



Office of Admissions & Financial Aid
P.O. Box 9, Koror, Republic of Palau 96940 Telephone: 488-2470/2471 or 488-1657; FAX: 680-488-4468
E-mail address: dahliapcc@palaunet.com; Website address: www.palau.edu

ADMISSIONS INFORMATION

Applicant Status:

1. **First Time** - An applicant *who is enrolling at the college for the first time after graduating from high school/high school equivalent.*
2. **Transfer** - An applicant *who was enrolled in another accredited postsecondary institution.*
3. **Unclassified (Non-degree)** - An applicant *who is not seeking a degree but will earn grade(s) and college credit(s); he/she will have to declare a major after completing 12 required credits of particular program/major.*
4. **Enrichment (Audit)** - An applicant *who will take course(s) for personal enrichment purposes and will not earn grade(s) or college credit(s).*
5. **Dual** - A selected high school junior or senior *who wishes to earn college credits prior to high school graduation.*

To complete the application process, the following required documents must be submitted to the Office of Admissions & Financial Aid.

1. **Admissions Application**
This form is available online at www.palau.edu and the Office of Admissions & Financial Aid.
2. **Application Fee**
A \$10.00 (US currency) non-refundable fee. Please make payment by check or money order payable to "Palau Community College". DO NOT SEND CASH.
3. **Transcripts**
Official transcripts from high school (GED or Adult) and/or college must be sent directly from each school to the above address. Transcripts sent via fax or email are not considered official.

NOTE:

1. **Transfer Applicant**
Submit college transcript if you completed 12 or more semester credits of college level courses. Submit course descriptions if you wish to have your college/university credits considered toward your major. If you earned less than 12 credits of college level courses, submit an official high school transcripts in lieu of college transcript.
2. **Documents**
All documents received are the property of PCC Office of Admissions & Financial Aid and will not be released to or reproduced for student. Students are responsible to make duplicate copies of all documents, for their record, before submitting to Office of Admissions & Financial Aid.

Accredited by Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC)

AFFIRMATIVE ACTION POLICY:

It is the policy of PCC to comply with Federal laws which prohibit discrimination on the basis of race, color, national origin, marital status, sex, age or disability in its programs and activities, including students and applicants for admission to the College.

DEGREE PROGRAMS that are available at PCC:

1. **Associate of Applied Science (AAS):** Completion of at least 60 semester credits of occupational and related general education courses.
2. **Associate of Science (AS):** Completion of at least 60 semester credits of occupational and related general educational courses.
3. **Associate of Arts (AA):** Completion of at least 65 semester credits of general education prior to transferring to a four-year college or university.
4. **Associate of Technical Studies (ATS):** Completion of at least 60 semester credits. Courses for this degree must be customized by a student and an advisor following the AA degree curriculum format.

ENTRANCE REQUIREMENTS FOR EACH MAJOR FIELD OF STUDY					Credits Required	
MAJORS		DEGREE	TOEFL	Cummulative GPA		
SCHOOL OF ARTS & SCIENCES	1. Agricultural Science (AG)		AAS and AS	AS = 500	2.0	62/62
	2. Community and Public Health (CPH)	a. Community & Public Health (CPH)	AS	500	2.0	75
		b. Emergency Health Management (EHM)	AS	500	2.0	75
	3. Criminal Justice (CJ)~		AS	500	2.0	65
	4. EDUCATION (ED)	a. Early Childhood (EDEC)	AS	500	2.0	63
		b. Elementary Education (EDEE)	AS	500	2.0	64
		c. Secondary Education (EDSE)	AS	500	2.0	65
		d. Special Education (EDSP)	AS	500	2.0	65
	5. Environmental/Marine Science (ES)		AS	500	2.0	65
6. Liberal Arts (LA)		AA and ATS	500	2.0	65	
7. Library & Information Services (LS)		AAS and AS	500	2.0	62/75	
8. Nursing Career Ladder (NU)*		AAS and AS	AAS = 450; AS = 500	2.0	65/80	
9. Stem Disciplines (SD)		AA	500	2.0	64	
SCHOOL OF TECHNICAL EDUCATION	10. Air Conditioning & Refrigeration (AC)		AAS	N/A	2.0	60
	11. Automotive Mechanic Technology (AM)		AAS	N/A	2.0	65
	12. Construction Technology (CT)		AAS	N/A	2.0	61
	13. Electrical Technology (ET)		AAS	N/A	2.0	60
	14. General Electronics Technology (GE)		AAS and AS	AS = 500	2.0	62/62
	15. Small Engine & Outboard Marine Technology (SE)		AAS	N/A	2.0	62
SCHOOL OF BUSINESS	16. Business Accounting (BA)		AS	500	2.0	66
	17. Business Administration (BU)		AS	500	2.0	65
	18. Information Technology (IT)		AS	500	2.0	68
	19. Office Administration (OA)		AAS	N/A	2.0	65
	20. TOURISM & HOSPITALITY (TH):	a. Food & Beverages (THFB)	AAS	N/A	2.0	61
		b. Hospitality Management (THHM)	AS	500	2.0	64
		c. Hotel Operations (THHO)	AAS	N/A	2.0	61
d. Tour Services (THTS)		AAS and AS	AS = 500	2.0	62/65	

NOTE I: Additional requirements for:

~CJ applicants are required to submit drug test result and police clearance.

*NU applicants are required to submit a result of Physical exam within six months prior to admission, and have one semester of chemistry course (introductory level) with at least a grade of "C". Have physical exam within six months prior to the beginning of the program and submit results to the Office of Admissions & Financial Aid and have Hepatitis B immunization prior to the beginning of clinical experience.

NOTE II: Students that are non-native English speakers who attended institutions in English-speaking countries, and wish to request TOEFL waivers or exemption, the following criteria apply:

- Submit a request letter justifying the reasons why the Committee on Programs & Curricula (CPC) should waive the TOEFL requirement.
- Have successfully completed high school or college where English was the language of instruction.
- Submit a copy of transcript from the high school or college last attended with at least a cumulative GPA of 2.00 or better.
- Achieve a score of at least 600 on the PCC Institutional TOEFL test and an average score of 4 on the writing portion of the test.

Once the above information is properly submitted to the CPC Chair, CPC will meet to review the request, take proper action and inform the student.



PALAU COMMUNITY COLLEGE
Office of Admissions & Financial Aid
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TRANSCRIPT REQUEST FORM

INSTRUCTIONS: Complete this form and send it directly to the last school you attended. The school then shall send an official copy of your school transcript directly to PCC Office of Admissions & Financial Aid.

To : **REGISTRAR**

Name of School last Attended

Please send a copy of my academic transcript showing the following to the address indicated above.

1. Date: withdrew, graduated, or will be graduating
2. Cumulative G.P.A.
3. Official School Seal
4. Signature of school official

Name: _____
(Print) Last, First M.I.

Social Security No: _____

Date of Birth: _____

Mailing Address: _____

Birthplace: _____

Student's Signature: _____

Date: _____

Rev. 02/2009



Office of Admissions & Financial Aid

Academic Calendar
Tentative (As of 01/2013)

SUMMER SESSION 2013

May	27 - 30	(M-TH)	Placement Testing/Readmit student	June	14	(F)	Las Day to change CR/NC and AUDIT Grading options
May	28	(T)	Holiday: Memorial Day	June	28	(F)	Last Day to Remove Incomplete Grades for Spring
May	30	(TH)	New Student Orientation	July	1 - 2	(M-T)	Mid-Term Period
May	31	(F)	Holiday: ROP President Day (observed)	July	3 - 5	(W-F)	Fall 2013 Pre-Registration
June	1	S	Holiday: ROP Presidents' Day	July	9	(T)	Holiday: Constitutional Day
June	3 - 5	(M - W)	Academic Advising & Registration	July	12	(F)	Last Day for all Withdrawals
June	6 - 7	(TH-F)	Late Registration	July	19	(F)	Last Day of Instruction
June	10	(M)	First Day Of Instruction	July	22 - 24	(M-W)	Final Examination Period
June	10 - 12	(M-W)	Credit by Examination Period	July	29	(M)	Grades Due by 11:00 am
June	10-14	(M-F)	Add & Drop Period	August	5	(M)	Last Day for Change of Grades

FALL SEMESTER 2013

August	1	(TH)	Faculty Report for Duty	October	1	(T)	Holiday: Independence Day
August	5 - 7	(W-F)	Placement Testing/Readmit student	October	1 - 4	(T - F)	Mid-Term Period
August	7	(W)	New Student Orientation	October	18	(F)	Last Day for All Withdrawals
August	8 - 9	(TH-F)	Academic Advising & Registration	October	24	(TH)	Holiday: UN Day
August	9	(F)	Late Registration	October	24 - 25	(TH - F)	Pre-Registration for Spring 2014
August	12	(M)	First Day Of Instruction	November	28	(TH)	Holiday: Thanksgiving Day
August	12 - 14	(M-W)	Credit by Examination Period	November	28 - 29	(TH - F)	Students' Thanksgiving Break
August	12 - 16	(M-F)	Add & Drop Period	November	29	(F)	Last Day of Instruction
August	16	(F)	Las Day to change CR/NC and AUDIT Grading options	December	2 - 4	(M-W)	Final Examination Period
September	2	(M)	Holiday: Labor Day	December	9	(M)	Grades Due (by 11:00am)
September	20	(F)	Last Day to Remove Incomplete Grades for Summer 2013	December	16	(M)	Last Day for Change of Grades

SPRING SEMESTER 2014

January	1	(W)	Holiday: New Year	March	15	(S)	Holiday: Youth Day
January	2 - 3	(TH-F)	Placement Testing	March	21	(F)	Last Day for All Withdrawals
January	3	(F)	New Student Orientation	March	24 - 26	(M-W)	Summer 2014 Pre-Registration
January	6 - 8	(M - W)	Academic Advising & Registration	April	2	(W)	PCC Charter Day
January	9 - 10	(TH-F)	Late Registration	April	4	(F)	PCC Charter Day Celebration
January	13	(M)	First Day Of Instruction	May	5	(M)	Holiday: Senior Citizens' Day
January	13 - 15	(M-W)	Credit by Examination Period	May	9	(F)	Last Day of Instruction
January	13 - 17	(M-F)	Add & Drop Period	May	12 - 14	(M-W)	Final Examination Period
January	17	(F)	Las Day to change CR/NC and AUDIT Grading options	May	14	(W)	Graduates' grades due by 11:00am
February	21	(F)	Last Day to Remove Incomplete Grades for Fall 2013	May	19	(M)	Grades due by 11:00am
March	3 - 7	(M-F)	Mid-Term Period	May	23	(F)	Commencement Exercises
March	10 - 14	(M-F)	Students' Spring Break	May	26	(M)	Last Day for Change of Grades
March	14	(F)	Holiday: Youth Day Observed				