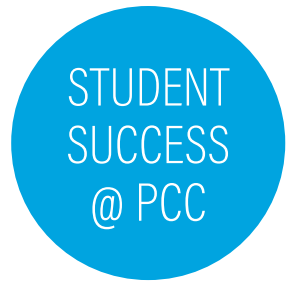


# New Student Orientation



## Congratulations and welcome to Pima Community College!

The information you receive during the New Student Orientation and in this packet provide an essential learning experience for a strong start to your college education.

### Certificate and Degree Requirements

Pima Community College provides several different paths for students to help them achieve their academic and career goals.

## Which One is Right for You?

Take a Course or Courses for Transfer	Dual Enrollment
Personal Enrichment	Complete a Program of Study

### Pima Programs of Study

	Certificate for Direct Employment	Associate Degree
General Education classes	0-6 credits	19-35 credits
Core and support courses (courses for your specific program or major)	9-48 credits	25-41 credits
<b>Total</b>	<b>9-54 credits</b>	<b>60-64 credits</b>

The types of classes and numbers of credits required depend on the program of study.



## The Academic Year

A school year is comprised of three semesters: fall, spring and summer.

- Fall (August-December) and spring (January-May) semesters include traditional 16-week and nontraditional, short-term course options for taking classes.
- Summer (May-August) sessions include 5-, 8-, and 10-week course options.

Fall (August-December)	Spring (January-May)	Summer (May-August)
16-week traditional 14-week late-start 5- and 8-week nontraditional, short-term course options	16-week traditional 14-week late-start 5- and 8-week nontraditional, short-term course options	<b>Session A:</b> 5-week courses from the end of May to the end of June
		<b>Session B:</b> 5-week courses from the beginning of July to the beginning of August
		<b>Session C:</b> 8- and 10-week courses from the beginning of Session A to the end of Session B

Visit [pima.edu/calendars](http://pima.edu/calendars) and select "Key Dates and Deadlines (by Semester)" or "Academic Calendar" for additional information and registration deadlines.

## Important Dates [pima.edu/calendars/key-dates-and-deadlines/index.html](http://pima.edu/calendars/key-dates-and-deadlines/index.html)

Start date for the upcoming semester: \_\_\_\_\_ 16-week Registration deadline: \_\_\_\_\_

End date for the upcoming semester: \_\_\_\_\_ 16-week Drop/Refund/Audit deadline: \_\_\_\_\_

Payment deadline for the upcoming semester: \_\_\_\_\_ 16-week Withdrawal deadline: \_\_\_\_\_

## Credit Hours

### What is a credit hour?

- One credit hour is equal to one hour per week in class for a traditional semester. Most classes are three credit hours.
- For every credit hour spent in class, plan two to three hours studying each week.
- Full-time enrollment is 12 or more credit hours per semester. Part-time enrollment is fewer than 12 credit hours per semester.

*Note: Online and self-paced classes typically require more of a time commitment per week.*

### Please estimate:

I plan to take \_\_\_\_\_ credits next semester.

I will need to study a minimum of \_\_\_\_\_ hours each week (hint: double the number of credits).

I plan to work \_\_\_\_\_ hours per week next semester.

My total work/school hours per week = \_\_\_\_\_

## Time Commitment Worksheet (School and Work Balance)

This worksheet will help you better recognize the use of your time and how to meet and balance all of your commitments. Also include time for travel, eating, chores, leisure and spending time with friends and family.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5 a.m.							
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							
11 p.m.							
Midnight							
1 a.m.							
2 a.m.							
3 a.m.							
4 a.m.							

## College Resources – Campus and Online

Access to campuses is restricted during the COVID-19 crisis, but all services are available virtually. For the most up-to-date information, visit [pima.edu/covid19](http://pima.edu/covid19).

Pima Community College has Student Services Centers specialists to assist with:

- Admission and Registration
- Assessment and Testing
- Academic Advising
- Financial Aid
- Veterans' Education Benefits

Some services are **by appointment and/or virtual**:

- Academic advising to develop your semester-by-semester Education Plan
- Counseling for career, academic or short-term personal issues
- Access and Disability Resources
- Career Services

### Student Services Centers:

- PimaOnline: 520-206-6408
- Desert Vista Campus: 520-206-5101
- Downtown Campus: 520-206-7260
- East Campus: 520-206-7662
- Northwest Campus: 520-206-2201
- West Campus: 520-206-6699
- International Student Services: 520-206-6732

### Additional Campus Resources for Pima Students

**Computer Centers:** Visit [pima.edu/covid19](http://pima.edu/covid19) for information on accessing laptops, hot spots, WiFi and technical assistance. Please note you are responsible for following copyright laws, including electronic file sharing. See [pima.edu/academics-programs/academic-support/library/copyright.html](http://pima.edu/academics-programs/academic-support/library/copyright.html).

**Library:** Access library services, including real-time chats with a librarian through [libguides.pima.edu/COVID-19](http://libguides.pima.edu/COVID-19).

**Student Life:** Get involved in activities, like Student Government or clubs. Call or visit Student Life at [pima.edu/get-involved](http://pima.edu/get-involved).

**Tutoring:** Free tutoring is available. Visit [pima.edu/tutoring](http://pima.edu/tutoring) or [pima.edu/academics-programs/academic-support/tutoring/contact-us.html](http://pima.edu/academics-programs/academic-support/tutoring/contact-us.html). Online tutoring is available for some subjects for students in fully online courses.

### Student Rights and Responsibilities

Find out about your student rights and responsibilities at [pima.edu/student-resources/student-policies-complaints/index.html](http://pima.edu/student-resources/student-policies-complaints/index.html), including:

- Student Code of Conduct and Academic Ethics
- Your right to privacy (FERPA – Family Educational Rights and Privacy Act)
- Standards of Academic Progress
- Student Complaint Process, including how to report possible discrimination or harassment
- Satisfactory Academic Progress (Financial Aid)

## Class Attendance and Participation

Regular attendance and active participation contribute to your academic success, and may impact federal Financial Aid and/or Veterans Education. You can learn more about this policy at [pima.edu/academics-programs/degrees-certificates/attendance.html](http://pima.edu/academics-programs/degrees-certificates/attendance.html)

## Financing Your College Education

Use the following resources to help make college affordable.

### Federal Financial Aid:

[fafsa.gov](http://fafsa.gov) (priority deadline of April 4 for fall semester and November 1 for spring semester)

### Scholarships:

- Scholarship Universe: [pima.scholarshipuniverse.com](http://pima.scholarshipuniverse.com)
- PCC scholarship info: [pima.edu/scholarships](http://pima.edu/scholarships)
- Arizona scholarship info: [scholarshipsaz.org](http://scholarshipsaz.org)
- Metropolitan Education Commission: <http://metedu.org>, click on Academics, then Money, then Scholarships

### Payments:

- A Payment Plan is available through MyPima Academics tab [pima.edu/paying-for-college/paying-your-bill/payment-plan/index.html](http://pima.edu/paying-for-college/paying-your-bill/payment-plan/index.html)

## Registration Planning Worksheet

For easy reference, as you choose your course sections for the Credit Class Schedule, enter their information here:

CRN	Subject & Course #	Credits	Meeting Days	Meeting Time	Location	Date (Start & End)	Alternate Method
	STU _____						
	REA _____						
	WRT _____						
	MAT _____						
	_____ Choose a course from your program of study.						
	_____ Choose a course from your program of study.						
	_____ Choose a course from your program of study.						

# Registration Instructions

## 1.) Choose and Register for Your Classes

1. Login to MyPima
2. Go to the "Students" Tab
3. Click on "Register and Pay"
4. Click "New Registration System"
5. Click on "Register for Classes"
6. Select a Term, for example, Fall 2020, click continue
7. Use "Register for Classes" tools to find and register for classes
  - 7a. Primary Method, enter the Subject and Course, example: STU 100
  - 7b. Click Search
  - 7c. Find a course that fits your needs by reviewing course specifics, click add
  - 7d. Once your course appears in the summary box, Click submit
8. To review your schedule, click on "Student" and "Academics" review in "My Schedule" (refresh as needed)

## 2.) Next Steps

**After you register for classes, take these additional steps to prepare for the start of the semester:**

- Check your MyPima (pima.edu) email and Financial Aid Messages
- Verify your residency status in MyPima by clicking on "Register and Pay" and viewing "MyAccount"
- For updates on obtaining a student id, check [pima.edu/covid19](http://pima.edu/covid19) throughout the semester. Get a student ID card from any campus Cashier's office
- Pay for classes through MyPima
- Buy books – see your booklist at MyPima on the Academics tab and shop at pimashop.com. Your purchase will be shipped to your home.

# Emergency Response Quick Reference Guide

## Student Safety

Pima makes every effort to provide a safe and secure environment.

- For general safety concerns: call the Pima Police Department, 520-206-2700. For emergencies, call 911.
- Pima's Police Department maintains an Annual Crime Statistics and Clergy Crime Act Report for the previous three years. To obtain this report, call (520) 206-2671 or go to [pima.edu/administration/police/reports.html](http://pima.edu/administration/police/reports.html).**
- Text alerts: To subscribe, use your cell phone and text the word alerts to 79516 (ignore any hyphens that your phone might insert in the number.)

### 1. Calling 911

#### Call 911 to report:

- Fires
- Medical emergencies
- Crime in progress
- Other serious situations affecting public safety, health or environment
- No need to dial "8" from College phone

### 2. Fire Alarm in Your Building

*(Loud horns and/or white strobe lights flashing from walls and/or ceilings)*

#### Evacuation procedures:

- Take your purse, backpack, keys, jacket, etc., if it is safe
- Follow instructions of Campus Action Team (CAT) members (in bright yellow vests)
- Close doors behind you but do not lock them
- Do not use elevators
- Proceed to nearest building exit
- Go to designated assembly area outside building
- Remain there until "all clear" from a Pima police officer, campus president or CAT leader

### 3. Report a Fire

*(Large, out-of-control or smoky fire)*

- Activate nearest fire alarm, if one is not already ringing
- Call 911 from a safe area
- Follow evacuation procedures; see Section 2.
- For small fires (i.e., trash can), if you are trained, use a fire extinguisher, try to extinguish the fire.
  - Report all fires, even if found extinguished
  - Complete Pima Accident/Injury Report

### 4. In Case of Medical Emergency

*(e.g., unconsciousness, inability to move, potential spinal injury, seriously broken bone, uncontrolled bleeding, heart attack, inability to breath)*

- Call 911
  - Provide requested information
  - Follow dispatcher's instructions
- If certified, administer any needed first aid
- Do not try to move person in distress
- Tell person in distress help is coming
- Try to make person in distress as comfortable as possible
- Remain with person in distress until help arrives

#### CALL COLLEGE POLICE 520-206-2700 any time AFTER you call 911 to report:

- bomb threats
- suspicious person(s)
- medical emergencies when an ambulance is called
- motor vehicle accidents without injuries
- after-hours facilities emergencies

### 5. Major Chemical Spill, Leak or Biohazard

- Evacuate immediate area
- Confine fumes by shutting any doors to area
- Activate nearest fire alarm, if one is not already ringing
- Go to safe area
- Call 911
  - Provide requested information
  - Follow dispatcher's instructions
- Follow evacuation procedures; see Section 2
- Potential exposure to chemical/biological/nuclear agent: Go to safe area but stay away from others to avoid contaminating them

### 6. Active Shooter in Your Vicinity

#### Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

#### Hide out

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

#### Take action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

#### Call 911 when it is safe to do so

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

#### When law enforcement arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and keep them visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

#### With an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

### 7. Bomb Threat/Suspicious Object(s)

#### If you receive a telephoned bomb threat:

- Remain calm
- Obtain as much information as possible; note specific details

#### If you observe a suspicious object, package, etc.:

- Do no touch, move or tamper with object(s)
- Call 911 from a safe area
- Keep yourself and others away from object(s)
- Do not use cell phones or radio equipment within 100 feet of object(s)
- If told to evacuate, follow building evacuation procedures

*Do not reenter building until "all clear" from a PCC police officer, campus president or CAT leader*

