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*The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements, and regulations published in this catalog.*

# 2009-2010 ACADEMIC CALENDAR

## Summer Session - 2009

Registration — Consult the Summer Class Schedule or [www.scottsdalecc.edu](http://www.scottsdalecc.edu) for registration and drop/add information.

5-week/8-week Sessions Begin .....	Monday.....	June 1
Schedule Adjustments, 5- and 8-week Sessions .....	Monday–Tuesday.....	June 1-2
5-week Session Ends .....	Thursday.....	July 2
Observance of Independence Day ( <i>campus closed</i> ) .....	Monday.....	July 6
8-week Session Ends .....	Thursday.....	July 23

## Fall Semester - 2009

Registration — Consult the Fall Class Schedule or [www.scottsdalecc.edu](http://www.scottsdalecc.edu) for registration and drop/add information.

Saturday Classes Begin.....	Saturday.....	August 22
Day/Evening Classes Begin .....	Monday.....	August 24
Observance of Labor Day ( <i>campus closed</i> ) .....	Monday.....	September 7
Last Day to File Application for December 2009 Graduation.....	Friday.....	October 2
Last Day for Student Withdrawal <b>Without</b> Instructor's Signature.....	Friday.....	October 2
Observance of Veterans' Day ( <i>campus closed</i> ) .....	Wednesday.....	November 11
Thanksgiving Recess ( <i>campus closed</i> ) .....	Thursday–Sunday.....	November 26-29
Last Day for Student Withdrawal <b>With</b> Instructor's Signature .....	Monday.....	November 30
Last Day of Regular Classes.....	Sunday.....	December 13
Final Exams .....	Monday–Thursday.....	December 14-17
Mid-Year Recess Begins for Students .....	Friday.....	December 18
Fall Semester Ends .....	Friday.....	December 18
Winter Break ( <i>campus closed</i> ) .....	December 25 through	January 1

## Spring Semester - 2010

Registration — Consult the Spring Class Schedule or [www.scottsdalecc.edu](http://www.scottsdalecc.edu) for registration and drop/add information.

Saturday Classes Begin.....	Saturday.....	January 16
Observance of M. L. King Birthday ( <i>campus closed</i> ).....	Monday.....	January 18
Day/Evening Classes Begin .....	Tuesday.....	January 19
Observance of Presidents' Day ( <i>campus closed</i> ) .....	Monday.....	February 15
Last Day to File Application for May 2010 Graduation.....	Friday.....	March 5
Last Day for Student Withdrawal <b>Without</b> Instructor's Signature.....	Friday.....	March 5
Spring Break ( <i>campus closed March 18-21</i> ) .....	Monday–Sunday.....	March 15-21
Last Day for Student Withdrawal <b>With</b> Instructor's Signature .....	Monday.....	April 26
Last Day of Regular Classes.....	Sunday.....	May 9
Final Exams .....	Monday–Thursday.....	May 10-13
Commencement.....	Friday.....	May 14
Spring Semester Ends.....	Friday.....	May 14

## Summer Session - 2010 (Subject to 2010-2011 Catalog)

Registration — Consult the Summer Class Schedule or [www.scottsdalecc.edu](http://www.scottsdalecc.edu) for registration and drop/add information.

5-week/8-week Sessions Begin .....	Tuesday.....	June 1
Schedule Adjustments, 5- and 8-week Sessions .....	Tuesday–Wednesday.....	June 1-2
5-week Session Ends .....	Thursday.....	July 1
Observance of Independence Day ( <i>campus closed</i> ) .....	Monday.....	July 5
8-week Session Ends .....	Thursday.....	July 22



# SCOTTSDALE COMMUNITY COLLEGE 2009–2010 GENERAL CATALOG & STUDENT HANDBOOK

**9000 East Chaparral Road Scottsdale, Arizona 85256-2626**  
**Telephone 480.423.6000**

**Website: [www.scottsdalecc.edu](http://www.scottsdalecc.edu)**

## Mission of Scottsdale Community College

The mission of Scottsdale Community College is to create accessible, effective, and affordable environments for teaching and learning for the people of our communities in order that they may grow personally and become productive citizens in a changing and multicultural world.

**Scottsdale Community College is committed to offering:**

**General Education**, enabling all students to exercise their obligations and privileges as citizens with intelligence and informed judgment.

**University Transfer Education**, enabling transfer to public and private four-year colleges and universities.

**Occupational Education**, providing job training, retraining and upgrading of skills through courses, internships and certificate and degree programs.

**Basic Skills Education**, preparing students for access to post-secondary education through remedial and developmental education.

**Student Development and Support Services**, providing a broad range of services to enable students to develop and achieve educational, personal, and career goals.

**Continuing Education and Community Service**, providing enrichment opportunities for lifelong learning through credit and non-credit courses, workshops, seminars, forums and cultural programs.

**Cultural Education**, supporting opportunities to experience and participate in the fine arts.

**Scottsdale Community College is accredited by:**

The Higher Learning Commission (HLC) and a member of the North Central Association  
**Phone:** 312.263.0456  
**[www.ncahlc.org](http://www.ncahlc.org)**

## Welcome to Scottsdale Community College!



At SCC your success is our highest priority. Excellent instruction, affordable tuition, engaging college life, and a variety of student support services await you as you become an SCC **Artichoke.**

Whether you are the first in your family to seek a college education, or you come to SCC from a strong college-going tradition, we believe that your time at our wonderful college, with our excellent faculty will make a difference in your life!

SCC hosts a community of diverse learners from around the world, across Arizona, and throughout the larger Scottsdale community – all who have distinct and important goals. If you too are seeking an enriching academic experience that will help you achieve your dreams, you'll know from your first step on campus that SCC is your bridge to college success. Whether you seek the general education of a transfer pathway, or specialized instruction toward a high-demand career, an SCC Certificate of Completion or Associate's degree is well respected and accepted by universities and employers throughout Arizona and beyond.

We believe that education leads to opportunity, and that opportunity changes lives. An SCC education is truly life-changing. Thank you for choosing SCC and welcome to campus.

Sincerely,

A handwritten signature in black ink that reads "Jan L. Gehler".

Jan L. Gehler  
President

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# INSTRUCTIONAL DIVISIONS

## Applied Sciences

**CHAIR:** Myron Brower/480.423.6229

- AES - Aerospace Studies
- AJS - Administration of Justice Studies
- ARC - Architectural Technology
- BLT - Building Safety Technology
- CET - Civil Engineering Technology
- EQS - Equine Science
- FOR - Forensic Science
- INT - Interior Design
- MIS - Military Science

## Business and Computer Information Systems

**CHAIR:** Pat Serrano/480.423.6264

- ACC - Accounting
- BPC - Business-Personal Computers
- CIS - Computer Information Systems
- EPS - Entrepreneurial Studies
- GBS - Business
- IBS - International Business
- MGT - Management
- MKT - Marketing
- MST - Microsoft Networking Technology
- OAS - Office Automation Systems
- REA - Real Estate
- SBS - Small Business Management
- SBU - Society and Business
- TQM - Total Quality Management

## Counseling

**CHAIR:** Mitra Mehraban/480.425.6707

- CPD - Counseling and Personal Development

## Fine Arts

**CHAIR:** Beth Ells/480.423.6336

- ADA - Advertising Art
- ARH - Art Humanities
- ART - Art (Computer, Photographic, Visual)
- COM - Communication Arts
- HUM - Humanities
- LDR - Leadership
- MHL - Music: History and Literature
- MTC - Music: Theory and Composition
- MUC - Music: Commercial and Business
- MUP - Music: Performance and Private Instruction
- STO - Storytelling
- TCM - Motion Picture/Television Production
- THE - Theatre Arts
- THP - Theatre Performance and Production

## Health, Physical Education, Recreation and Dance

**CHAIR:** Amy Goff/480.423.6685

- DAH - Dance Humanities
- EXS - Exercise Science
- HES - Health Science
- PED - Physical Education
- REC - Recreation
- RES - Respiratory Care
- WED - Wellness Education

## Health Sciences

**CHAIR:** Kathy Miller/480.423.6717

- EMT - Emergency Medical Technology
- FSC - Fire Science Technology
- FON - Food and Nutrition
- HCC - Health Core Curriculum
- HCR - Health Care Related
- NCE - Nursing: Continuing Education
- NUR - Nursing Science

## Hospitality, Tourism, and Culinary Arts

**CHAIR:** Larry Williams/480.423.6266

- CUL - Culinary Arts
- HRM - Hospitality & Tourism Management

## Language and Communication

**CHAIR:** Pat Medeiros/480.423.6464

- CRE - Critical Reading
- ENG - English
- ENH - English Humanities
- ESL - English as a Second Language
- JRN - Journalism
- MCO - Mass Communication
- RDG - Reading
- WST - Women's Studies
- World Languages:
  - ARB - Arabic
  - CHI - Chinese
  - FRE - French
  - ITA - Italian
  - ITH - Italian Humanities
  - PIM - Pima
  - SLG - Sign Language
  - SPA - Spanish
  - TRS - Translation/Interpretation

## Library Science

**CHAIR:** Patricia Lokey/480.423.6653

- IFS - Information Studies
- LBS - Library Skills

## Mathematics and Sciences

**CHAIR:** Doug Sawyer/480.423.6196

- AST - Astronomy
- BIO - Biology
- CHM - Chemistry
- CSC - Computer Science
- ECE - Engineering Science
- GLG - Geology
- MAT - Mathematics
- PHY - Physics

## Social and Behavioral Sciences

**CHAIR:** Dilip Kumar/480.423.6209

- AIS - American Indian Studies
- ASB - Cultural Anthropology
- ASM - Anthropology
- ECH - Early Childhood Development
- ECN - Economics
- EDU - Education
- EED - Early Education
- EPD - Education Professional Development
- GCU - Geography, Cultural
- GPH - Geography, Physical
- HIS - History
- PHI - Philosophy
- POS - Political Science
- PSY - Psychology
- REL - Religious Studies
- SOC - Sociology

## The Maricopa Community Colleges

Chandler-Gilbert Community College.....	(480) 732-7000 2626 East Pecos Road Chandler, AZ 85225-2499 www.cgc.maricopa.edu
Estrella Mountain Community College.....	(623) 935-8000 3000 North Dysart Road Avondale, AZ 85323-1000 www.emc.maricopa.edu
GateWay Community College.....	(602) 286-8000 108 North 40th Street Phoenix, AZ 85034-1795 www.gatewaycc.edu
Glendale Community College.....	(623) 845-3000 6000 West Olive Avenue Glendale, AZ 85302-3090 www.gc.maricopa.edu
Mesa Community College.....	(480) 461-7000 1833 West Southern Avenue Mesa, AZ 85202-4866 www.mc.maricopa.edu
Paradise Valley Community College.....	(602) 787-6500 18401 North 32nd Street Phoenix, AZ 85032-1200 www.pvc.maricopa.edu
Phoenix College .....	(602) 285-7500 1202 West Thomas Road Phoenix, AZ 85013-4234 www.pc.maricopa.edu
Rio Salado College.....	(480) 517-8000 2323 West 14th Street Tempe, AZ 85281-6941 www.rio.maricopa.edu
Scottsdale Community College .....	(480) 423-6000 9000 East Chaparral Road Scottsdale, AZ 85256-2626 www.scottsdalecc.edu
SCC Business Institute.....	(480) 425-6910 14350 North 87th Street Scottsdale, AZ 85260-2659 http://www.sccbi.com
South Mountain Community College.....	(602) 243-8000 7050 South 24th Street Phoenix, AZ 85042 www.southmountaincc.edu
Maricopa Community Colleges .....	(480) 731-8000 District Office 2411 West 14th Street Tempe, AZ 85281-6942 www.maricopa.edu
24-hour Information Line.....	(480) 731-8333

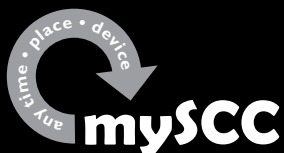
## Websites

Admissions Information.....	www.scottsdalecc.edu/admissions
American Indian Program .....	www.scottsdalecc.edu/aip
Bookstore .....	www.scottsdale.bkstr.com
Business Institute .....	www.sccbi.com
Campus Map.....	www.scottsdalecc.edu/sccmap
Catalog .....	www.scottsdalecc.edu/catalog
Class Schedules .....	www.my.maricopa.edu
Cooperative Education Program .....	www.scottsdalecc.edu/co-op
Financial Aid Information.....	www.scottsdalecc.edu/financial
General Information.....	www.scottsdalecc.edu
Instructional Departments.....	www.scottsdalecc.edu/academics
International Education Programs.....	www.scottsdalecc.edu/ied
Library .....	www.scottsdalecc.edu/library
MCCCD Curriculum Information... ..	www.maricopa.edu/academic/ccta/curric
Student Life & Leadership.....	www.scottsdalecc.edu/slf
Student Services.....	www.scottsdalecc.edu/current_students/
University Articulation.....	www.maricopa.edu/academic/ccta/artic
Workforce Development.....	www.scottsdalecc.edu/workforce

## SCC Phone Numbers

All Phone Numbers Use Area Code 480.

Activities Office.....	423-6538
Admissions Information.....	423-6100
Advisement Center .....	423-6539
Alumni/Development .....	423-6304
American Indian Program .....	423-6531
Assessment/Testing.....	423-6433
Bookstore .....	423-6554
Bursar/Cashier's Office.....	423-6148
Business Institute .....	425-6910
Campus News.....	423-6417
Career & Cooperative Education Services .....	423-6523
Computer Lab .....	423-6261
Counseling.....	423-6524
Culinary Arts Menu .....	423-6155
Culinary Arts Reservations.....	423-6284
Disability Resources and Services.....	423-6517
Faculty Resource Center.....	423-6709
Financial Aid Office.....	423-6549
First Aid (College Safety).....	423-6175
Fitness Center .....	423-6604
Help Desk .....	423-6274
Honors Program .....	423-6721
Information Center .....	423-6000
International Education Programs.....	423-6590
Lost and Found (College Safety).....	423-6175
Math/Science Center (Tutoring Assistance).....	423-6145
Media Center .....	423-6652
Online Classes (ACC, BPC, CIS, MST and OAS classes only) ...	423-6588
Phone Registration .....	423-6100
Placement (Student Jobs) .....	423-6523
Printing Center .....	423-6645
Public Relations/Marketing.....	423-6589
Registration Information .....	423-6100
Southwest Studies Institute .....	423-6314
Student Leadership Forum.....	423-6541
Switchboard.....	423-6000
Transcript Request Information Line.....	423-6151
Veterans' Services .....	423-6515
Workforce Development @ SCC Business Institute.....	425-6910
Writing Center (Tutoring Assistance).....	423-6416



any  
• time  
• place  
• device

myscc.scottsdalecc.edu



**MySCC** allows any SCC student to access PC based applications from almost any computing device. Soon you will even be able to access MySCC via your iPhone or iPod Touch!

- **Mac users?** No problem!
- **Linux users?** No problem!
- **Old computer?** No problem!
- **Dial-up connection?** No problem!

**MySCC** extends SCC's computer labs beyond the limitations of the physical buildings. All students now have equal access to applications, data, and network resources. Currently, there are over 45 different software applications available via **MySCC** including:

- Microsoft Office Suite
- Microsoft Visio, Microsoft Project
- Adobe Creative Suite CS3
- Autocad
- Google
- Sketchup & Revit
- MATLAB
- Maple
- Visual Studio

Besides applications, students also have access to all their data files in both their home directory and shared folders.

Have questions about **MySCC**? Go to <http://www.scottsdalecc.edu/myscc>



Scottsdale Community College

# BUSINESS INSTITUTE

Accelerated Adult Learning

## The Power of Choice...



The Business Fastrack Certificate program is an accelerated series of eleven integrated, practical, and project-oriented courses designed to help you develop the skills needed in today's competitive business environment.



Stay focused on the bottom line with 2 & 4-week small business courses. Accelerated classes provide practical and timely information to help business owners and managers achieve success.



Our most popular 3-credit business classes are offered in an 8-week format and scheduled to meet the needs of busy students and working adults. Available online or on-campus.



Classes explore a variety of business subjects for personal interest or professional growth. All classes are accelerated into convenient, project-based formats. Offered online or on-campus.



Now you can choose from a wide variety of credit courses and non-credit workshops to meet your educational and professional goals.

Whether you are interested in earning credit toward a certificate or degree, need to upgrade personal or professional skills, or just want to learn something new, we have a variety of options for you.

Courses are offered:

- Online\*
- On-campus
- Credit
- Non-Credit

\*Online courses start every few weeks.

### Non-Credit Programs Available

Schedules found at [www.sccbi.com](http://www.sccbi.com)

#### Business Savvy Workshops

- Enhance skills on current business topics.

#### Fastrack Computer Workshops

- Hands-on software training.

#### Pharmacy Technician

- 72 hr, 12 week comprehensive program.

#### Ed2Go & ProTrain

- Flexible, online industry training.



Call or Click to get started!

480.425.6910  
or  
[www.sccbi.com](http://www.sccbi.com)

14350 N. 87th Street, #185, Scottsdale (Loop 101 Raintree Exit, west to 87th St., south 2 blocks)

# MARICOPA COMMUNITY COLLEGE DISTRICT

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD web site: [http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs\\_toc.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php)

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "A.R.S." followed by a reference number.

## General Statement (AR 2.4.1)

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

## Nondiscrimination Policy (AR 2.4.2)

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 Community 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.

## Póliza De No Discriminación

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, GateWay, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Así mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a raza, color, religión,

sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

## Equal Opportunity Statement (AR 2.4.3)

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.

## Declaración De Igualdad De Oportunidad

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

## Affirmative Action Statements

### I. 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 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.

## II. Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans and Vietnam Era 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 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 three days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator: Vice President of Student Affairs, ADA/504 Title IX Coordinator, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6020.

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.

## Declaración de Acción Afirmativa

### I. Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades

De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios

de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

### II. Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

### III. Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

Notificación del Acta de Americanos con Impedimentos (ADA)/ Sección 504 del Acta de Rehabilitación/Coordinador del Título IX: Vice President of Student Affairs, ADA/504 Title IX Coordinator, Scottsdale Community College, 9000 East Chaparral Road, Scottsdale, AZ 85256-2626, (480) 423-6020.

# Maricopa Community Colleges

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504 del Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitadas pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

## Vision

### A Community of Colleges...Colleges for the Community

...working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

## Mission

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

## Values

The Maricopa Community Colleges are committed to:

### Community

We value all people—our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

### Excellence

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

### Honesty and Integrity

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

### Inclusiveness

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

### Innovation

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

## Learning

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

## Responsibility

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

## Stewardship

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

## General Regulation (AR 2.1)

### A. Compliance with Policies, Rules and Regulations

Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

***The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.***

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

### B. Outcomes Assessment

The mission of the Maricopa Community Colleges is to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve. In order to evaluate how successfully Maricopa Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.