

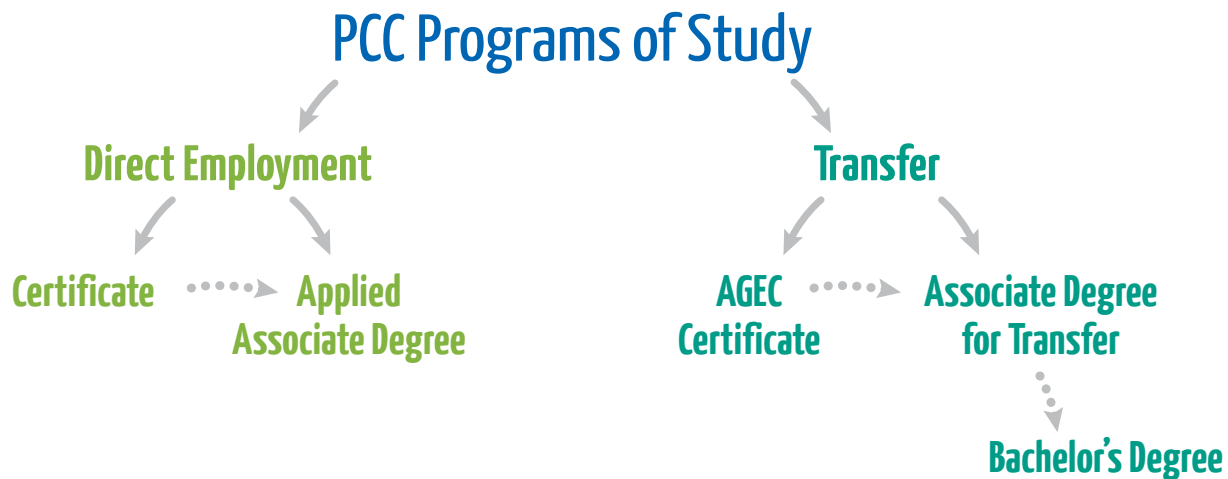
New Student Orientation

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 has more than 60 programs of study. As the following graphic shows, you can choose a program of study that prepares you for direct employment or one that prepares you to transfer and pursue a bachelor's degree.



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

	Certificate for Direct Employment	Associate Degree for Direct Employment	Associate Degree for Transfer
General Education classes	0-6 credits	19-21 credits (7-8 classes)	35 credits (11 classes) AGEC certificate
Core and support courses (courses for your specific program or major)	9-48 credits	39-41 credits	25-29 credits
Total	9-54 credits	60 credits minimum	60-64 credits



Credit Hours and Academic Year

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 credits a semester. Part-time enrollment is fewer than 12 credit hours in a 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 _____ hours each week (hint: double the number of credits).

I plan to work _____ hours per week next semester.

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	Session A: 5-week courses from the end of May to the end of June
		Session B: 5-week courses from the beginning of July to the beginning of August
		Session C: 8- and 10-week courses from the beginning of Session A to the end of Session B

Visit www.pima.edu/calendars and select “Key Dates and Deadlines (by Semester)” or “Academic Calendar,” for additional information and registration deadlines.

Time Commitment Worksheet (School and Work Balance)

Use this worksheet below to fill in your school, study and work commitments. Also include time for travel, eating, chores, leisure, and 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.							

Important Dates

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: _____

Class Attendance and Participation

Regular attendance and active participation contribute to your academic success, and may impact Federal Financial Aid and/or Veteran's Benefits. You can learn more about this policy at www.pima.edu/programs-courses/credit-programs-degrees/attendance.html.

Financing Your College Education

Use the following resources to help make college affordable.

Federal Financial Aid:

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

Scholarships:

- PCC scholarship info: <http://www.pima.edu/scholarships>
- Arizona scholarship info: <http://www.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 (not available for summer or to international students)
- The payment deadline is approximately two weeks prior to the semester start (check www.pima.edu/calendars/key-dates-and-deadlines)

Registration Worksheet

As you choose each course from the Credit Class Schedule, enter the information into this table:

CRN	Subject & Course #	Credits	Meeting Days	Meeting Time	Location	Date (Start & End)	Alternate Method
	REA_____						
	WRT_____						
	MAT_____						
	STU_____						
	_____ Choose a course from your program of study.						
	_____ Choose a course from your program of study.						

College Resources – Campus and Online

Pima Community College has Student Services Centers at each campus to assist with **walk-in services** for:

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

Some services are **by appointment**:

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

Student Services Centers:

Community Campus: 206-6408, Building B

East Campus: 206-7662, Student Center

Desert Vista Campus: 206-5101, Plaza Building

Northwest Campus: 206-2201, Building B

Downtown Campus: 206-7260, LB Building

West Campus: 206-6699, Santa Catalina Building

Additional Campus Resources for PCC Students

(*Community Campus does not have these in-person resources.)

Computer Centers: Computer centers are available to use for free at each campus. Please note you are responsible for following copyright law including electronic file-sharing. See www.pima.edu/current-students/computing/copyright-file-sharing.html.

Library*: Access library services through your MyPima Library tab or in-person at each campus. Visit your campus library to learn about how they can help you succeed.

Student Life*: Get involved in activities at your campus, like Student Government or clubs. Call or visit Student Life in person or go online for additional information at www.pima.edu/get-involved.

Tutoring*: Free tutoring is available on a walk-in basis. Pick up a schedule at campus learning centers or go online: www.pima.edu/tutoring.

Student Rights and Responsibilities

Find out about your student rights and responsibilities at www.pima.edu/current-students/code-of-conduct, 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

Student Safety

PCC makes every effort to provide a safe and secure environment so that you can concentrate on your educational and professional goals.

- For safety concerns: call the PCC Police Department, 520-206-2700.
- To review the Jeanne Clery Campus Crime Act Annual Report, go to www.pima.edu/dps and click on Reports and Statistics.
- Text alerts: Use your cell phone and text the word **alerts** to **79516**. (Ignore any hyphens that your phone might insert in the number.)

Student Success (STU) Courses and Online Activities

- To see a list of courses designed to enhance student success: <http://www.pima.edu/counseling>, then click on the Student Success classes link.
- Check out this link for interactive tutorials: <http://www.pima.edu/new-students/new-student-orientation/student-success.html>.

Registration Instructions

Choosing Your Classes

Using your Registration Worksheet, determine when classes are offered and build your schedule:

1. Login to MyPima
2. Go to the Academics tab
3. In the “Register for Classes” section in the left channel
 - a. Click “Pick your classes”
 - b. Change Semester (if needed)
 - c. Choose Subject Code and Course Number (and Location, if desired)
 - d. Click “Search”
4. Browse course offerings, pick an open course that works with your schedule, and record that information on your Registration Worksheet.

Registering for Classes

After recording the CRNs for the specific classes you want to take, you may register for them by returning to the Academics tab and looking for the “Register for Classes” section in the left channel:

1. Click “Register online for credit classes” then click “Lookup and Register for Classes”
2. Select a Term (if needed)
3. Answer Student Intent questions (if prompted)
4. Fill in CRNs in the “Add Classes Worksheet” area
5. Click the Submit Changes button
6. Confirm your current schedule

After You Register

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

- Check your MyPima email and Financial Aid Messages
- Verify your residency status (at any Student Services Center)
- Get a student ID card from any campus Cashier’s office
- Pay for classes through MyPima or at a campus Cashier’s office
- Buy books – either using your schedule information at a campus bookstore or see your book list in MyPima on the Academics tab
- Visit your campus(es) and classrooms