING 2010

# Class Schedule

Available **ONLY** Online at: [my.maricopa.edu](http://my.maricopa.edu)



**Registration Begins OCTOBER 19, 2009**

Classes begin January 16, 2010

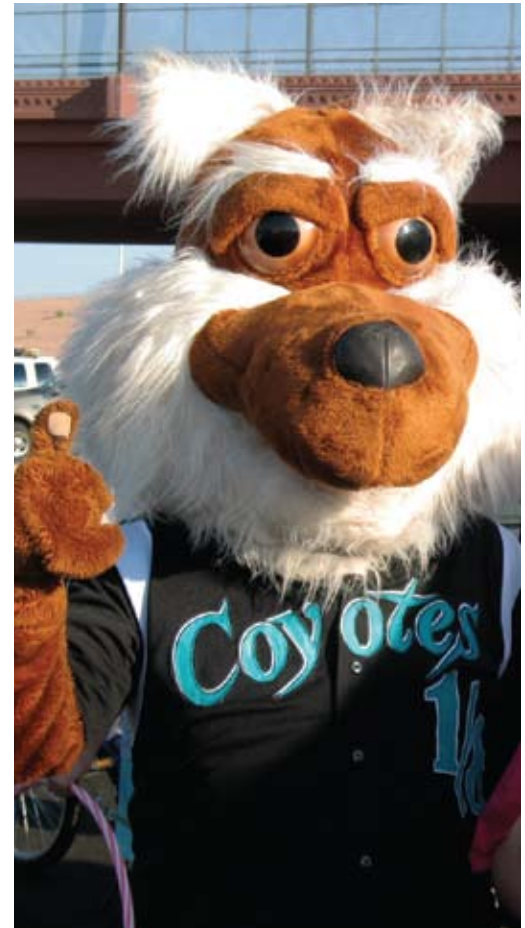


## CONVENIENCE

- Online & Hybrid Classes
- Wireless Campus
- Tuition Payment Plans

## CHOICE

- University Transfer
- Career Training
- Three Locations



## COMMUNITY

- Learning Communities
- Service Learning
- Campus Housing

## STUDENT LIFE

- Performing Arts
- Athletics
- Clubs & Organizations



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# Find It Fast!

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**PECOS CAMPUS**

2626 East Pecos Road  
 (Pecos Road between Gilbert and Cooper Roads)  
 Chandler, AZ 85225-2499  
 480.732.7000

**WILLIAMS CAMPUS**

7360 East Tahoe Avenue  
 (Southeast of Power Road & Loop 202 )  
 Mesa, AZ 85212-0908  
 480.988.8000

**SUN LAKES CENTER**

25105 South Alma School Road  
 (Northeast corner Alma School and Riggs Roads)  
 Sun Lakes, AZ 85248-6101  
 480.857.5500

**ENROLLMENT SERVICES**

**Pecos Campus:**

Academic Advisement: 480.732.7317  
 Admissions, Records & Registration: 480.732.7320  
 Financial Aid: 480.732.7311  
 Fiscal/Cashier Office: 480.732.7312  
 New Student Orientation: 480.732.7330  
 Testing Services: 480.732.7159

**Williams Campus:**

Academic Advisement: 480.988.8000  
 Admissions, Records & Registration: 480.988.8000  
 Financial Aid: 480.988.8135  
 Fiscal/Cashier Office: 480.988.8132  
 Testing Services: 480.988.8901

**Sun Lakes Center:**

Call 480.857.5500

**BOOKSTORE**

Pecos Campus: 480.732.7350  
 Williams Campus Bookstore (ASU): 480.727.1168

**PUBLIC SAFETY**

Pecos Campus: 480.732.7280, open 24 hours, 7 days a week  
 Williams Campus: 480.988.8888, open 5 a.m. to 11 p.m.  
 Sun Lakes Center: 480.857.5500  
 Monday through Friday, 7 a.m. to 5 p.m.  
 Saturday and Sunday, closed

*For more information, consult the College Catalog & Student Handbook, the telephone directory of this schedule, or our Website at:*

**www.cgc.edu**

# Calendar

- October 7 ..... Registration – Continuing Students
- October 19 ..... Registration – All students
- January 16 ..... Classes begin
- January 18 ..... Martin Luther King, Jr. Day (college closed)
- January 19 - 22 ..... Drop/Add
- February 15 ..... Presidents' Day (college closed)
- March 5 ..... Petition for May graduation due
- March 5 ..... Withdrawal deadline (without instructor signature)
- March 15 - 21 ..... Spring Break (no classes)
- March 18 - 21 ..... Spring Break (college closed)
- April 26 ..... Withdrawal deadline (with instructor signature)
- May 10 - 13 ..... Final Exams
- May 14 ..... Graduation
- May 31 ..... Memorial Day (college closed)

## Hours of Operation

**Registration for continuing students: October 7**

**Registration for all students: October 19**

Advisement, Admissions, Records and Registration, Fiscal, Testing, and Financial Aid hours of operation:

REGULAR HOURS	PECOS	WILLIAMS	SUN LAKES
Monday – Thursday	8A–7P	8A–6P	8A–4:30P
Friday	8A–2:30P	8A–2:30P	8A–4:30P
Saturday	Closed	By Appoint.	Closed

**EXTENDED HOURS**

January 4 - January 15	PECOS	WILLIAMS	SUN LAKES
Monday – Thursday	8A–7:30P	8A–7:30P	8A–4:30P
Friday	8A–5P	8A–50P	8A–4:30P
Saturdays	Closed	Closed	Closed

**SPRING BREAK**

March 15 - 21	PECOS	WILLIAMS	SUN LAKES
Monday - Wednesday	8A–5P	8A–50P	Closed
Thursday - Sunday	Closed	Closed	Closed

Hours are subject to change. Check college web site for current hours.

# Getting Started

## NEW STUDENT ENROLLMENT

[www.cgc.edu/register](http://www.cgc.edu/register)

### 1 Save Time; Don't Wait In Line!

[my.maricopa.edu](http://my.maricopa.edu)

Set up your online student account. Go to [my.maricopa.edu](http://my.maricopa.edu) and click on "First Time Users Start Here." Follow instructions provided to obtain your Maricopa Enterprise ID (MEID) and password.

All new students are required to complete a Student Information Form at [my.maricopa.edu](http://my.maricopa.edu). Select "MCCCD Admissions," select Chandler-Gilbert Community College as your college of choice and follow all steps to complete the form. Students may also fill out the Student Information Form in person and present it to the Office of Admissions and Records for processing.

### 2 Complete the Student Declaration of Citizenship or Status Form

[www.maricopa.edu/prop300](http://www.maricopa.edu/prop300)

To download the form, visit [www.maricopa.edu/prop300/](http://www.maricopa.edu/prop300/). Complete the form and turn it in to the Office of Admissions and Registration with the requested documentation.

Arizona state law now requires that a person who is not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. Section 15-1802 or entitled to classification as a county resident pursuant to A.R.S. Section 15-1802.01.

Although you may have previously enrolled at this or another Maricopa Community College, it is important that you provide this information even if you have been asked to provide similar information in the past.

Failure to provide the information requested may result in your being now classified as "out-of-state" for tuition and fee purposes. The responsibility of providing the proper residency classification is placed upon the student. Students must submit the form and appropriate identification to the CGCC Admissions and Records Office. Any student who falsifies his/her residency may be subject to dismissal from the college and/or criminal action.

### 3 Attend a Placement Exam Session

[www.cgc.edu/testing](http://www.cgc.edu/testing)

Placement test scores are used as a guide for course placement to ensure student success.

Students should complete their academic placement exams prior to meeting with an advisor. An advisor will assist with interpreting test results and will make course recommendations.

#### To schedule an appointment for placement testing:

Go to [www.cgc.edu/testing](http://www.cgc.edu/testing) or call Testing Services ...

Pecos Campus—Building A ..... **480.732.7159**

Williams Campus—Bluford Hall. .... **480.988.8000**

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

See the Student and Course Placement Policy in the college catalog for additional information at [www.cgc.edu/catalog](http://www.cgc.edu/catalog).



## 4 Seek Academic Advisement

[www.cgc.edu/advisement](http://www.cgc.edu/advisement)  
[www.cgc.edu/checksheets](http://www.cgc.edu/checksheets)

All students should meet with an academic advisor at least once each semester before registering. Academic advisement is available by appointment and on a walk-in basis at the Pecos and Williams Campuses.

### An advisor will assist:

- new students with their enrollment process.
- students with determining prerequisites and placement test score requirements.
- students seeking a degree or certificate.
- students wanting assistance with educational goals.
- students transferring to another college or university.

### You are required to meet with an advisor if you are:

- a student athlete.
- in an Aviation program.
- applying to the Nursing program.
- in the Electrical Utility Technology program.
- a financial aid recipient.
- a recipient of Veterans educational benefits.
- an international student on an F1 visa.
- a high school student.
- an underage student (12-15) by appointment only.

For more information, call **480.732.7317** at the Pecos Campus or **480.988.8000** at the Williams Campus.

Students can access online check sheets for Chandler-Gilbert Community College certificates, degrees, and transfer programs. Go to [www.cgc.edu/checksheets](http://www.cgc.edu/checksheets).

## 5 Register – Click, Come In, or Call!

[my.maricopa.edu](http://my.maricopa.edu)

### PECOS AND WILLIAMS

After choosing classes that best fit your academic goals, there are three ways to register:

#### REGISTER ONLINE

Students may register online at [my.maricopa.edu](http://my.maricopa.edu).

Daily online registration hours: 6:00A–3:00A

#### REGISTER IN PERSON

Walk-in registration is available to all students. Admissions, Records, and Registration offices are located on the Pecos and Williams Campuses.

All locations are closed holidays and college recesses, and hours are subject to change; check college website for current hours at [www.cgc.edu](http://www.cgc.edu) and see page 2.

#### REGISTER BY PHONE

##### Operator-assisted phone registration

Current or continuing students may register by calling **480.732.7320** or **480.988.8000**.

To register by phone in courses prefixed CRE, ENG, ESL, MAT, RDG or courses requiring a prerequisite, students must have completed class prerequisites. Your class prerequisites must be on file at CGCC. Students in selective programs must check with their academic advisor, i.e., Nursing, Aviation, Electrical Utilities Technology, etc.

## Underage (15 Years and Younger) Student Registration & Orientation

All underage students, 15 years and younger, must complete the Student Information Form available at [my.maricopa.edu](http://my.maricopa.edu).

Underage students must also complete a placement exam unless they are enrolling only for vocational education classes. To schedule a placement exam, go to [www.cgc.edu/tesing](http://www.cgc.edu/tesing). Students must bring a photo ID.

After completing the Student Information Form and the placement exams, the student and one parent or guardian must meet with the designated underage advisor to discuss college expectations and class options. Make an appointment with the underage advisor by calling Student Support Services at 480.857.5188.

Class selections are subject to instructor approval.

Once admitted and registered, an advisor will monitor the student's academic progress throughout the semester. The student and one parent or guardian must attend the New Student Orientation.

For more information about underage registration or orientation, call Student Support Services at 480.857.5188 and ask to speak with the Underage Student advisor or visit [www.cgc.edu/underage](http://www.cgc.edu/underage).

## 6 Pay Tuition and Fees

[www.cgc.edu/fiscal](http://www.cgc.edu/fiscal)

Tuition payments are due by the dates indicated in the Tuition & Payment section of this schedule on page 6.

### Students may pay tuition:

**ONLINE** [www.cgc.edu/fiscal](http://www.cgc.edu/fiscal)

**BY PHONE** Pecos Campus **480.732.7312**  
Williams Campus **480.988.8132**

**IN PERSON** at the Pecos or Williams Campuses

Acceptable methods of payment include cash, check, money order, and debit/credit card. Check payments must have your Student ID indicated on the face of the check.

### TUITION PAYMENT PLAN—ONLINE ONLY



A tuition payment plan is available allowing students to pay tuition and fees in several monthly installments. For information about

the Payment Plan option, go to [www.cgc.edu/fiscal](http://www.cgc.edu/fiscal) and click on the Tuition Payment Plan information link.

## 7 Attend New Student Orientation

[www.cgc.edu/orientation](http://www.cgc.edu/orientation)

New Student Orientation is mandatory for all new students. Attending the New Student Orientation is your first vital step toward starting smart and becoming a successful college student. You will learn about campus resources and services, connect with current CGCC students, campus life, and much more.

To sign up for an orientation session, go to [www.cgc.edu/orientation](http://www.cgc.edu/orientation) or call **480.732.7330** for information.

## 8 Obtain Parking Decal

[www.cgc.edu/safety](http://www.cgc.edu/safety)

### PECOS CAMPUS PARKING

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

### WILLIAMS CAMPUS PARKING

CGCC students taking classes at the Williams Campus must obtain and display an MCCC CD parking sticker with a year validator. These are available from Williams Campus Public 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 POLYTECHNIC PARKING

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.**

## 9 Obtain ID Card

[www.cgc.edu/safety](http://www.cgc.edu/safety)

Student ID cards may be obtained anytime from College Safety at the Pecos Campus or at the Williams Campus 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. The first card is free. Replacement cards may be purchased for \$5 at the Fiscal Office.

## 10 Purchase Textbooks

[www.cgc.edu/bookstore](http://www.cgc.edu/bookstore)

Students at the Pecos Campus and 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, **480.732.7350**.

Students at the Williams Campus are able to purchase books and supplies through the Bookstore located in the ASU Polytechnic Student Union, **480.727.1168**.

# We're Affordable!

## Tuition

[www.cgc.edu/fiscal](http://www.cgc.edu/fiscal)

CGCC offers a quality education at a great value.

Special and miscellaneous fees may be applicable in addition to tuition. Students may incur expenses beyond the established fees in certain courses.

The Maricopa County Community College Governing Board reserves the right to change tuition and fee charges when necessary without notice.

Find current tuition and fees at [www.cgc.edu/fiscal](http://www.cgc.edu/fiscal).

- In county: \$71 per semester credit hour.
- Out-of-county (students registered for 7 or more semester hours): \$299 per semester credit hour.
- Out-of-state (students, including F-1 Visa students, registered for 7 or more semester hours system-wide): \$286 per semester hour.
- Out-of state, out-of-county, unclassified (students registered for less than 7 credit hours systemwide): \$96 per semester hour.
- Audit fees (in county): \$96 per semester credit hour.

Students from Apache, Greenlee, and Santa Cruz counties are considered out of county and should check with their local County Board of Supervisors about tuition and fee payments. Students from any other county in Arizona pay in-county tuition due to a reciprocal arrangement with that county.

## Payment

Payments must be received by the payment deadlines indicated. Students can pay tuition and fees in person, by mail, by telephone, **480.732.7312** or **480.988.8132**, or via the Web at [www.cgc.edu/fiscal](http://www.cgc.edu/fiscal).

Acceptable methods of payment include cash, check, money order, or debit/credit card. Check payments must have student ID indicated on the face of the check.

### Payments by mail should be mailed to:

Chandler-Gilbert Community College  
 Attn: Fiscal Office  
 2626 East Pecos Road  
 Chandler, AZ 85225-2499

### Checks should be made payable to:

Chandler-Gilbert Community College

A fee of **\$15** will be charged for each returned check. Students with returned checks have three days upon notification to pay or risk being dropped from classes without refund.

## Payment Due Dates

To remain enrolled in classes, payment must be received by the following date to remain registered.

### SPRING 2010

Tuesday December 2 Then Daily

## Tuition Payment Plan – Online Only

A tuition payment plan is available allowing students to pay their tuition and fees in several monthly installments. The payment plan includes a \$20 nonrefundable enrollment fee.

For more information, click on the Tuition Payment Plan information link at [www.cgc.edu/fiscal](http://www.cgc.edu/fiscal).

### SPRING 2010 PAYMENT PLAN OPTIONS

Nov. 23	10% down	6 monthly payments (Dec. - May.)
Dec. 21	15% down	5 monthly payments (Jan. - May)
Jan. 23	20% down	4 monthly payments (Feb. - May)
Feb. 22	25% down	3 monthly payments (Mar. - May)
Mar. 23	33% down	2 Monthly payments (Apr. & May)
Apr. 22	50% down	1 Monthly payment (May)

Go to [www.cgc.edu/fiscal](http://www.cgc.edu/fiscal) for the payment due dates or call the Fiscal Office at **480.732.7312** or **480.988.8132**.

## Fees

### SPECIAL/MISCELLANEOUS

The following fees are in addition to applicable tuition:

Aeronautics (AET) .....	\$ 60.00
Light Student Aircraft, Flight Instructor .....	Current Rates
Aircraft Maintenance Technology (AMT) .....	90.00
Art .....	5.00-20.00
Aviation Industry Lab .....	50.00
Avionics Technology (AVT).....	40.00
Business Course Fee (ACC, BPC, CIS, GBS & OAS) .....	2.00-25.00
Calculator Rental Fee .....	25.00
Check Returned from Bank .....	15.00
Counseling Course Fee (AAA & CPD) .....	2.00-7.00
Credit by Evaluation/Examination per semester credit hour:	
Regular Rate .....	69.00
Contract Testing Rate .....	34.50
Electric Utility Technology (EUT) .....	25.00-150.00
Electronics Lab Fee (ELE) .....	25.00
Emergency Medical Technology (EMT) .....	75.00
Field Trips and Out-of-County/Country Tours .....	Actual Cost
Fire Science (FSC) .....	5.00-75.00

Graduation Fees: Application/Recording/Issuance Fee  
 Commencement Fee (One time fee refundable up to 2 weeks prior to graduation)..... 25.00  
 Humanities (HUM) ..... 32.00  
 ID Card Replacement Fee ..... 5.00  
 IT Course Fees (BPC, CIS, CSC, CNT, ITS, MST) ..... 2.00-25.00  
 Justice Studies (AJS) ..... 25.00 - 150.00  
 Library Book: lost materials cost ..... (List Price +) 5.00  
 Library Fines (per day for late materials) ..... 10¢  
 Library Fines (per hour for late reserve materials) ..... 50¢  
 Music Recording Fee ..... 20.00-100.00  
 Music Private Lessons (Music Majors):  
     1/2 hr. lessons per week per semester ..... 0.00  
     Hour lessons per week per semester ..... 102.00  
 Nutrition (FON) ..... 5.00-40.00  
 Nursing Fees (NUR NCE) ..... 30.00-140.00  
 Occupational Certificate/Graduation Fees:  
 Payment Plan Enrollment Fee ..... 20.00  
 Physical Education Activity Class Fee ..... 5.00-25.00  
 Registration Processing Fee (*per student/semester/college; refundable only if student qualifies for 100% refund – see refund schedule*) ..... 15.00  
 Returned Check Fee ..... 15.00  
 Science Lab Fee ..... 15.00-45.00  
 Therapeutic Massage ..... 25.00-40.00  
 Transcript Fee ..... 5.00  
 Fees are subject to change

**SPECIAL INTEREST COURSES**

Fees for non-credit special interest courses (including seminars, workshops and community service) are intended to cover the costs of these courses.

**Refund Policy**

[www.cgc.edu/fiscal/refund](http://www.cgc.edu/fiscal/refund)

**REFUND ELIGIBILITY**

- Students whose course was canceled by the college.
- Students who withdraw officially from a course(s) by the published deadline. A withdrawal is official when the withdrawal form is received by the Admissions, Records and Registration Office at the Pecos Campus, or at the Admissions, Records and Registration Office at the Williams Campus.

All refunds and deposits that may be due a student will first be applied to encumbrances owed the college. Financial aid students should contact the Financial Aid Office.

A student may exchange a course for another course of equal credits at no charge during the drop/add period.

Credits dropped in excess of an equal exchange will be refunded according to the refund policy schedule that follows. Course fees will be refunded only if the student qualifies for a 100 percent refund. Note: Each course is 100 percent refundable any time prior to the day of the first class meeting.

**Important:** Refunds beyond the published deadlines will not be considered if the reason is beyond the control of the

college. Job transfers, change in work schedule, etc., will not be considered as grounds for appeal. The CGCC Admissions and Standards Committee reviews all contested refunds. Requests must be submitted in writing to the Supervisor of Admissions, Registration and Records at the Pecos Campus.

The Refund Request Form can be found on the CGCC website or in the Admission and Records Office.

Failure to attend does not guarantee being withdrawn or being eligible for a refund. Call **480.732.7312** or **480.988.8132** for withdrawal information.

When the refund deadline is on a weekend, holiday, or other college non-work day, the withdrawal form must be received by the following work day in the Admissions, Records and Registration Office at the Pecos Campus, or the Admissions, Records and Registration Office at the Williams Campus.

**REFUND COLLECTION**

Refunds for canceled or dropped courses are not issued automatically. Call 480.732.7312 or 480.988.8132 to have a refund mailed or credited to a debit/credit card or go to the Pecos Fiscal Office, Room A139 or the Williams Fiscal Office in ATC/Bluford Hall. Bring the debit/credit card for a credit to the account if payment was made by credit card.

Refunds for check payments will be made only after ten days have passed from the posting of the applicable payment. Earlier processing is possible upon presentation of evidence that the check has cleared the bank.

All students who officially withdraw from the college or from individual courses by the withdrawal process set forth in the catalog will receive a refund based on the policy and schedule available at: [www.cgc.edu/fiscal/refund](http://www.cgc.edu/fiscal/refund).

**REFUND POLICY FOR CREDIT COURSES**

<b>Length of Class</b>	<b>Official Withdrawal Deadlines for 100% Refund</b>
1-9 Calendar days.....	Prior to the class start date
10-19 Calendar days.....	1 Calendar day including the class start date
20-29 Calendar days.....	2 Calendar days including the class start date
30-39 Calendar days.....	3 Calendar days including the class start date
40-49 Calendar days.....	4 Calendar days including the class start date
50-59 Calendar days.....	5 Calendar days including the class start date
60-69 Calendar days .....	6 Calendar days including the class start date
70+ Calendar days.....	7 Calendar days including the class start date

**REFUND POLICY FOR NON-CREDIT COURSES**

Class must be dropped before class begins to receive a 100 percent refund. Course fees will be refunded only if the student qualifies for a 100 percent refund.

# Types of Classes

CGCC offers a wide variety of classes in many subjects and also provides a choice of different levels, formats, and types of classes to fit your schedule, learning style, and lifestyle. In addition to traditional classroom sections that meet throughout a 16-week semester, we offer classes in alternative formats including:

## DEVELOPMENTAL CLASSES

Developmental classes are classes numbered below the 100 level. They provide students with the knowledge and skills required for college-level work in reading, English, and math. Placement tests determine which developmental classes may be most helpful. Although they do not count toward an associate degree, they do promote student success and achievement.

## HONORS CLASSES

The CGCC Honors Program offers a unique and challenging educational opportunity for gifted and talented students.

## HYBRID CLASSES

Classes offered in a Hybrid format have a portion of the class taught face-to-face in a traditional classroom setting, while the rest of the class takes place online. The mixed format offers the best of both worlds: an effective combination of face-to-face classroom meetings and the opportunity to work independently.

## LATE-START CLASSES

Jump in anytime! No more waiting until a new semester begins to start college. Late-Start classes provide a great opportunity to begin classes after a semester begins.

## LEARNING COMMUNITIES

Learning communities integrate two or more courses in ways that meaningfully connect the content of each course. They also connect students and faculty in a collaborative effort of teaching and learning that may extend beyond the classroom walls. Methodologies used in learning communities may include experiential learning, collaboration, active participation, critical thinking, thematic or problem-solving projects, and reflection.

## ONLINE CLASSES

Classes offered in a Distance Learning format take place fully online (with the possible exception of an orientation or proctored exams on campus). The biggest benefit of online class work is that you can arrange the class around your schedule, not arrange your schedule around the class.

## SELF-PACED CLASSES

Self-paced computer classes are essentially self-study classes. The self-paced environment offers students the ability to set a flexible schedule during the hours the Computer Lab is open. Students may enroll up to April 1 in spring or up to November 1 in the fall terms. Classes are to be completed in the same term in which they are started.

## Course Listing Key

### COURSE INFORMATION

Subject	Course Title	Credits	Additional Fees
ART168	Painting II	3	\$3

Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

### CLASS INFORMATION

Class Numer	Building & Room	Day(s)	Time	Instructor
23162	C113	MW	1:00PM - 3:40PM	Parrish

### DAY CODES:

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday
TBA	To Be Announced

### WILLIAMS CAMPUS BUILDING CODES:

BAYL	Baylor Hall Complex
BLUF	Aviation & Technology Center
EGEL	Engel Hall
PEC	Physical Education Center
THOM	Thomas Hall
WILFIT	Williams Campus Fitness Classroom

### SUN LAKES CENTER:

SLC	Sun Lakes Center
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### PECOS CAMPUS BUILDING CODES:

A	Building A
B	Building B
C	Building C
FITCNT	Pecos Campus Fitness Classroom
IRN	Ironwood Hall
JAC	Jacaranda Hall
JAV	Javalina Hall
L	Library
PAC	Performing Arts Center
S	Science Building
SC	Student Center
SOCFIELD	Soccer Field

### OTHER BUILDING CODES:

AZPOST	Arizona POST
GRN	Greenfield Lakes Golf Course, Gilbert
SMGCC	San Marcos Golf & Country Club, Chandler

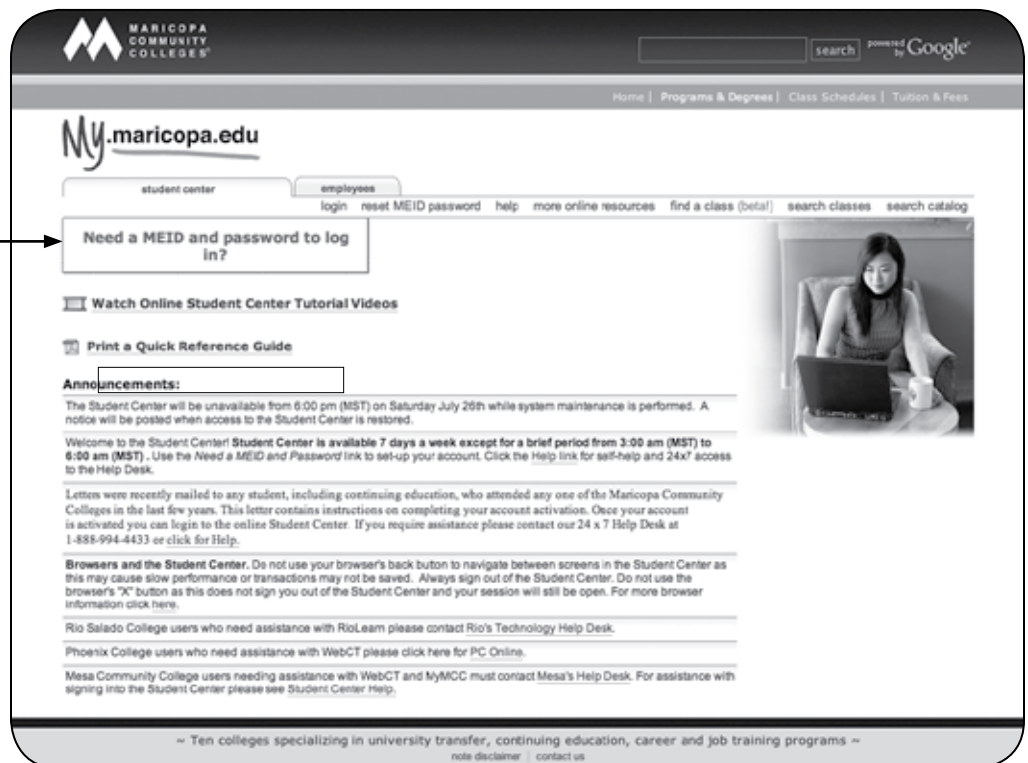
# My.maricopa.edu

## YOUR LIFE'S ABOUT TO GET EASIER!

You can now register for your classes online. Your first step is to obtain your Maricopa Enterprise ID number (MEID). You no longer will be using your social security number. Follow the next steps to begin the registration process.

1

Before you begin the registration process, **click here.**



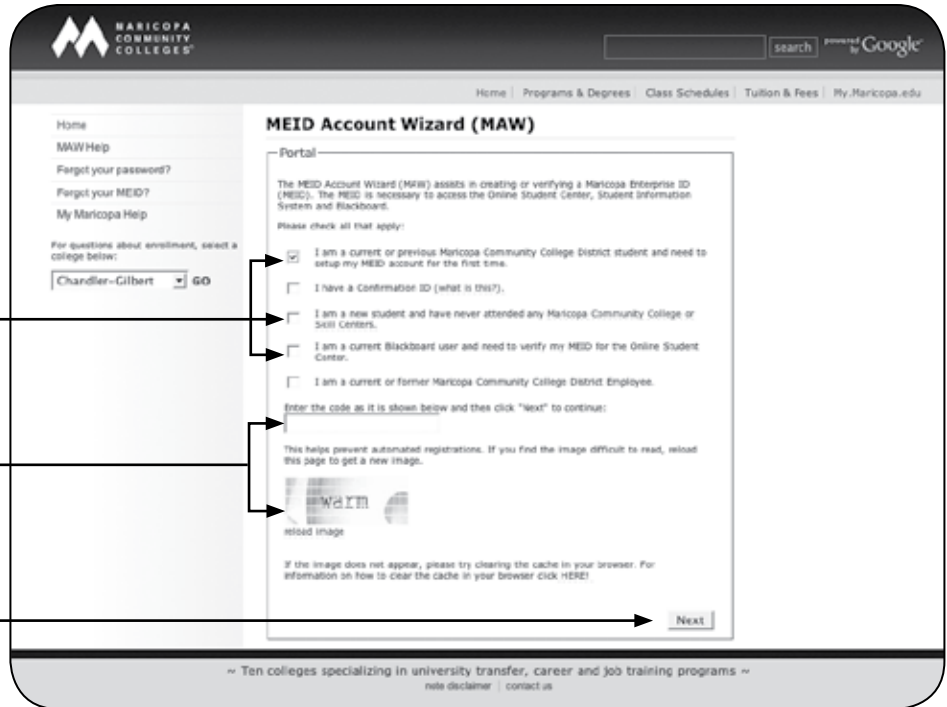
The screenshot shows the My.maricopa.edu website interface. At the top, there is a search bar and navigation links for Home, Programs & Degrees, Class Schedules, and Tuition & Fees. Below the search bar, there are tabs for 'student center' and 'employees'. Under the 'student center' tab, there are links for 'login', 'reset MEID password', 'help', 'more online resources', 'find a class (beta)', 'search classes', and 'search catalog'. A prominent button labeled 'Need a MEID and password to log in?' is highlighted with a box. Below this, there are links to 'Watch Online Student Center Tutorial Videos' and 'Print a Quick Reference Guide'. An 'Announcements' section contains several notices, including one about system maintenance on Saturday July 26th and another about account activation. At the bottom, there are links for help desks at Rio Salado College, Phoenix College, and Mesa Community College. A footer note states: '~ Ten colleges specializing in university transfer, continuing education, career and job training programs ~ note disclaimer | contact us'.

2

Choose the appropriate box

Enter the code

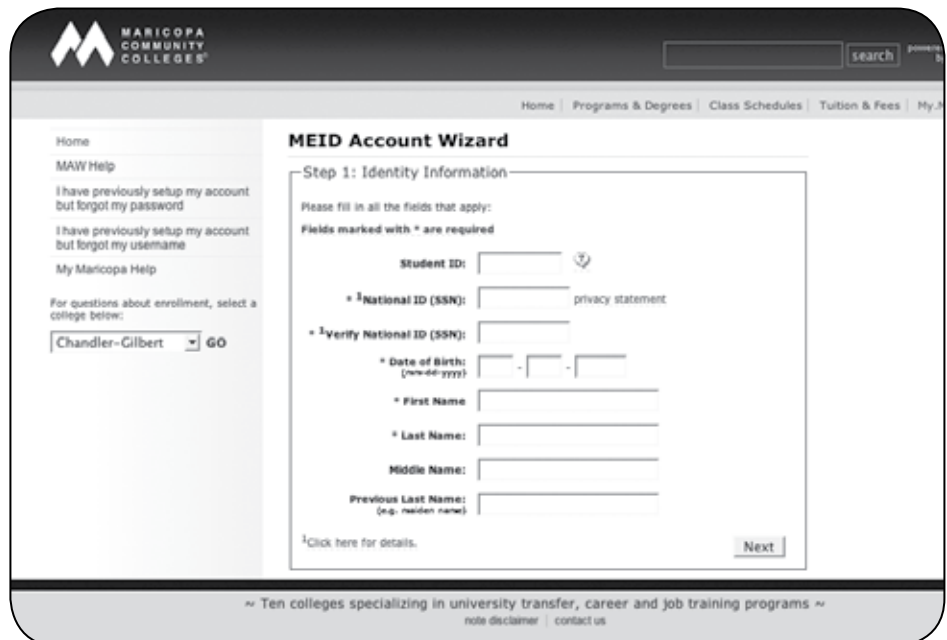
and click on Next



3

**If you chose:**  
I am a current or previous Maricopa Community College District student and need to setup my MEID account for the first time.

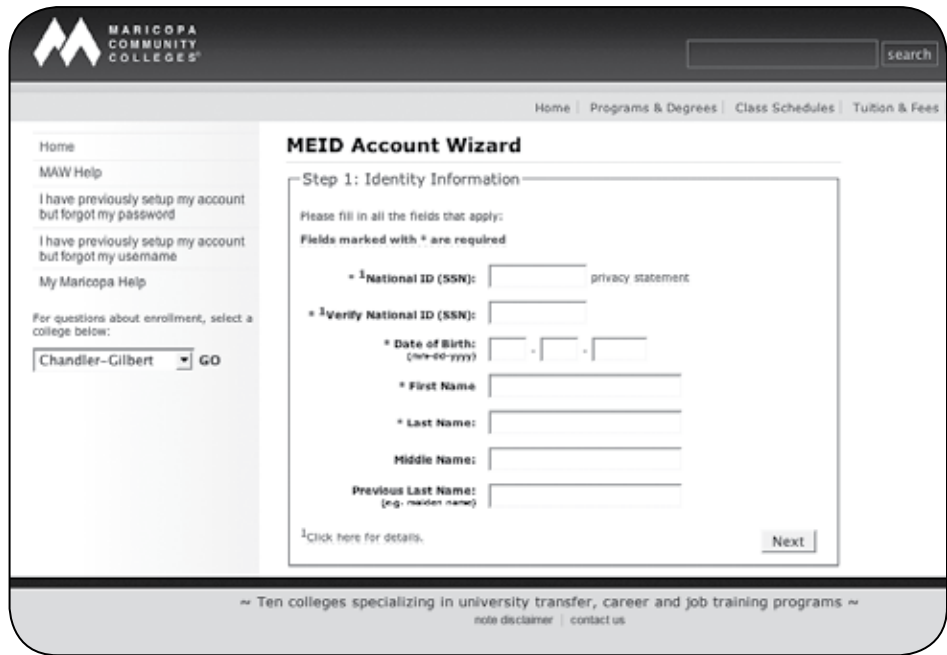
Your screen will look like this:



# 4

**If you chose:**  
 I am a new student and have never attended any Maricopa Community College or Skill Center.

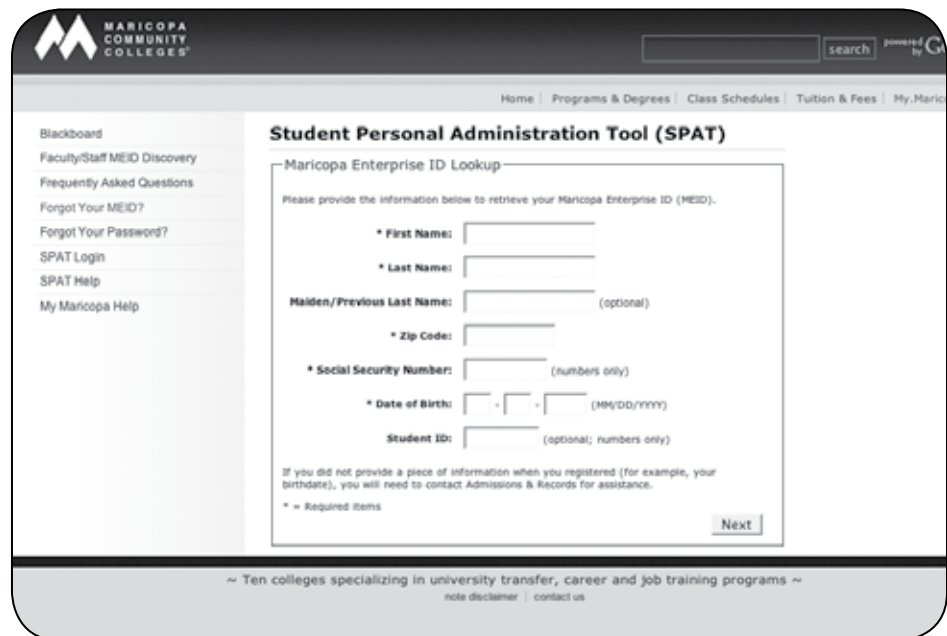
Your screen will look like this:



# 5

**If you chose:**  
 I am a current Blackboard user and need to verify my MEID for the Online Student Center.

Your screen will look like this:



# FAQ

## FREQUENTLY ASKED QUESTIONS

### 1. Will I use my Student ID to access the application?

No. The Maricopa Enterprise ID (MEID) will be used to access a variety of applications including SIS, Blackboard, and other applications.

### 2. Will I be able to perform advanced schedule searches for class information?

Yes. For example, searches may be performed for classes across all Maricopa Community Colleges; or search for a list of open humanities classes, meeting on MWF between 10:00 a.m. and 12:00 p.m.

### 3. Will I be able to print an unofficial transcript?

Yes. Unofficial transcripts will be available to view and print using the SIS self-service features.

### 4. Will I be able to register for all classes on-line?

Generally, students that have met all pre-requisites and/or co-requisites for courses will be able to enroll using the self-service features. If you have not met these requirements, you will be directed to see an advisor.



## TECHNICAL SUPPORT

my.maricopa.edu will be available from 8 a.m. to 8 p.m. Monday through Friday.

Students needing technical support can call PerceptIS 24 hours a day at 1.888.994.4433.

Students needing technical assistance while on the Pecos campus go to the Computer Lab (CIC) located in B123.

### The CIC Pecos Campus hours are:

7 a.m. - 10 p.m. Monday - Thursday

7 a.m. - 5 p.m. Fridays

8 a.m. - 2 p.m. Saturdays

### Summer Hours:

Monday - Thursday 7 a.m. - 9 p.m.

Fridays 7 a.m. - 5 p.m.

Students on the Williams campus go to the Computer Lab located in GSB4.

### The CIC Williams Campus hours are:

10:30 a.m. - 5:00 p.m. Monday - Friday

(Computer Lab hours are subject to change without notice)

# Student Life

## CLUBS AND ORGANIZATIONS

These student organizations are free unless otherwise noted. Get involved!

### The Asian and Pacific Islander Club (APIC)

This organization is open to all students interested in cultural diversity, global knowledge, and promoting civic engagement at CGCC as well as in the community. Information: 480.731.7328.

### Black Student Union (BSU)

This organization is open to students of African-American descent and any student interested in African-American culture. Information: 480.732.7146.

### Broadcasting Club

The purpose of the Broadcasting Club is to learn the basic of setting up and running a college based internet radio station. This will include providing content (music, announcements, PSA's, and other broadcast content, dependent upon meetings' decisions) and managing a broadcasting schedule. Information: 480.726.4052.

### Comedy Club

This club is a student organization designed to provide an opportunity for students who like to perform, practice and enjoy comedy. The club meets as a whole monthly to play improv comedy games, write and read sketch comedy, and brainstorm new ideas and concepts. The organization currently has an improv comedy troupe called "Reject llamas." The club's goal is to expand, not only in performance groups, but in whole-group membership, with an intent down the road to be able to travel to various shows and compete in competitions, and even expand in the forms of current existing mediums. Information: 480.726.4051.

### Creative Writing Club

The Creative Writing Club is open to any CGCC student interested in writing poetry, fiction, creative nonfiction, graphic novels, screenwriting, slam lyrics, performance art, and dramatic art. Writers share work with each other in a supportive environment where all types of writing are welcome. Information: 480.857-5543.

### Eagle Feather (Native American)

This group promotes and enhances cultural awareness and educational leadership for individuals interested in Native American culture. Information: 480.732.7255.

### Hands-On Environmental Action Team (HEAT)

This group focuses on environmental awareness on our campus and the community. Information: 480.857.5256.

### Hands Enriching Life Program (HELP)

This organization seeks to build the relationships between students and community by servicing those areas that need the most support. HELP, address local as well as global needs by encouraging its members to engage in civic responsibility. We strive to unite the student body to serve the needs of our communities. Information: 480.732.7036.

### Hispanic Student Organization (HSO)

This organization is open to all students of Hispanic descent or students interested in Hispanic culture. This club sponsors a number of events during the school year. Information: 480.732.7277.

### Intercultural Exchange Club (IEC)

This group is made up of individuals from any culture who are interested in exploring other cultures. IEC encourages and promotes goodwill among other cultures to increase awareness and appreciation of other cultures. Information: 480.732.7391.

### KAIROS

This group is open to all students who are interested in seeking Christian fellowship. Its goals are to provide fellowship and activities and promote, plan and integrate school and community activities that stimulate students' growth spiritually, intellectually and socially. Information: 480.857.5524.

### Latter-Day Saints Student Association (LDSSA)

LDSSA is committed to bringing people closer to Christ through activities, motivational speakers, and service projects. LDSSA provides fellowship and religious studies in an uplifting atmosphere. All are welcome to attend. Information: 480.812.0272.

### One Voice

This group seeks to create a coalition between the LGBT (Lesbian, Gay, Bisexual, and Transgender) community and their allies where students can be provided support from fellow students. Information: 480.857.5536.

### Performing Arts Student Organization (PASO)

This organization is open to all students who have an interest in the performing arts. Its purpose is to promote the fine and performing arts. PASO sponsors various activities including talent shows, and karaoke contests. Information: 480.732.7152.

### Phi Theta Kappa (PTK)

An International Honors Society that recognizes and promotes academic achievement among students of two-year colleges. It provides students with opportunities for leadership and training, and encourages personal growth among members and associates. It is open to all students who have a 3.5 cumulative grade point average and have completed at least 12 semester hours at CGCC in courses numbered 100 and above. Information: 480.857.5141.

### Philosophy Club

This group seeks to create an awareness of philosophical concepts while promoting critical thinking and debate. Information: 480.732.7182.

### Political Science Organization

The Political Science Organization is a vehicle for civic engagement open to all students and faculty at CGCC. Our goal is to ensure the community is well informed about issues, politics and to encourage civic engagement. Information: 480.857.5194.

### Student Nurses in Action

This group will demonstrate their dedication, commitment, and compassion by contributing to the community in a positive manner by promoting wellness through education, helping others, serving as role models, and providing a support system for other student nurses. Information: 480.988.8882.

### Teachers of Tomorrow

This organization meets to inform and prepare students for a teaching career. Information: 480.857.5524.

### "The WoRCS"

"Women's Resource Circle and Support" offers a place of authentic community for people interested in celebrating and enhancing the lives of women everywhere. Information: 480.857.5524.

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# Policies

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## Attendance

Students are expected to attend all class meetings. In the event that a student has to miss class(es), he/she must notify his/her instructor(s). Of particular importance is the first class meeting.

If a student does not attend the first class meeting of a course and does not notify the instructor, the instructor may drop the student from the course at his/her discretion. Non-attendance does not substitute for official withdrawal from a course.

## Withdrawal From CGCC

Students who cannot complete the semester must officially withdraw from the college. If a student must drop a course or withdraw from college, he or she must follow college withdrawal procedures to avoid failing grades.

Withdrawal deadlines vary depending upon the length of the class. See "Withdrawal" in the CGCC Catalog & Student Handbook or on the Web at: [www.dist.maricopa.edu/gvpolicy/adminregs/students/print/deadlines.pdf](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/print/deadlines.pdf).

Withdrawal can be accomplished through self-service at [my.maricopa.edu](http://my.maricopa.edu), by writing a letter or by coming in person to the Admissions, Records and Registration Office, Room A134, at the Pecos Campus, or to the Bluford Hall/ ATC, at the Williams Campus. Failure to officially withdraw can result in failing grades. Students are expected to review both withdrawal deadlines and the Refund Policy on page 6.

## Refunds

Students who officially withdraw from classes within the withdrawal deadlines will receive a 100% refund for tuition, class fees and registration processing fees. Students can view withdrawal deadlines for enrolled courses at [my.maricopa.edu](http://my.maricopa.edu) (select the "My Class Schedule" link and the "Deadlines" link). The official date of withdrawal is the date the withdrawal is received in the Admissions, Records and Registration Office. Never attending is not an allowable refund exception or a reason to excuse the debt incurred through registration. See Refund Policy on page 6.

## Student Emergencies

Students who are unable to attend classes due to a medical emergency/accident should contact the instructor directly. If the student cannot reach the instructor, call the Vice President of Student Affairs office at 480.732.7322. The Vice President of Student Affairs office will inform faculty of emergencies.

## Changes to the Class Schedule

Chandler-Gilbert Community College reserves the right to cancel classes, make changes as college needs require, and change without notice, any of the information, curriculum, requirements, and regulations published in this class schedule. This document is not to be construed as part of the enrollment contract.

## Immunization

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

## Equal Opportunity Statement

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

Inquiries regarding the equal opportunity policies, the filing of grievances or the requesting of a copy of the procedures covering discrimination complaints may be directed to the Vice President of Student Affairs, William Crawford III, 480.732.7322.

## Affirmative Action Statements

### AFFIRMATIVE ACTION POLICY STATEMENT FOR INDIVIDUALS WITH DISABILITIES

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified.

Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental

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disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

#### **AFFIRMATIVE ACTION POLICY STATEMENT FOR OTHER ELIGIBLE VETERANS, SPECIAL DISABLED VETERANS AND VIETNAM VETERANS**

In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified.

Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training.

Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

#### **Nondiscrimination Policy**

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South

Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

#### **Notice of Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act Title IX Coordinator**

William Crawford III: ADA/504/Title IX Coordinator, Chandler-Gilbert Community College, 2626 East Pecos Road, Chandler, AZ, 85225-2499; (480) 732-7309

Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner. Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

#### **Family Education Rights and Privacy Act of 1974**

Chandler-Gilbert Community College complies with the Family Educational Rights and Privacy Act of 1974. See the college catalog for information.

## COURSES, CERTIFICATES & DEGREES

### ARIZONA GENERAL EDUCATION CURRICULUM (AGEC)

The AGEC is a 35-semester credit block of lower division general education courses which fulfill lower-division general education requirements for students planning to transfer to an Arizona public university.

### MARICOPA GENERAL STUDIES DEGREE (AGS)

The degree is recommended for students whose educational goals require flexibility. The AGS allows students to choose any elective courses numbered 100 and above to complete the degree.

### MARICOPA UNIVERSITY TRANSFER PATHWAY DEGREES

These degrees/pathways transfer as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCC CD pathways will apply to university graduation requirements of the university major for which the degree was designed.

### CERTIFICATE OF COMPLETION (CCL)

Certificate coursework provides the specific skills necessary for success in a chosen occupation. Fewer credits are required than degree programs.

### APPLIED SCIENCE DEGREES (AAS)

This degree is recommended for students who wish to gain a depth of technical expertise by completing a career & technical program which may transfer into the BAS program at ASU Polytechnic or ASU West.

### UPDATED SCHEDULE AND CATALOG:

[www.cgc.edu/catalog](http://www.cgc.edu/catalog)  
[www.cgc.edu/registration](http://www.cgc.edu/registration)

AVIATION	C	Cert.	D
Aeronautics	X		
Aircraft Construction Technologies	X		
Aircraft Construction Technology			X
Aircraft Maintenance Technology	X	X	X
Airframe Maintenance (Part 147)		X	
Airway Science Technology, Flight Emphasis			X
Aviation Electronics Maintenance Technology			X
Avionics Technology	X	X	
Composite Technology		X	
Flight Technology		X	
Powerplant Maintenance (Part 147)		X	
Sheet Metal Structures Technology		X	

X = COURSES (C), CERTIFICATES (CERT.), DEGREE (D)

BUSINESS & COMPUTER INFO SYSTEMS	C	Cert.	D
Accounting	X		
Business-Personal Computers	X		
Cisco Network Technology	X		
Computer Hardware and Desktop Support		X	
Computer Information Systems	X		
Computer Science	X		
Covey	X		
General Business	X		X
Information Technology			X
Information Technology Security	X		
Linux Professional		X	
Management	X		
Marketing	X		
Microcomputer Applications: Office Specialist/Core Level		X	
Microcomputer Applications: Office Specialist/Expert Level		X	
Microcomputer Business Applications			X
Microsoft Database Administration		X	X
Microsoft Desktop Support Technology		X	
Microsoft Product Specialist		X	
Microsoft Technology	X		
Networking Administration: Cisco		X	
Networking Technology: Cisco		X	X
Office Automation Systems	X		
Oracle Database Operations		X	
Organizational Leadership		X	
Organizational Management			X
Programming and System Analysis		X	
Retail Management		X	X
Small Business Management	X		
Society and Business	X		

MATHEMATICS	C	Cert.	D
Mathematics	X		

NURSING	C	Cert.	D
Dietetic Technology			X
Food and Nutrition	X		
Health Care Related	X		
Health Core Curriculum	X		
Nursing Science: Basic	X		
Registered Nurse			X
Therapeutic Massage		X	X
Wellness Education	X		

## COURSES, CERTIFICATES &amp; DEGREES

<b>COMMUNICATION &amp; FINE ARTS</b>	<b>C</b>	<b>Cert.</b>	<b>D</b>
Art Humanities	X		
Communication	X		
Dance Humanities	X		
Mass Communications	X		
Media Arts: Computer Art/Illustration		X	
Media Arts: Digital Imaging		X	
Music Business		X	X
Music: Commercial/Business	X		
Music: History/Literature	X		
Music: Performance	X		
Music: Theory/Composition	X		
Sign Language	X		
Telecommunications	X		
Theater	X		
Theater Performance/Production	X		

<b>LANGUAGE &amp; HUMANITIES</b>	<b>C</b>	<b>Cert.</b>	<b>D</b>
Critical Reading	X		
English	X		
English as a Second Language	X		
English Humanities	X		
French	X		
Humanities	X		
Journalism	X		
Philosophy	X		
Reading	X		
Religious Studies	X		
Spanish	X		
Writing Across Curriculum	X		

<b>SCIENCE</b>	<b>C</b>	<b>Cert.</b>	<b>D</b>
Astronomy	X		
Biology	X		
Chemistry	X		
Computer-Aided Drafting	X		
Electric Utility Technology	X	X	X
Electric Utility Technology - Meter Technology	X		
Electrical Engineering	X		
Electronic	X		
Electronics Technology	X		
Engineering Science	X		
Equine Science	X		
Geology	X		
Physical Geography	X		
Physical Science	X		
Physics	X		

<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>	<b>C</b>	<b>Cert.</b>	<b>D</b>
Administration of Justice Studies	X		X
Anthropology	X		
Child/Family Studies	X		
Crime and Intelligence Analysis	X	X	
Developmental Disabilities Specialist		X	
Economics	X		
Education	X		
Fire Science Technology	X		
Forensic Science		X	
Health Science	X		
History	X		
Homeland Security		X	
Justice Studies		X	
Law Enforcement Training Academy		X	
Physical Education	X		
Political Science	X		
Psychology	X		
Recreation	X		
Sociology	X		
Strength and Conditioning Personal Trainer		X	
Strength, Nutrition and Personal Training			X
Women's Studies	X		

<b>LIBRARY</b>	<b>C</b>	<b>Cert.</b>	<b>D</b>
Counseling and Personal Development	X		

**UNDECIDED ABOUT YOUR MAJOR?**

Visit CGCC's Career Services and connect to your future. Call today!

**480.857.5211** [www.cgc.edu/careers](http://www.cgc.edu/careers)

# We're Here to Help You!

## Supporting Student Needs

### ADMISSIONS & RECORDS

**Pecos 480.732.7320**  
**Williams 480.988.8000**

The Office of Admissions and Records provides informational service to students, processes applications for admission to the college and special programs, determines residency for tuition purposes, evaluates transcripts from other colleges, and assists students through the enrollment process.

### ADVISEMENT

**Pecos 480.732.7317**  
**Williams 480.988.8000**

Academic advising is essential for student success. We encourage students to make an appointment to meet with an advisor each semester prior to registering for classes. Academic advisors in the Advisement Center assist students in planning a program of study as well as scheduling and selecting appropriate courses. Information is provided on programs, prerequisites, course requirements, course choices, faculty, and more. Information: [www.cgc.edu/advisement](http://www.cgc.edu/advisement).

### BOOKSTORE

**Pecos 480.732.7350**  
**Williams (ASU) 480.727-1168**

Students at the Pecos Campus and Sun Lakes Center are able to purchase all books and most 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 all books and most supplies through the Bookstore located in the ASU Polytechnic Student Union. Use VISA, MasterCard, Discover Card, checks with a student ID number, and cash to make purchases. Information: [www.cgc.edu/bookstore](http://www.cgc.edu/bookstore).

### CAREER & PLACEMENT SERVICES Pecos 480.857.5211

Career and Placement Services assist students in planning for their future careers. Some of the questions we help students answer are as follows: How do I pick a major? What do I want to be? How can I create an education plan? How can I find a job now? How do I create a resume or apply for a position? How do I obtain a job in my new profession? All of these questions and more can be answered with help from our friendly career staff! Information: [www.cgc.edu/careers](http://www.cgc.edu/careers).

### PUBLIC SAFETY

**Pecos 480.732.7280**  
**Williams 480.988.8888**

College Safety personnel assist CGCC students employees and visitors with emergencies, lost and found property, parking, student ID cards, and traffic control.

### CONTINUING EDUCATION

**480.857.5500**

#### NONCREDIT CLASSES

The Continuing Education Department is at the Sun Lakes Center and offers noncredit courses:

Arts	Health & Well-Being
Business	Hobbies & Personal Interest
Crafts & Creativity	Investment & Finance
Computer Courses	Languages

### WORKFORCE DEVELOPMENT CENTER 480.732.7080

The Workforce Development Center is at the Sun Lakes Center and offers businesses customized training: One day, one month, or multiple years.

- Cost effective classes
- Training tailored specific to your needs
- Language classes designed just for your company
- Training for professional growth and development
- Convenient training locations: Onsite, online or on campus

### DISABILITY RESOURCES & SERVICES 480.857.5188

This office provides access and ongoing support services to students with documented disabilities according to The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Students must have appropriate and current documentation that complies with the MCCCCD policy. Services may include academic advisement, registration, provide testing and classroom accommodations, skill development training, and support services in transitioning to the college environment.

### EARLY OUTREACH PROGRAMS 480.857.5188

Office of Early Outreach Programs provides opportunities for elementary and high school students to be introduced to college.

#### ACE Plus

The ACE PLUS program (Achieving a College Education) is an early outreach two-year scholarship-based college preparation program for high school students. Information: [www.cgc.edu/ace](http://www.cgc.edu/ace).

#### Hoop of Learning

The Hoop of Learning program is designed to provide educational opportunities for Native American students in high school grades 9 through 12 to earn college credits.

### ENGLISH AS A SECOND LANGUAGE 480.732.7342

English As A Second Language (ESL) courses are designed to help foreign speakers from a variety of countries learn English by emphasizing four basic skill areas: listening, speaking, reading, and writing. Students should enroll in all courses offered in each level and be tested so they may be placed in the appropriate level. Information: [www.cgc.edu/esl](http://www.cgc.edu/esl).

### FINANCIAL AID

**Pecos 480.732.7311**  
**Williams 480.988.8135**

The goal of the CGC Financial Aid office is to assist students and families in seeking resources to help finance a post secondary education in a student-centered environment. Our office oversees the delivery of all federal Title IV programs; including federal and state grants, student loans, and federal work study; veterans' education benefits; and scholarships for the college.

### FISCAL/CASHIER OFFICE

**Pecos 480.732.7312**  
**Williams 480.988.8132**

The Fiscal/Cashier Office manages the financial operation of Chandler-Gilbert Community College. Trained and qualified staff members provide student and administrative services during day and evening hours. Our mission is to provide quality fiscal, financial, business support services to the college community.



### **INTERNATIONAL EDUCATION PROGRAM 480.857.5188**

The International Education Program supports and provides opportunities that enhance academic, social and cultural interactions. We promote positive cross cultural interactions by providing information, assistance and guidance to students, staff, faculty and the community. IEP is committed to creating a positive and successful experience for students at CGCC through access, quality programs, and service.

### **HONORS 480.732.7252**

The Honors Program at Chandler-Gilbert provides the opportunity for academically motivated students to participate in challenging and rewarding educational experiences. The purpose of the Honors Program is to foster greater depth of thought in reading, writing, and discussion with faculty and guest lecturers who will better prepare honors students to complete degrees or to begin their careers. A variety of academic scholarships and fee waivers are available to eligible Honors Program students.

### **HOUSING 480.727.1700**

Williams Campus Housing and Residential Life is managed by Campus Living Villages, and provides on-campus housing for CGCC and ASU students and staff. Campus Living Villages oversees the management and leasing of 610 houses and eight residence halls, for a combined total of over 1000 units. The Williams Campus Housing Office is located in the north end of the Union "Annex," Building 330. Information: [www.poly.asu.edu/students/housing/](http://www.poly.asu.edu/students/housing/).

### **LEARNING CENTER/TUTORING 480.732.7231**

Free tutoring services and resources are available to CGCC students. While the emphasis is on providing writing, mathematics, and science support, services are available for a wide range of courses. Information: [www.cgc.edu/lc](http://www.cgc.edu/lc).

### **LIBRARY 480.857.5100**

The CGCC Library located at the Pecos Campus houses a variety of books, periodicals, and AV materials. Librarians are available to help with research assignments. The Library home page, [www.cgc.edu/library](http://www.cgc.edu/library), provides access to books and subscription databases. A college ID card, registered at the Library, is required to borrow materials and to gain access remotely to available Library databases and the Ask A Librarian service. Group study rooms are also available.

CGCC students at the Williams Campus have access to the CGCC Library located in Engle Hall.

### **ORIENTATION 480.732.7330**

New Student Orientation is mandatory for all new students. Prepare for success as a student at CGCC by attending an orientation. You will learn about campus resources and services, connect with current CGCC students, campus life, and more! Go to the orientation page at [www.cgc.edu/orientation](http://www.cgc.edu/orientation).

### **TRANSITIONS SERVICES 480.857.5188**

Transition Services provides support to non-traditional students who are beginning or resuming their educational goals. These services address unique issues and challenges students face while juggling multiple roles in their pursuit of academic goals. Transition Services work closely with WoRCS, a student club that supports women's issues relevant to today's student. The Living Smart series provides support and information through on-going presentations geared towards the adult learner.

### **STUDENT ID CARDS Pecos 480.732.7280 Williams 480.988.8888**

Student ID cards may be obtained from the Public Safety office at the Pecos Campus or in Bluford Hall at the Williams Campus after payment of tuition and fees. The card provides access many services on campus including the Library and Computer Lab and should be kept from semester to semester. The first card is free. Replacement cards may be purchased for \$5.

### **STUDENT LIFE AND LEADERSHIP 480.732.7104**

The Student Life Office creates a supportive environment that provides opportunities for personal, social, and intellectual development. A three-part approach to Student Life, which involves providing services, programming, and leadership training, affords students the opportunity to enhance their academic experience, achieve their full potential, and have fun!

### **STUDENT SUPPORT AND TRANSITION SERVICES**

Healthy Empowerment of Life Planning (H.E.L.P.)  
480.857.5188

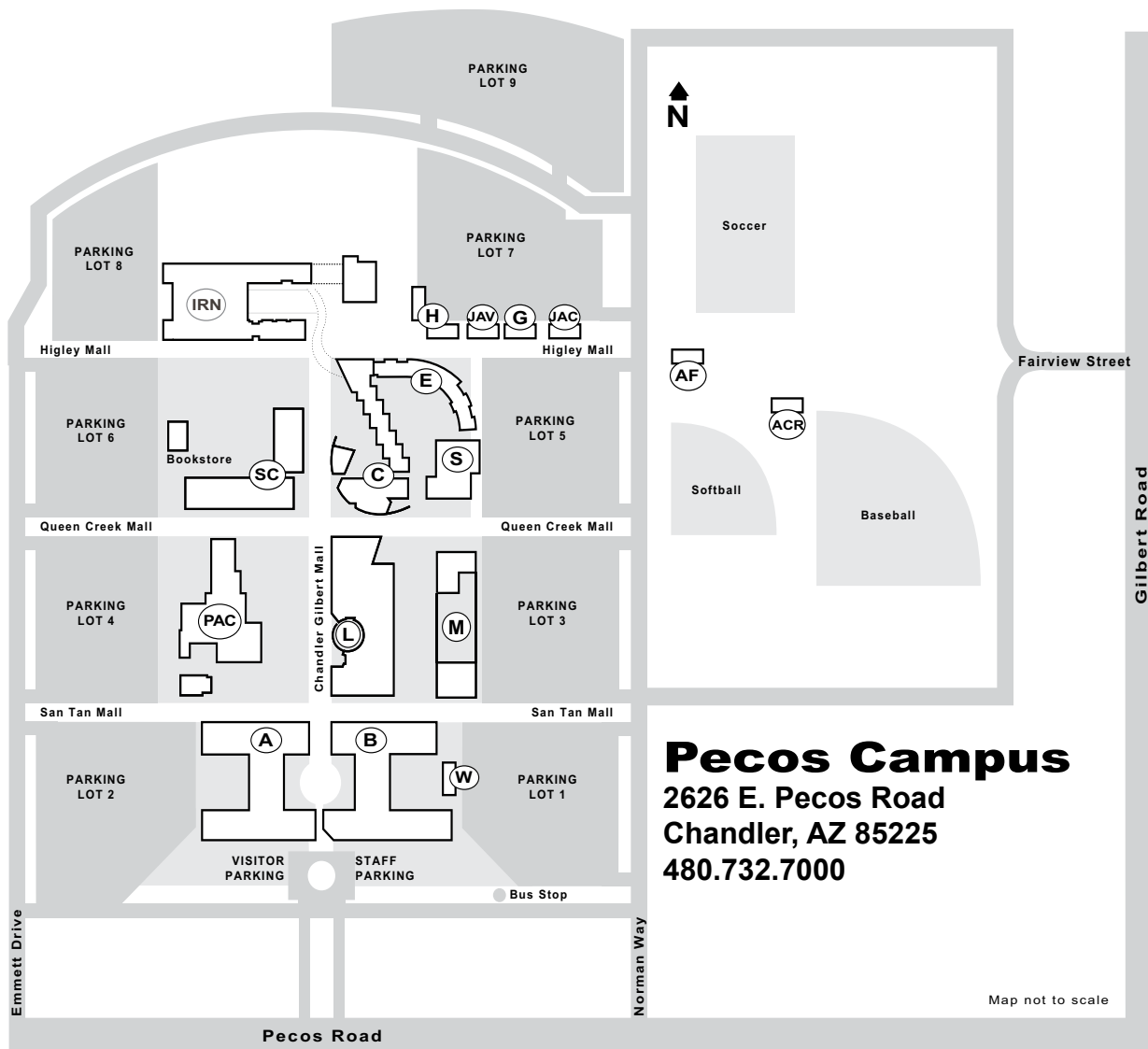
Student Support Services, Transition Services, and Disability Resources and Services (DRS) provide support services for CGCC's diverse student population including the Early Alert Retention and Success Program which provides intervention, assessment and ongoing support for students in need. Appointments are confidential and at no cost to enrolled students.

### **TESTING SERVICES Pecos 480.732.7159 Williams 480.988.8000**

Testing Services provides academic and course placement testing to assist students as they pursue their career, educational, and personal goals. Info: [www.cgc.edu/testing](http://www.cgc.edu/testing).

### **VETERANS' SERVICES Pecos 480.732.7311 Williams 480.988.8135**

The CGCC Veterans Services Office acts as the liaison between the college and the Department of Veterans Affairs. Our office assists students with preparation of the proper forms required to process certification of enrollment for their benefits. If you are unsure whether or not you are eligible for Veterans' Education Benefits, contact the Department of Veterans' Affairs.



**Pecos Campus**  
 2626 E. Pecos Road  
 Chandler, AZ 85225  
 480.732.7000

**Pecos Campus**

ACE Program..... SC	Cashier/Fiscal Offices .....A	Information Center/Switchboard .....B	Public Safety Office..... M
Administration Offices .....B, L, SC	Chandler Early College .....JAV	International Student Services ..... SC	Registration.....A
Admissions, Records, and Registration .A	Computer Lab.....B	Ironwood Hall..... IRN	Special Services..... SC
Advisement Center.....A	Copy Services.....B	Jacaranda Hall.....JAC	Student Center..... SC
Assessment/Testing Center .....A	Disabled Student Services..... SC	Javalina Hall.....JAV	Student Life Offices..... SC
Athletics, Concession, & RestroomsACR	Facilities Services..... MN	Learning Center/Tutoring .....L	Teaching and Learning Center.....L
Athletic Training Facility ..... AF	Faculty Commons ..... C	Library .....L	Technical Support Services .....L
Athletic Department ..... SC	Faculty Offices...B, C, E, G, IRN, L, PAC	Marketing & Public Relations .....B	Testing/Assessment Center.....A
Bookstore ..... West of SC Building	Financial Aid/Veterans Services .....A	Math & Science Tutoring.....L	Tutoring/Learning Center .....L
Cafeteria/Food Services .....B	Fiscal/Cashier Offices .....A	Media Services.....L	Veterans/Financial Aid Services .....A
Career and Placement Services ..... SC	Fitness Center .....A	NAU Office-Undergrad Programs ....JAC	Writing Center.....L
Career/Technical Ed Offices .....L	Hoop of Learning..... SC	Office Building.....E, G	

**Courses are Offered at the Following Locations**

**Arizona POST (AZPOST)**  
 2643 East University  
 Phoenix, AZ 85034

**Greenfield Lakes Golf Course (GRN)**  
 2484 East Warner Road  
 Gilbert, AZ 85296

**San Marcos Golf & Country Club**  
 One South San Marcos Place  
 Chandler, AZ 85225

**Williams Campus**  
 7360 East Tahoe Avenue  
 Mesa, AZ 85212-0908

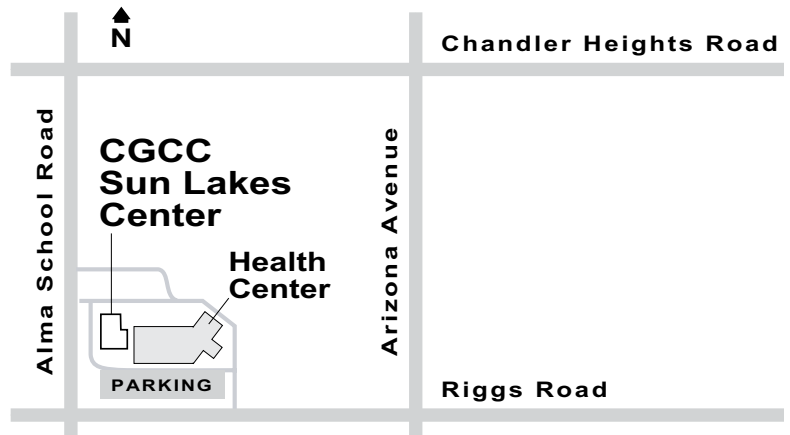
**Chandler High School (CH)**  
 350 North Arizona Avenue  
 Chandler, AZ 85225

**Pecos Campus**  
 2626 East Pecos Road  
 Chandler, AZ 85225-2499

**Sun Lakes Center (SLC)**  
 25105 South Alma School Road  
 Sun Lakes, AZ 85248-6101

# Sun Lakes Center

25105 South Alma School Road  
 Sun Lakes, AZ 85248-6101  
 480.857.5500

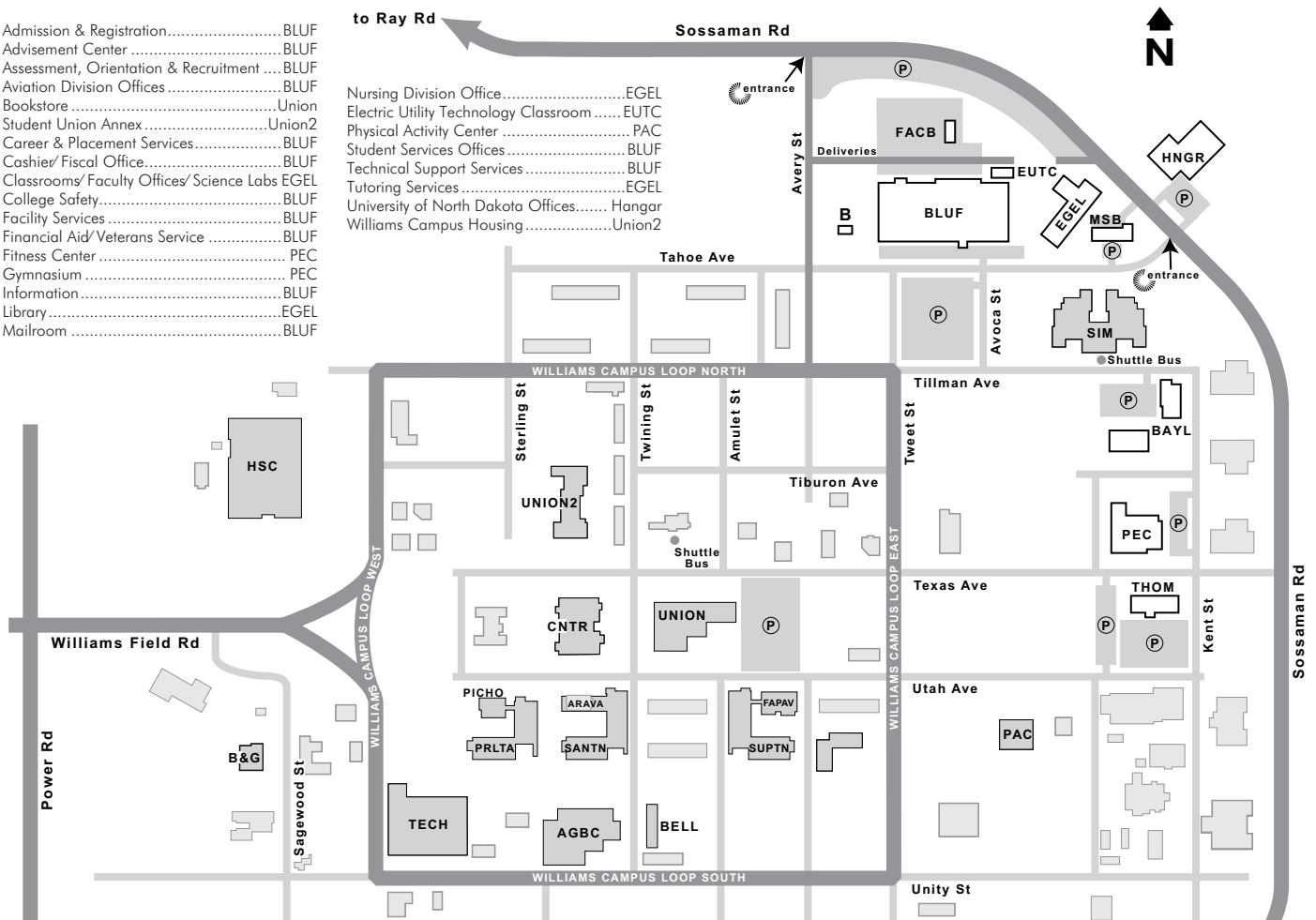


# Williams Campus

Note: New Building names beginning Fall 2009 Semester

7360 East Tahoe Avenue  
 Mesa, AZ 85212  
 480.988.8000

- Admission & Registration.....BLUF
- Advisement Center.....BLUF
- Assessment, Orientation & Recruitment ....BLUF
- Aviation Division Offices.....BLUF
- Bookstore.....Union
- Student Union Annex.....Union2
- Career & Placement Services.....BLUF
- Cashier/ Fiscal Office.....BLUF
- Classrooms/ Faculty Offices/ Science Labs EGEL
- College Safety.....BLUF
- Facility Services.....BLUF
- Financial Aid/ Veterans Service.....BLUF
- Fitness Center.....PEC
- Gymnasium.....PEC
- Information.....BLUF
- Library.....EGEL
- Mailroom.....BLUF
- Nursing Division Office.....EGEL
- Electric Utility Technology Classroom.....EUTC
- Physical Activity Center.....PAC
- Student Services Offices.....BLUF
- Technical Support Services.....BLUF
- Tutoring Services.....EGEL
- University of North Dakota Offices.....Hangar
- Williams Campus Housing.....Union2



# Questions? Give Us a Call!

All Chandler-Gilbert Community College phone numbers are area code (480).

<b>PECOS CAMPUS</b> ..... 732-7000	<i>English</i>	<i>Women's Studies</i>
Academic Advisement/Transfer .....732-7317	<i>English Humanities</i>	Student Life & Leadership .....732-7104
Admissions, Records and Registration Office .....732-7320	<i>English as a Second Language</i>	Student Support Services.....857-5188
Athletics .....732-7073	<i>Foreign Languages</i>	Testing Services .....732-7159
Bookstore .....732-7350	<i>Humanities</i>	Tutoring-Learning Center.....732-7231
<b>Business &amp; Computing Studies</b>	<i>Journalism</i>	Veterans Services .....732-7311
<b>Division</b> .....732-7043	<i>Philosophy</i>	Vice Presidents Academic Affairs ..... 732-7014
<i>Accounting</i>	<i>Reading Education</i>	Administrative Services..... 732-7222
<i>Business-Personal Computers</i>	<i>Religious Studies</i>	Student Affairs ..... 732-7322
<i>Cisco Network Technology</i>	Learning Center - Tutoring.....732-7231	Workforce Development 732-7080
<i>Computer Information Systems</i>	Library .....857-5100	
<i>Computer Science</i>	<b>Library Division</b> .....857-5135	
<i>Covey</i>	<i>Advancing Academic Achievement</i>	<b>SUN LAKES CENTER</b> ..... 857-5500
<i>General Business</i>	<i>Behavioral Health Services Technology</i>	Admissions, Records, and
<i>Information Technology Security</i>	<i>Counseling &amp; Personal Development</i>	Registration offices .....857-5504
<i>Management</i>	<b>Mathematics Division</b> .....732-7170	Continuing Education ..... 857.5500
<i>Marketing</i>	Media Services.....732-7110	Director .....857-5505
<i>Microsoft Technology</i>	President's Office .....732-7075	Emergencies .....857-5500
<i>Office Automation Systems</i>	Public Safety Department.....732-7280	Information.....857-5500
<i>Society and Business</i>	Recruitment/Orientation .....732-7277	Workforce Development .....857.5500
Career & Placement Services.....857-5211	Re-Entry Services .....857-5188	
Cashier/Fiscal Offices .....732-7312	Registration.....732-7320	<b>WILLIAMS CAMPUS</b> ..... 988-8000
Clubs & Organizations .....732-7104	<b>Science Division</b> .....857-5559	Academic Advisement/Transfer .....988-8000
College Employee Services.....732-7042	<i>Astronomy</i>	Aviation Advisement .....988-8000
<b>Communications and</b>	<i>Automated Manufacturing Systems</i>	Admissions, Records and
<b>Fine Arts Division</b> .....732-7232	<i>Biology</i>	Registration Office .....988-8000
<i>Art</i>	<i>Chemistry</i>	<b>Aviation Division</b> .....988-8103
<i>Art Humanities</i>	<i>Electric Utility Technology</i>	<i>Aeronautics</i>
<i>Communication/Mass Communications</i>	<i>Electronics</i>	<i>Aircraft Construction Technologies</i>
<i>Dance</i>	<i>Engineering &amp; Computer Science</i>	<i>Aircraft Maintenance Technology</i>
<i>Dance Humanities</i>	<i>Equine Science</i>	<i>Avionics Technology</i>
<i>Music: Commercial/Business</i>	<i>Geography, Physical</i>	Baylor Hall Complex.....988-8600
<i>Music: History/Literature</i>	<i>Geology</i>	Bookstore (ASU) .....727-1168
<i>Music: Perform. &amp; Private Instruction.</i>	<i>Physical Science</i>	Career & Placement Services.....857-5211
<i>Music: Theory/Composition</i>	<i>Physics</i>	Cashier/Fiscal Office .....988-8132
<i>Sign Language</i>	Service Learning.....732-7069	Emergencies .....988-8888
<i>Theatre / Theatre Performance/Production</i>	<b>Social &amp; Behavioral Sciences Division</b> ....732-7334	Financial Aid / Veterans .....988-8135
Computer Lab – Pecos Campus .....732-7221	<i>Administration of Justice Studies</i>	Fiscal/Cashier Office .....988-8132
Disability Resources & Services.....857-5188	<i>Anthropology</i>	Fitness Classroom.....988-8400
Emergencies .....732-7280	<i>Child/Family Studies</i>	Information.....988-8000
Financial Aid/Scholarships/Veterans .....732-7311	<i>Crime and Intelligence Analysis</i>	<b>Nursing Division</b> .....988-8881
Fiscal/Cashier Office .....732-7312	<i>Economics</i>	<i>Food &amp; Nutrition</i>
Fitness Classroom.....732-7200	<i>Education</i>	<i>Health Core Curriculum</i>
Food Services/Cafeteria .....732-7362	<i>Emergency Medicalical Technology</i>	<i>Health Care Related</i>
Honors Program.....732-7252	<i>Fire Science</i>	<i>Nursing Science: Basic</i>
Human Resources .....732-7042	<i>Health Science</i>	<i>Wellness Education</i>
Information.....732-7000	<i>History</i>	Provost .....988-8821
International Education Program ..... 857-5188	<i>Physical Education</i>	Public Safety Department.....988-8888
<b>Language &amp; Humanities Division</b> .....732-7126	<i>Political Science</i>	Registration .....988-8000
<i>Creative Writing</i>	<i>Psychology</i>	Thomas Hall ..... 988-8801
<i>Critical Reading</i>	<i>Recreation</i>	Testing Services .....988-8901
	<i>Sociology</i>	Tutoring .....732-7231

# Final Exams

## Pecos Campus

Meeting Day(s)	Class Begins Between	Time of Exam	Day & Date of Exam
MW, MWF, MTWR	7:00A - 7:55A	7:00A - 8:50A	Monday May 10
MW, MWF, MTWR	8:00A - 8:55A	9:00A - 10:50A	Wednesday May 12
MW, MWF, MTWR	9:00A - 9:55A	9:00A - 10:50A	Monday May 10
MW, MWF, MTWR	10:00A - 10:55A	11:00A - 12:50P	Monday May 10
MW, MWF, MTWR	11:00A - 11:55A	11:00A - 12:50P	Wednesday May 12
MW, MWF, MTWR	12:00P - 12:55P	1:00P - 2:50P	Monday May 10
MW, MWF, MTWR	1:00P - 1:55P	* Arranged	Wednesday May 12
MW, MWF, MTWR	2:00P - 2:55P	1:00P - 2:50P	Wednesday May 12
MW, MWF, MTWR	3:00P - 3:55P	3:00P - 4:50P	Monday May 10
MW or M Only	4:00P - 4:55P	4:00P - 5:50P	Monday May 10
W Only	4:00P - 4:55P	4:00P - 5:50P	Wednesday May 12
MW or W Only	5:00P - 5:55P	5:00P - 6:50P	Wednesday May 12
M Only	5:00P - 5:55P	5:00P - 6:60P	Monday May 10
MW or M Only	6:00P - 6:55P	7:00P - 8:50P	Monday May 10
W Only	6:00P - 6:55P	7:00P - 8:50P	Wednesday May 12
MW or M Only	7:00P - 7:55P	7:00P - 8:50P	Monday May 10
W Only	7:00P - 7:55P	7:00P - 8:50P	Wednesday May 12
MW	8:00P - 8:55P	7:00P - 8:50P	Wednesday May 12
TR	7:00A - 7:55A	7:00A - 8:50A	Tuesday May 11
TR	8:00A - 8:55A	9:00A - 10:50A	Thursday May 13
TR	9:00A - 9:55A	9:00A - 10:50A	Tuesday May 11
TR	10:00A - 10:55A	11:00A - 12:50P	Tuesday May 11
TR	11:00A - 11:55A	11:00A - 12:50P	Thursday May 13
TR	12:00P - 12:55P	1:00P - 2:50P	Tuesday May 11
TR	1:00P - 1:55P	* Arranged	Thursday May 13
TR	2:00P - 2:55P	1:00P - 2:50P	Thursday May 13
TR	3:00P - 3:55P	3:00P - 4:50P	Tuesday May 11
TR or T Only	4:00P - 4:55P	4:00P - 5:50P	Tuesday May 11
R Only	4:00P - 4:55P	4:00P - 5:50P	Thursday May 13
TR or R Only	5:00P - 5:55P	5:00P - 6:50P	Thursday May 13
T Only	5:00P - 5:55P	5:00P - 6:60P	Tuesday May 11
TR or T Only	6:00P - 6:55P	7:00P - 8:50P	Tuesday May 11
R Only	6:00P - 6:55P	7:00P - 8:50P	Thursday May 13
TR or T Only	7:00P - 7:55P	7:00P - 8:50P	Tuesday May 11
R Only	7:00P - 7:55P	7:00P - 8:50P	Thursday May 13
TR	8:00P - 8:55P	7:00P - 8:50P	Thursday May 13
F Only		Last Class Meeting	Friday May 7
S Only		Last Class Meeting	Saturday May 8

### \*Final EXAM for NonStandard days/Times (Pecos)

The following nonstandard classes will be scheduled by the instructor:

Classes with a start time between 1:00P - 1:55P

Classes with combinations of days not included above

Classes scheduled to begin before 4:00P on Monday only, Tuesday only, Wednesday only, and Thursday only

Instructors may make final exam time and location arrangements for nonstandard classes by contacting Room Reservations at **480.732.7331** or **rooms@cgcmail.maricopa.edu**.

**NOTE: Instructors are required to meet their class on the scheduled final exam session. Final exam session dates and times should not be altered.**

## Williams Campus

DAY CLASSES: MW, MWF, MTWR

Class Begins	Time of Exam	Day & Date of Exam
7:30A	7:40 - 9:30A	Mon. May 10
9:00A	10:00 - 11:50A	Mon. May 10
10:30A	12:20 - 2:10P	Mon. May 10
12:00P	10:00 - 11:50A	Wed. May 12
1:30P	12:20 - 2:10P	Wed. May 12
3:00P	2:40 - 4:30P	Wed. May 12

\*Nonstandard Class Times See Below.

DAY CLASSES: TR

Class Begins	Time of Exam	Day & Date of Exam
7:30A	7:40 - 9:30A	Thur. May 13
9:00A	10:00 - 11:50A	Thur. May 13
10:30A	12:20 - 2:10P	Thur. May 13
12:00P	10:00 - 11:50A	Tues. May 11
1:30P	12:20 - 2:10P	Tues. May 11
3:00P	2:40 - 4:30P	Tues. May 11

\*Nonstandard Class Times See Below.

EVENING CLASSES

Class Begins	Time of Exam	Day & Date of Exam
MW 4:30P	4:40 - 6:30P	Wed. May 12
MW 6:00P	6:40 - 8:30P	Wed. May 12
TR 4:30P	4:40 - 6:30P	Tues. May 11
TR 6:00P	6:40 - 8:30P	Tues. May 11

\* Nonstandard Class Times See Below.

### \*FINAL EXAM SCHEDULE FOR NONSTANDARD DAYS AND TIMES (WILLIAMS)

Students should contact their instructor for time and location of final exams for classes not listed in the above schedule.

Instructors may make final exam time and location arrangements for nonstandard classes by contacting Room Reservations at **480.732.7331** or **rooms@cgcmail.maricopa.edu**.

## Sun Lakes Center

Semester-long evening classes meeting 4:00P or later hold exams during the last class meeting between Monday, May 10, and Thursday, May 13.



# CHANDLER-GILBERT COMMUNITY COLLEGE

[www.cgc.edu](http://www.cgc.edu)

## PECOS CAMPUS

Pecos Road & Gilbert Road

480.732.7000

## WILLIAMS CAMPUS

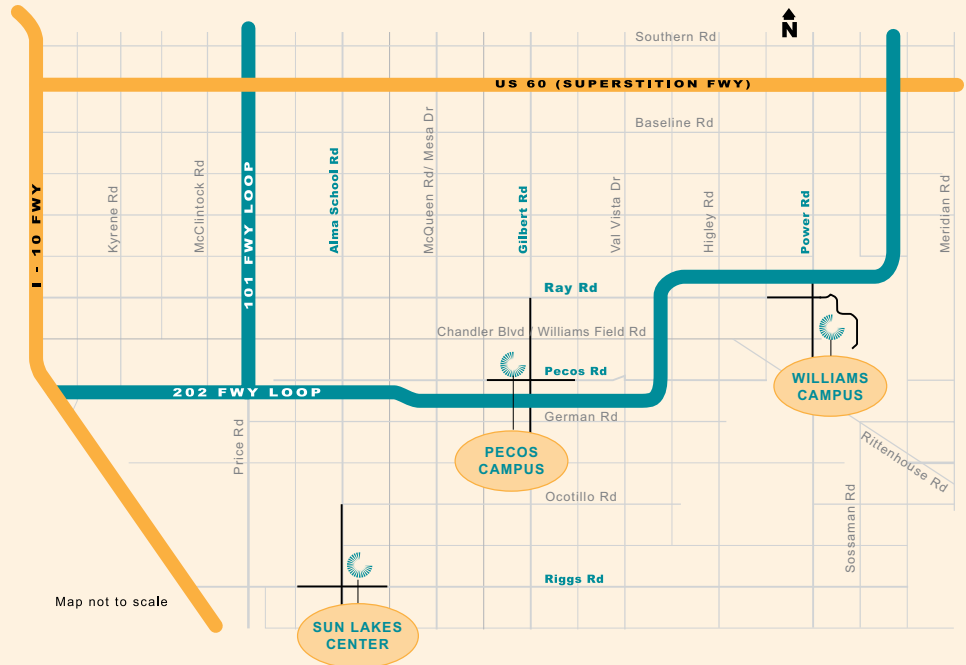
Southeast of Power Rd. & Loop 202

480.988.8000

## SUN LAKES CENTER

Alma School Road & Riggs Road

480.857.5500



## CHANDLER-GILBERT COMMUNITY COLLEGE

2626 E. Pecos Rd.

Chandler, AZ 85225



An EEO/AA institution.

