

# *Palau Community College*



## *Student Handbook* 2016 — 2020

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

## **VISSION STATEMENT**

*“We Strive to Guarantee Quality and Excellence”*

## **MISSION STATEMENT**

*Palau Community College is an accessible public education institution helping to meet the technical, academic, cultural, social and economic needs of students and communities by promoting learning opportunities and developing personal excellence.*

## **INSTITUTIONAL LEARNING OUTCOME (ILO)**

***Critical Thinking and Problem Solving:*** *Analyze and solve problems by using informed judgment based on evidence, sound reasoning, and/or creativity to differentiate facts from opinions and to specify solutions and their consequences.*

***Communication:*** *Effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform and/or convey ideas in academic, work, family and community settings.*

***Quantitative and Technological Competence:*** *Use mathematical skills appropriate to our technological society by analyzing and solving problems that are quantitative in nature and by utilizing technology for informational, academic, personal and professional needs.*

***Diversity:*** *Understand and appreciate differences in cultures and behaviors between the self and others by demonstrating respect, honesty, fairness, and ethical principles in both personal and professional life.*

***Civic responsibility:*** *Apply the principles of civility and morality to situations in the contexts of a healthy family, work, community, environment and the world.*

***Aesthetics:*** *Apply numerous means of inquiry to experience and appreciate the values of arts and nature.*

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## MESSAGE FROM PCC PRESIDENT



On behalf of the Board of Trustees, faculty, and staff of Palau Community College, I welcome you to our campus community, and now your college. All of us at Palau Community College look forward to assisting you as you strive to achieve your educational and career goals.

If you need help, please do let us know so that we can work together to help you succeed and complete your education here at PCC. In selecting Palau Community College, you have taken a notable step towards completing your goals and PCC is pleased to be a part of your academic plans. I commend you for your ambition and wish you continued success in your plans and training at PCC.

/s/ Dr. Patrick U. Tellei



## MESSAGE FROM THE DEAN OF STUDENTS



On behalf of Student Services, welcome to Palau Community College. Your success matters to us and we are here to help guide and direct you to your ultimate educational and career goals. We provide an array of services which will help you succeed in achieving success no matter if your goal is to complete a course or a degree program.

I encourage you to access all our services and ask any one of our staff to assist you with your educational endeavors. I congratulate you for choosing Palau Community College to pursue your educational plans. PCC is where success begins!

/s/ Sherman Daniel

## **SERVICES AND RESOURCES AVAILABLE ON CAMPUS**

### **Student Services**

Student Services is one of the three divisions under the Education and Training Department. It is designed to supplement the instructional programs by offering services and activities which will provide opportunities to facilitate the maximum personal growth and development of each student. Some of the functions of the Student Services are: Admissions and financial aid, new student orientation, registrar & records, student life & housing, guidance and counseling, academic advising, student recreation and activities, tutorial and academic support, and student discipline. Services offered directly from the Student Services Office include student ID card processing, student mail dissemination, student discipline, student clubs/organizations, support and monitoring, and liaising between students and the college.

### **Admissions**

The Office of Admission oversees activities related to the recruitment, selection and enrollment of new and transfer students.

### **Records Office**

The office provides services to student, alumni, faculty, and staff by maintaining academic records, reporting various data for decision-making and planning; evaluating transcripts; registering students for classes; assisting in class scheduling adjustments; change of major/name and other services.

### **Financial Aid**

The Office of Financial Aid offers financial assistance to help students with college costs. It assist students in planning for and meeting expenses by providing financial aid resources to student who would otherwise be unable to pursue their educational goals. Students are encouraged to call or come to the Office of Financial Aid for more information, specific requirements, and application form.

### **New Student Orientation**

The orientation program is designed to familiarize new students with the college programs, student support services, policies and procedures and other information needed for academic advising and registration.

### **Academic Advising**

The Director of Student Life and counselors provide advising services to all students. The advisors promote student learning by assisting each student in the development of Individual Educational Plan (IEP) that is compatible with his/her career and/or life goals.

### **Counseling Services**

Counselors provide individual and groups counseling, crisis intervention, educational program, consultations, assessments, and referrals to other sources both on and off campus. Counselors advise students about their personal and social development, and academic progress.

## **SERVICES AND RESOURCES AVAILABLE ON CAMPUS**

### **Learning Resource Center (LRC)**

The center provides academic support services, PCC Placement Testing & Institutional TOEFL. Services include Instruction; Tutoring; Computer & Study Laboratory.

### **Recreation**

The Recreation Office provides co-curricular activities, athletic programs and daily recreational activities for students, including interested faculty and staff. The programs include intramural sports and a number of table games. The principle objective of the Recreation Program is to enhance students' skills and abilities in academic, personal, and social wellbeing.

### **Associated Students at Palau Community College (ASPCC)**

ASPCC is your student government and it exists to serve the interests of students. The Association is governed by senators and four executive officers elected annually. All students are encouraged to participate in all ASPCC sponsored events.

### **Student Organization or Club**

Students with a common interest may petition the College for recognition as a campus organization or club. Recognized organizations or clubs may request ASPCC and/or the Office of the Dean of Students for financial assistance for their activities.

### **Student Housing**

The college has three on-campus housing for students which accommodates up to 137 student residents in single (limited), double, and triple occupancy rooms. The three (3) residence halls are two-story concrete buildings with a centralized T.V. lounge, recreational facility, and a laundry room.

Guidelines for living in Palau Community College dormitories are established to protect the health, safety, and social welfare of all residents; to provide a climate conducive to learning; to promote honesty, respect and trust among residents. For more information, refer to Student Housing Handbook.

All information concerning rates and food service are included in the housing application which can be obtained by writing to the Office of Student Life, Palau Community College, P.O. Box 9, Koror, Republic of Palau, 96940. See also tuition, fees and other charges on pages 41 of the general catalog.

## **SERVICES AND RESOURCES AVAILABLE ON CAMPUS**

### **ID Card**

Student Identification (ID) cards are processed at the Student Services Office. The first card is free for new students. Lost ID cards will be replaced for \$7.00. Students are required to carry their identification card while on campus.

### **Student Mailing Address**

Students may use the following PCC student mailing address: P.O. Box 370  
Koror, Palau 96940

Check the bulletin board at the Dean of Students' Office for daily mail list.

### **Library**

The mission of the Tan Siu Lin Palau Community College Library is to support the academic programs at the college and to promote lifelong learning in the wider community with high-quality, accessible resources, information literacy training, and public outreach activities. It is the largest library in the Republic of Palau, with collections totaling over 40,000. In addition, the library serves as a community resource, open to everyone in Palau.

The collections include books for all ages, periodicals, government documents, videos, maps, CD-ROMs, and vertical files. While most materials are in English, the collection also includes materials in Palauan, Japanese, Chinese and other languages. The PCC library is the Republic of Palau's official depository library for all publications issued by Secretariat of the Pacific Community (SPC), United Nations (UN), World Health Organization (WHO), Food and Agriculture Organization (FAO), and United Nations Education, Scientific and Cultural Organization (UNESCO). The PCC library maintains an extensive Micronesia-Pacific Collection. It houses a unique collection of materials on the Pacific region and Micronesia with particular emphasis on Palau.

A variety of information access services are available in the PCC Library: reference, circulation, course reserve, holds, access to special collections, photocopying and scanning. The library staff provides individualized and group instruction in the use of library resources for both print and electronic formats. There is computer lab available to students and the general public for e-mail, word processing, and research needs. The library's online public access catalog is available at one computer station in the library as well as on any computer with Internet access at <http://pcc.palau.edu/library>. For questions and concerns, library staff may be contacted at (680) 488-3540 or [palaucclib@gmail.com](mailto:palaucclib@gmail.com).

## **SERVICES AND RESOURCES AVAILABLE ON CAMPUS**

### **Technology Resources**

#### **PCC Student WiFi Service**

Students at Palau Community College are given an access to the Internet using their own personal devices such as laptop, tablet, or smartphone through the PCC Student WiFi service. This access is on a semester basis and students have to abide by the college Technology use agreement as well as all relevant School rules, regulations and policies. There is an agreement form which the student can get from the college computer technician in which the students obtain a username and password for the WiFi Internet connection. The purpose of this Agreement is to set forth terms and conditions, as well as standards and guidelines, for the acceptable uses of Palau Community College Student WiFi Service. The college expects student to become familiar with individual and institutional responsibilities for the use of the college student WiFi and also to protect its electronic information.

#### **Student Wifi Terms & Conditions**

- Valid username and password obtained from Computer Services is required when accessing Student WiFi Network.
- Though the student wifi network is designed to cover all of the campus common areas, no guarantee is made for signal strength or availability.
- For safety reason, internet access will disconnect automatically after one-hour and so you have to login again if you need more time in the internet.
- The School assumes no responsibility for any alterations or interference with any user's computing device configurations, operation or data files resulting from connection to the student wifi network.
- The School is not responsible for the content, accuracy or availability of any external sites a user need to view.
- Although wireless connections are secured with encryption, school is not responsible for users who transmit credit card information, passwords or any other sensitive personal or business information over the student wifi network. Anti-virus and security protection for any personal device are the responsibility of the user and not the school.
- The School reserves the right to terminate a wireless Internet session at any time.



## SERVICES AND RESOURCES AVAILABLE ON CAMPUS

### Technology Resources

**Student WiFi User Agreement:** The use of the Service for the following activities is prohibited:

1. **Sharing Username and Password** – Sharing username and password to anyone is not acceptable. User who provides such information to others to gain internet access will be removed from the network permanently.
2. **Copyright Infringement** – Any download using the service that will infringe a copyright of a material, audio, video or document is totally prohibited and will be subject to disciplinary action depending on the number of offense.
3. **Spamming and Invasion for Privacy** – Sending of unsolicited bulk and/or commercial message over the internet using the service or using the service for activities that invade another's privacy is prohibited.
4. **Private Commercial Purpose** – Using the service for personal gain; for ex: by selling your username and password to others, or by performing work for profit with school resources in a manner not authorized by the School.
5. **Defamatory or Abusive Language** – Using the service to transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property or harasses another is prohibited.
6. **Hacking** – Accessing illegally or without authorization to computers, accounts, equipment, or networks belonging to another party, or attempting to penetrate security measures of another system is prohibited.
7. **Pornography** – Student WiFi is not to be used to visit sites that are considered obscene. The college prohibits users from using its service to send sexually oriented images or messages. In the event that a student disregards this policy and continually visits unauthorized sites, it will be grounds for internet access loss.

**Consequences for Violation:** Violations to any of these rules may result in disciplinary action depending on the degree, severity and number of times the rule is violated.

- First Offense – warning from the Technology Resource Committee (TRC)
- Second Offense – user will lose access to the service. TRC need valid reason for reactivation
- Third Offense – user will lose internet access permanently



## **SERVICES AND RESOURCES AVAILABLE ON CAMPUS**

### **Student Account**

An initial tuition fee of \$ 50.00 must be paid by students at the Business Office. This fee is a partial payment of the tuition and fee charges per student per semester. Obtain Clearance Form from the Business Office to pick up Registration Packet at the Registrar & Records Office. Students who are not eligible for financial aid must pay their full tuition at the time of registration or see the Student Account Supervisor for financial arrangements. Students who wishes to take their meals at the cafeteria must sign a contractual agreement at the Student Account Office. The office also issues invoices and statements to students each semester.

### **Student Payday**

The federal work-study payday is by-weekly and falls on Friday. A student must present a valid PCC ID card at the Business Office to receive his/her check.

### **Bookstore**

The bookstore sells text books. Visit the store to get the cost of your books. School supplies, drinks, snacks and packed lunches are also sold at the bookstore.

### **Faculty Office Hours**

Each teaching faculty maintains office hours for students' consultation. The hours are noted in the course syllabus given out to students at the first week of instruction each semester. Students are encouraged to see their instructor during these hours to discuss any concerns and/or questions they have related to the course.

### **Cafeteria**

The Cafeteria provide meals to students. Resident students eat three meals a day, seven days a week. Commuter students may choose between one and two meals a day for five days a week. Contact Student Account Office for more information.

### **Campus Security**

The college provides uniformed security guards during evening hours and on weekends and during special college events. Security guards patrol the upper campus and residential area from 6:00 p.m. to 6:00 a.m. every night. Crimes and incidents may be reported to the security guards during these hours or to the Dean of Students during regular working hours.

### **Sexual Harassment**

Sexual harassment is defined as "unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature made by someone from or in the workplace or educational setting." If you believe or suspect that you may have been the victim of sexual harassment, contact the Dean of Students' Office at 488-2470/2471, ext. 269.

## **SERVICES AND RESOURCES AVAILABLE ON CAMPUS**

### **ACADEMIC ADVISING**

Academic advising is a relationship in which an advisor helps a student to select, plan and complete his/her academic goals. You will want to work closely with your advisor to plan your program of study so that you will take the required courses in their proper sequence to meet the requirements of your major and the college.

#### **How can you make the most of an advising relationship?**

1. Know the academic calendar. Don't miss deadlines. Know when to register and drop/add classes. See your advisor well in advance of these deadlines.
2. Become familiar with the Counseling Center and other resources at PCC to discuss your long-term goals, career opportunities and the selection of a major with academic advisor/counselors, faculty, and other resource people.
3. Keep current on academic policies, procedures and requirements by reviewing the current college catalog, schedule of courses and major requirements.
4. Know basic college and graduation requirements of a chosen major well enough to plan your own progress toward completion of these requirements.
5. Develop your social, academic and career goals and examine how these goals will affect your life.
6. Maintain personal copies of a degree plan, grade reports, tuition/fee payments and etc.
7. Be reminded that your advisor will present you with options, and you make the decisions.
8. Ask questions!

#### **When to see your advisor**

1. To discuss academic performance/progress.
2. To select courses for the upcoming semester.
3. To add or drop courses.
4. To withdraw/clear from class/college.
5. To discuss major options/change of major.
6. To discuss requirements for a degree.
7. To discuss career considerations.

## **ACADEMIC POLICIES**

### **Class Attendance**

Students are expected to attend all scheduled class meeting. It is the student responsibility to officially withdraw from any class into which he/she has been scheduled whether or not he/she has ever attended the class.

### **Withdrawal From a Class**

After the first week of instruction, a student may withdraw from a class up to the last day of withdrawal period by initiating a request through his/her instructor and advisor. In this case, a “W” will appear on the transcript.

### **Course Load**

Regular course load is between 12-18 credit hours each semester and 6 credit hours in the summer. A student who wishes to take overload need to obtain special permission by processing a request to take overload.

### **Academic Standards**

Students are expected to maintain a satisfactory academic standing of 2.0 (“C”) average and to also be eligible to graduate.

### **Academic Probation**

A student who fails to maintain the minimum cumulative grade point average of 2.0 is placed on probation. The student will receive written warning from the Dean of Students.

### **Academic Dismissal**

A student who remains on probation for three consecutive semesters/term will be dismissed from the college for one calendar year.

## **STUDENT CODE OF CONDUCT AND SANCTION**

The Dean of Student is responsible for adjudicating charges of misconduct lodged against students. A student violating rules and regulations of the college shall be subject to disciplinary action determined by the nature of the offense and consideration of the previous records of the student.

PCC students have the same rights as other members of the community, and are accountable to the same national and state laws and statutes. In addition, PCC students are accountable to PCC policies, rules, and regulations. The following code of conduct has been adopted by the College to protect the rights and privileges of students and to allow the College to function properly.

### **I. DISRUPTIVE BEHAVIOR**

The following categories and examples of disruptive behavior are subject to disciplinary sanctions because such behavior conflicts with the fundamental purpose and interests of Palau Community College.

#### **A. Interference with the Rights of Others**

A student may not behave toward another member of the College community (staff or student) in a manner that denies or interferes with that individual's expression of conviction, academic freedom or performance of his/her duties and functions.

1. Demonstrations which restrain individuals, present a hazard to the safety of any person, or threaten the destruction of property are not permitted. Similarly, authorized peaceful assembly or demonstrations may not be disrupted by hostile acts of participants or groups.
2. Conduct or behavior which disrupts the College classes, business, campus events and College sponsored events on and off campus are also not permitted. Students may not obstruct access to the College facilities physically nor may they engage in disruptive noise.
3. Students may not engage in demonstrations which threaten individuals or advocate the use of force or violence against any member of the College community or guest/visitors of the College.

#### **B. Interference with the College Processes**

Direct or indirect behavior or acts that interfere with or disrupt the processes of teaching, learning, delivery of services, and/or the administration of those processes furthering or facilitating such College functions.

##### **1. False Information**

- a. Furnishing false information or academic credentials to gain admission to the College or into any programs or services of the College.
- b. Forging, altering, misrepresenting or misusing any College document for personal gain.
- c. Misrepresenting facts in connection with any request for College programs or services.

## **STUDENT CODE OF CONDUCT AND SANCTION**

### **2. Personal Misconduct**

- a. Harassing, physically threatening, or physically or verbally abusing any member of the College community or guest/visitors of the College at the College campus or at any College sponsored event on or off campus or conducting oneself in a manner that endangers the health and safety of the members of the College community.
- b. Theft of any property of the College or of any person on campus.
- c. Willful damage to property of the College or of any person on campus.
- d. The unauthorized occupation of, use of, or entry into any College facility.

### **3. Abuse of Controlled Substances**

- a. Consumption, possession or storage of alcoholic beverages is absolutely prohibited on College campus, facilities or College sponsored events off campus, except as expressly authorized in writing by a College official. Students are also expected to know and abide by National and State laws governing the use of alcoholic beverages.
- b. The use, possession, manufacturing, distributing, selling, or being under the influence of illicit drugs is absolutely prohibited without exception. Students are also expected to know and abide by National and State laws governing the prohibition of illegal drugs. Reasonable suspicion of possession or use of illegal drugs on campus may subject the student involved to investigation by College officials and the Public Safety Narcotic Division.

### **4. Academic Dishonesty**

- a. Cheating includes giving or receiving unauthorized assistance during tests or an examination; giving or receiving unauthorized information about tests or an examination before it is given; submitting someone else's work as one's own; using prohibited sources of information during tests or an examination; altering the record of any grade or altering answers after a test or an examination has been submitted; or falsifying any official College record.
- b. Plagiarism includes but is not limited to, submitting any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style; or paraphrasing a passage so that the reader is misled as to the source.

### **5. Violation of Dormitory Rules and Regulations**

- a. Refer to the Dormitory Handbook for specific rules and regulations governing resident's behavior, duties, and responsibilities in the dormitory. Violation of dormitory regulations, where the violation also involves some aspect of this Student Code, may subject the student to disciplinary procedures under this code.

## STUDENT CODE OF CONDUCT AND SANCTION

### C. Violation of Other Existing College Rules and Regulations

Violations of other College rules and regulations or policies may subject the affected student to disciplinary actions. The decision as to whether disciplinary action will be initiated will be made by the Dean of Students after a preliminary investigation and after a determination as to whether evidence exists to establish that there was a violation of those rules and regulations or policies.

## II. DISCIPLINARY SANCTIONS

One or more of the following sanctions may be imposed whenever a student is found to have violated any of the rules, regulations, or policies of the College contained in the Student Code of Conduct:

1. **Warning** - A warning constitutes administrative action that informs the student in writing that he/she has violated the Student Code and that a record will be kept in the Office of the Dean of Students for a specified period of time. A student who is on a warning and violates the Student Code again, will be subject to more serious and formal disciplinary action.
2. **Probation** - Probation constitutes administrative action that informs the student in writing that he/she has violated the Student Code and that a record will be kept in the Office of the Dean of Students for a specified period of time. Probation status may also include exclusion from classes, service facilities, recreational activities and other privileges for a specified period of time. Student behavior is expected to be exemplary during the probation period. Any further violations may be cause for more serious disciplinary action including the possibility of referral to the Student Review Board.
3. **Restitution** - Restitution constitutes reimbursement for damage to, or misappropriation of, College or personal property. Forms of compensation may include direct financial settlement, college community service work or other forms of indirect compensation acceptable to the Dean of Students. Depending on the nature and severity of the violation, other forms of sanction may be imposed.
4. **Suspension** - Suspension is the temporary loss of student status, or the student housing privilege, or other privileges, or access to the campus itself for a specified period of time. The Dean of Students will impose this sanction only after the Student Review Board hearing, unless the situation is an emergency which requires an immediate decision of temporary suspension. A temporary suspension may be renewed by the Dean of Students if it is determined that the emergency situation continues to exist. Consideration will be granted so that the student may be allowed to make up for any academic work missed after the determination by the Student Review Board that the student did not violate the Student Code.
5. **Dismissal** - Dismissal is the termination of student status or student housing privilege for an indefinite period of time. The Dean of Students will impose this sanction only

## STUDENT CODE OF CONDUCT AND SANCTION

after the Student Review Board hearing. However, the Dean of Students may temporarily suspend a student if the Dean believes that an emergency exists which calls for an immediate decision before the Student Review Board hearing. The Dean of Students may renew the temporary suspension if the Dean determines that the emergency situation continues to exist. If, after the hearing, it is determined that the student did not violate the Student Code, the student may be allowed to make up any academic work missed as a result of the temporary suspension. Readmission, if any, will be granted by the Dean of Students in consultation with appropriate College personnel.

### III. PROCESS FOR DEALING WITH VIOLATIONS

In case of violations of the Student Code, the procedures described below are followed.

#### A. Authority for Disciplining Violators

1. **The Dean of Students:** The Dean of Students will conduct investigations of incidents involving possible violation of the Student Code. Following the Student Review Board hearing or as indicated under “*Administrative Disposition*” in this Student Code of Conduct & Sanctions, and after consultation with appropriate College personnel, the Dean of Students shall impose sanctions as provided in the Students Code of Conduct & Sanctions. The severity of such sanctions shall be in proportion to the seriousness of the violation committed.
2. **The Vice President of Education & Training:** The Vice President of Education & Training shall hear appeals of disciplinary sanctions prescribed for violations of the Student Code, either following the Student Review Board hearing or as indicated under “*Administrative Disposition*” contained in the Student Code of Conduct & Sanctions. The Vice President may also take appropriate action with respect to situations and developments not specifically covered by the Student Code of Conduct & Sanctions.
3. **The Student Review Board:** The Student Review Board (SRB) has jurisdiction and authority to conduct hearings to determine cause and recommend sanctions for all cases referred to it by the Dean of Students, which involve behavior alleged to violate the Student Code of Conduct. If the Student Review Board finds cause for disciplinary action, the Board may recommend one or more of the sanctions provided for in the Student Code of Conduct & Sanctions. All hearings of the Student Review Board are governed by the following:
  - a. The Student Review Board is an adhoc committee that reports directly to the President and shall represent the students’ interests in matters concerning their education, rights and responsibilities as students at PCC. The SRB members shall be comprised of five (5) members that include staff, faculty and student representatives and will be appointed each time as needed by the President. The Director of Student Life Unit will serve as a permanent member/chair of the SRB.



## **STUDENT CODE OF CONDUCT AND SANCTION**

- a. When the Board determines there is a need, legal assistance may be requested from the Board of Trustees legal counsel to advise the Student Review Board.
- c. A tape recorder for use at hearings shall be made available to the Student Review Board by the Office of the Dean of Students.
- d. If any member of the Student Review Board feels that his/her relationship with either the case or the individual involved may affect his/her ability to render an impartial judgment, that member shall disqualify him/herself from the hearing.

### **B. Preliminary Process**

1. **Administrative Disposition** - The Dean of Students and/or the Vice President of the Education & Training Department may use the sanction noted in the Student Code of Conduct & Sanctions to respond to behavioral problems with serious implications while providing the student with the opportunity for personal development. In all cases where a student is facing serious disciplinary action, there will be systematic communication and consultation with the appropriate managers, advisor, and dean.
  - a. Upon determination by the Dean of Students that an emergency exists, the Dean is authorized to suspend temporarily a student for a maximum of twelve (12) school days prior to a hearing.
  - b. If, after a Student Review Board hearing, it is determined that the student did not violate the Student Code of Conduct, consideration will be granted so that the student may, within the constraints of the instructional setting, be allowed to make up any academic work missed.
2. **The Investigation** - Initial complaints of infractions of the Student Code of Conduct must be reported either verbally or in writing to the Dean of Students. The appropriate managers, advisor, and dean must be informed of the complaint. Within five (5) school days, the Dean of Students shall contact the student named in the complaint to arrange a conference to discuss the alleged misconduct, possible charges, and sanctions. The student shall be informed that he or she is under no obligation to admit that the complaint is true or to make any other statement to any member of the College community.

The Dean of Students may determine that the evidence does not support a finding of a violation against the student. If such a determination is made, all charges against the student shall be dropped.

If the Dean of Students determines that the student has violated the Student Code of Conduct, the Dean shall consult with the appropriate college personnel and attempt to resolve the matter by consultation, mediation or imposing a lesser sanction.

- ◆ In the event that the Dean of Students determines that a disciplinary hearing before the Student Review Board is necessary, the appropriate college personnel will be informed of the decision to hold a hearing. The student involved and other appropriate individuals must then be informed, and the Dean of Students shall forward the case in writing to the Student Review Board.

## STUDENT CODE OF CONDUCT AND SANCTION

### C. Disciplinary Hearing

1. **Issuance of Hearing Notice** - A charged student shall be sent written notice of a hearing by certified mail or by handing the student a copy of the notice by the Student Review Board Chairperson or his/her designee, at least five (5) calendar days prior to the date of hearing. The notice shall invite the student to contact the Dean of Students regarding the charges and other relevant issues and facts. In addition, the notice of hearing shall include the following:

- ◆ The date, time, and place of the hearing
- ◆ The particular sections of the Student Code of Conduct which are pertinent
- ◆ A statement of the issues involved and the facts alleged in support of the charges
- ◆ A statement informing the student of his/her right to inspect his/her case file

2. **Hearing Procedures** - As a general rule, Student Review Board hearings will usually not be scheduled during the last two weeks of each semester or summer because of study periods and final exam schedules. Therefore, during these periods, a hearing may be postponed and held during the semester breaks, but not the beginning of the following semester or summer session.

Hearings shall be conducted in such a manner as to accord fairness to all parties.

Having determined through a preliminary investigation that there is reason to believe that the student has committed a violation of the Student Code of Conduct, the Dean of Students, or his/her alternate, shall present the case against the student.

- a. The student and/or his/her advisor or any staff of the student's choice, the Dean of Students or his/her alternate, and the complainant shall be afforded the opportunity to present evidence and argument on all issues involved.
- b. Any procedure in a disciplinary hearing may be modified or waived by mutual agreement between the student and the Dean of Students subject to the approval of the Student Review Board.
- c. The following process shall apply in all hearings before the Student Review Board:
  - ◆ Unless otherwise determined by the Student Review Board, information shall be submitted or presented in the following order: information submitted in support of the charges, information submitted by the student, rebuttal information in support of the charges, rebuttal information submitted by the student and closing statements.
  - ◆ Members of the Student Review Board may ask questions of any participant in the hearing. The student or the student advisor, and the Dean of Students or his/her alternate may ask questions of the Board.
  - ◆ No matters outside the record of the charge before the Student Review Board shall be considered by the Board in making its findings.

## STUDENT CODE OF CONDUCT AND SANCTION

- d. Both the student and the Dean of Students or his/her alternate are expected to be present at the hearing. If the student is not present at the hearing, the Student Review Board will proceed to conduct the hearing if its members are satisfied that the student has been given sufficient notice of the hearing. Then, whether or not the student is present for the hearing, the Board will hear the evidence, consider the facts and render its findings and recommendations.
- ◆ All hearings shall be closed unless the student requests that the hearing be open.
  - ◆ In hearings involving more than one student in which one or more of the charged students request a separate hearing, separate hearings shall be permitted.
  - ◆ The Student Review Board may adopt any further rules or make any further regulations necessary for a fair and impartial hearing provided such rules and regulations are not inconsistent with the provisions of the Student Code of Conduct & Sanctions.
- e. Records - For the purpose of supporting the findings and recommendations of the Student Review Board, a record of all hearings shall be maintained in the Office of the Dean of Students.
- The record shall include the following:
1. All pre-hearing statements;
  2. All evidence received or considered;
  3. Proposed findings and recommendations; and
  4. Reports of the Board Chairperson.
- The Board may preserve a record of its findings through taped recordings. These recordings shall be the property of the College.
- f. Board Findings & Recommendations - After hearing a case, the Student Review Board shall decide whether the College has reasonable cause to take disciplinary action against the student. The Board shall recommend:
- ◆ *“No cause for disciplinary action.”* No violation of the Student Code of Conduct has been proven. In this case no sanction may be taken against the student; or
  - ◆ *“Cause for disciplinary action.”* A violation of the Student Code of Conduct has been proven. The Board has the authority to make appropriate findings which will assist the student in understanding his/her rights and responsibilities within the College community. If the Student Review Board finds cause for disciplinary action, the Board may recommend one or more of the sanctions provided for in the Student Code of Conduct & Sanctions.

Within three (3) school days after the hearing, the Student Review Board shall transmit, in writing, its report to the Dean of Students. At the same time, a copy of the report shall be delivered or posted by certified mail to the student.

## **STUDENT CODE OF CONDUCT AND SANCTION**

- g. Consideration of Board Recommendation by the Student and by the Dean of Students:
- ◆ Within five (5) school days after receiving the recommendation from the Student Review Board, the Dean of Students will invite the student to review the findings. This review does not entitle the student to a new hearing of his/her case.
  - ◆ No sanction of the student shall be imposed by the Dean of Students until the Dean has considered the report of the Board as provided below:
    1. Did the Board follow the procedures contained in the Student Code of Conduct?
    2. Was the Board hearing conducted in such a way as to provide the student an adequate opportunity to present his/her defense?
    3. Did the evidence presented at the hearing satisfy the burden of proof?
    4. Is the sanction reasonable in relation to the gravity of the violation?
- The student may decline the review by the Dean of Students and the Dean shall proceed to decide the case.
- h. Final Decision - Prior to any final decision being made, the Dean of Students shall consult with the appropriate personnel in regard to the case and the recommendations of the Student Review Board.

The Dean of Students may accept, reject, and/or modify the sanction proposed by the Student Review Board.

Within seven (7) school days of the receipt of the report of the Student Review Board, the Dean of Students shall notify the student, by certified mail or hand delivery, the decision regarding the sanction to be taken. The decision of the Dean of Students shall be final and may be appealed only to the Vice President of Education & Training. Copies of the decision shall be transmitted to the appropriate College personnel, chair-person of the Student Review Board, and the complainant.

## **STUDENT GRIEVANCE AND COMPLAINT PROCEDURE**

This procedure is followed when a student would like to resolve a grievance or complaint against a faculty member, administrator, or employee of Palau Community College. It is important to note that any complaint against a student or student groups or organizations should be made directly to the Dean of Students. The procedure for dealing with the latter complaint will be made in accordance with the student code of conduct and sanction. At any point in the following procedure, failure by the student to appeal within the time line shall result in the termination of the grievance and the decision, at the level it is stopped.

### **Step One:**

Before initiating a formal complaint, the student must, within five (5) days of the action resulted in the grievance discuss the problem with the Counselor. The Counselor should attempt to solve the matter with the student, the faculty, administrator or employee involved. If, within five (5) working days of receipt of the grievance, the Counselor is unsuccessful in resolving the grievance, the Counselor advises the student of subsequent steps in the Grievance Procedure and within three (3) working days, make arrangements for procedures to Step Two if requested by the student.

### **Step Two:**

The Student and Counselor shall meet with the instructor/employee supervisor to attempt to solve the grievance within five (5) working days of the receipt of the Step Two grievance. If the grievance is not resolve within this period or is declined, then the student may, through written request, proceed within three (3) working days to Step Three.

### **Step Three:**

The students and counselor shall meet with the Dean of Academic Affairs if the grievance involves instructional matters. If the grievance does not involve matters within the responsibility of the Academic Dean, the grievance shall be taken to Step Four of this procedure, If the grievance involves matters within the responsibility of Academic Dean, but could not be resolved or is declined by the dean within five (5) working days of receipt of the grievance, the grievance is then taken to Step Four.

### **Step Four:**

The student and counselor shall meet with the Dean of Students. The Dean, in writing, may decline to intervene and state the grounds for declining or shall render a decision within three (3) working days of the receipt of the grievance. If unsatisfied with the decision at this step, the student may, through written request, proceed within three (3) working days to Step Five of the procedure.

### **Step Five:**

The Dean of Students shall, within two (2) working days, notify the President of the Step Five grievance and shall, within five (5) working days, convene the Student Review Board (SRB), who shall, within ten (10) working days, present the President with its recommendations. The President shall, within two (2) working days of the receipt of the SRB recommendation, issue his own final decision on the grievance. The Student Review Board comprised of five (5) members that include staff, faculty and student representatives will be appointed each time as needed by the President. The Director of Student Life will serve as a permanent member of the SRB. The SRB shall serve as an ad hoc body which will be disbanded after conclusion of a hearing.

# **STUDENT'S BILL OF RIGHTS**

## **Access To and Confidentiality of Student Records**

Students' records are protected by Family Educational Rights & Privacy Act (FERPA) from access by casual or unauthorized persons. Access to student records is provided to the student, parents of dependent students, staff having "legitimate reason", any person having written consent of the student, or by court order or subpoena.

## **Students Have the Right:**

- ◆ To file grievances to the Student Review Board or Dean of Students
- ◆ To due process
- ◆ To hear speakers on any subject
- ◆ Of free assembly, subject to regulations that assure the continued regular functioning of the College
- ◆ To take stands for the issues
- ◆ To examine and discuss questions of interest to them
- ◆ To support causes by orderly means but do not interfere or interrupt the College functions

## **Student Responsibilities**

As a student of PCC, you are considered a mature and responsible individual and expected to understand that your success in college rests primarily with yourself. The college also maintains a code of disciplinary rules and regulations and expects you to comply with them at all times.

## **TIPS FOR ACADEMIC SUCCESS**

**1. Understand clearly why you are attending college.**

Some of the most frequent reasons for not surviving are attending college simply to please parents, to get away from home, or to follow the crowd. College is a serious matter and requires a clear understanding and focus of its purpose, objectives, and requirements.

**2. Look at college as a career.**

Your job is that of a college student and you will spend a certain number of hours each week working to accomplish certain tasks (read textbook, study for tests/quizzes, do homework assignments, projects/research paper, etc.) to reach certain goals (get good grades).

**3. Attend class.**

Absenteeism is one of the biggest reasons students end up on academic probation.

**4. Be prepared by bringing school supplies and required texts to class.**

**5. Develop and practice good study habits, and set aside a regular scheduled time for studying.**

**6. Contact your instructor to discuss class related problems.**

**7. Be proactive; not reactive.**

Students have a tendency to wait until it is too late to benefit from help. In college you can take two positions:

- ◆ Proactive - stop situations before they happen
- ◆ Reactive - wait until a situation is out-of-hand

As a proactive person, learn to ask questions when you need help, or are not sure what to do. In addition, keep up with your courses' requirements.

**8. Stay informed**

Read the school catalog, bulletin boards, the campus newspaper (Mesekiu News) and your mail from the college.

**9. Utilize campus services and resources:**

- a. Library
- b. Student Support Services for English, Math, & Science tutoring, career planning, transfer assistance, counseling, etc.
- c. Student Life Office for academic policies/procedures, program requirements, scheduling of classes, and academic related issues.
- d. Registrar & Records for academic information, withdrawal from classes or school.

**10. Get to know your academic advisor.**

Find out his/her office hours and seek assistance when necessary.

**11. Keep a positive attitude.**

A positive attitude is an asset for survival in college from getting along with roommate, to getting along with peers, and to adjusting to various academic matters.

## SETTING GOALS

You did set your goal to be able to be accepted and attend PCC. Now that you are here, you need to plan what matters most. In doing so, you need to set some goals! Goals are the concrete expression of what's most important to you. They help you focus your efforts. They break down a dream into specific, achievable tasks. Make your dream come true....

### **Make your intentions positive**

Tell yourself what you intend to do, rather than what you intend not to do. For example, instead of "I will not fall asleep in English class" try "I intend to stay awake during English class."

### **Make goals small and reachable**

Give yourself the opportunity to succeed. Break large goals into small tasks. Set daily goals as well as long term goals.

### **Use observable criteria for success**

Set up goals that can be measured.

### **Set deadlines**

You can use a deadline as a tool to accomplish a goal.

### **Make goals that depend on YOU alone**

Only you can make your goals become a reality.

### **Consider how you might sabotage your intentions**

Consider what you might consciously or unconsciously do to prevent you from reaching your goals. Don't let yourself slide on the goals and rules you set for yourself.

### **Identify rewards**

People tend to work harder toward a goal that leads to a reward. Set up a reward system where you treat yourself to a dinner at a restaurant if you get your goals met.

## **PERSONAL GOALS:**

In order to succeed academically this semester, I will: (attend all my classes, read/study English from 6-8 every Sunday, Tuesday and Thursday, etc.)

To reward myself for reaching my goals, I will:

My personal goals for the semester include: (exercise 4 times a week, write a letter to my best friend every other week, etc.)

*Too many people go through life waiting for things to happen instead of making them happen.*

*Sasha Azevedo, Actress - May 20, 1978*



## **DEVELOPING ACADEMIC STRATEGIES**

### **Time Management**

- ◆ Create a realistic schedule.
- ◆ Balance school work and free time; set deadlines and plan your week ahead of time.
- ◆ Use “waiting” time to review notes or further prepare for classes.
- ◆ Schedule fixed blocks of time (i.e., class and work), then schedule other items with your remaining time.
- ◆ Allow for flexibility – unexpected events cannot always be avoided.
- ◆ Use only one scheduling tools (day planner).

### **Study Skills**

- ◆ Keep a clear mind; reduce interference
- ◆ Visualize what you are learning.
- ◆ Take a 10-minute break for every one hour of studying.
- ◆ Organize reading and note taking from general to specific.
- ◆ Rewrite and study class notes.
- ◆ Begin studying at least one week before an exam; avoid marathon study sessions.
- ◆ Know your best time of day to study.

### **Study Environment**

- ◆ Use a regular study area.
- ◆ Avoid distractions by finding a quiet place to study (study room, library).
- ◆ Avoid clutter (on your desk, in your room) – cluttered space leads to cluttered mind.

### **Test Taking**

- ◆ Review daily – before and after class.
- ◆ Create a study checklist of major points.
- ◆ Develop flashcards of practice questions.
- ◆ Know the format of the test (essay, multiple choice, T/F).
- ◆ Make practice test questions.
- ◆ Review old tests.
- ◆ Read instructions carefully; check your answers.

### **Note Taking Tips**

- ◆ Use separate notebooks for each set of class notes.
- ◆ Use one side of the paper only and leave space for information you miss.
- ◆ Start taking notes as soon as the professor starts speaking.
- ◆ Develop your own set of symbols for taking notes.
- ◆ Be an aggressive note taker and treat note taking as hard work.
- ◆ Write down any words you don’t know in the margins and look them up later.

## **DEVELOPING ACADEMIC STRATEGIES**

### **Tips for Classes**

- ◆ Attend every class.
- ◆ Get to know your instructor.
- ◆ Get to know someone in your class.
- ◆ Ask questions.
- ◆ Keep up with the reading.

### **First Test Fail**

- ◆ Seek help from an Instructor of your course.
- ◆ Seek help from a knowledgeable student in your class
- ◆ Seek help from a student who has completed the course successfully.
- ◆ Seek help from a tutor

### **Do a careful review of your exam**

- ◆ Understand why your answers are right or wrong.
- ◆ Try to determine how to improve your study patterns in the future (e.g., increase reading comprehension if most wrong answers were from the book)

### **Contact your instructor to**

- ◆ Discuss your performance on the exam.
- ◆ Clarify your understanding of the material.
- ◆ Brainstorm strategies for improvement

## CALCULATING GRADE POINT AVERAGE (GPA)

### What Are the Steps?

1. List each course with the number of credits and the course grade:

Course	Credits	Grade
CS100	3	B
GE113	3	D
GE114	3	C
GE115	3	B
SS100	1	A

1. Multiply the number of credits in each course by the number of grade points corresponding with your letter grade:

Note: W, CR, NC, and I are not used to calculate grade points.

Grade	Points
A	4
B	3
C	2
D	1
F	0

Course	Credits	Grade	Points	GPs
CS100	3	B	3	$3 \times 3 = 9$
GE113	3	D	1	$3 \times 1 = 3$
GE114	3	C	2	$3 \times 2 = 6$
GE115	3	B	3	$3 \times 3 = 9$
SS100	1	A	4	$1 \times 4 = 4$

## CALCULATING GRADE POINT AVERAGE (GPA)

3. Add the credits and the grade points for every course in which a letter grade was received:

Course	Credits	GPs
CS100	3	9
GE113	3	3
GE114	3	6
GE115	3	9
SS100	1	4
Total	13	31

4. Divide number of grade points by the number of credits

for the semester.

Credits = 13  
 GPs = 31  
 GPA = GPs / Credits

GPA Worksheet			
Course	Credits	Grade	Points
OA112			
TH115			
CO110			
SS100			
BA123			
<b>Total</b>	Total Grade Points _____ / _____ Total Credits		

## PREPARATION FOR ADVISING & REGISTRATION EVERY SEMESTER

At PCC, your advisor/counselor is specifically assigned to guide your educational plan. The role of your advisor is to offer advice on course scheduling and to assist you with making choices so that you'll be meeting degree requirements; **it is not the job of the advisor to prepare or write your schedule.** You should follow the steps below each semester to prepare for advising and registration.

### Step1: Pay tuition deposit

Pay \$50.00 tuition deposit and present your Clearance Forms at the Registrar/Records Office to obtain your Registration Worksheet.

### Step 2: Review “Advising Tools”

You should keep the following documents in a file or folder: The PCC Catalog, Major Requirement Sheet, Individual Educational Plan (IEP), Official Class Schedule, placement testing results and any other related documents (e.g. a copy of your grades, a copy of your Transfer Credit Evaluation if you're a transfer student). These materials are referred to as your “advising tools” – tools that help you select courses so that you are meeting your degree requirements.

### Step 3: Select Courses

Using your advising tools, list a set of courses and some alternatives in case any of your first choices are closed by the time you register. Make a list of any questions you have so that you can ask your advisor when you meet him or her.

### Step 4: Meet your advisor

At PCC each student is assigned a specific advisor. If you're not sure who your advisor is, report to Student Life Office or Registrar & Records. You may be able to meet with your advisor on a scheduled appointment in or stop by during the office hours from Mon. – Fri. between 8:00 a.m. and 5:00 p.m. Discuss your proposed set of courses, complete your Registration Worksheet, obtain your advisor approval and ask any questions you may have.

### Step 5: Register

Submit your Registration Worksheet to Registrar/Records Office and pick-up your official class schedule (computer printout). Be sure to locate your classrooms prior to the first day of class.

	Grade Points
Credits = GPA _____	



PALAU  
COMMUNITY  
COLLEGE

## REGISTRATION WORKSHEET

Issued to Student

Term/Year: \_\_\_\_\_

Student I.D./Social Security No.		Last Name		First Name		Middle	
Mailing Address: P.O. Box		City		State		Zip Code	
Phone: (Home):		(Work):		(Cell Phone):		(E-mail Address):	
Program:		Major:		Degree:			
<input type="checkbox"/> Enrichment		<input type="checkbox"/> Unclass		<input type="checkbox"/> Dual			
Student Status:		<input type="checkbox"/> FT (First Time Student)		<input type="checkbox"/> CONT (Continuing Student)		<input type="checkbox"/> RET (Returning Student) <input type="checkbox"/> RA (Re-Admitted Student)	
Course Dept. No.	Section	Days	Time	Code * See Below	Credits	Advisor Comments:	
Total credits carried for the semester							
Academic Advisor's Signature: _____ Date: _____							
<b>CONTRACTUAL AGREEMENT:</b> I request registration in the course(s) indicated and I understand that I have obligated myself to pay for the course(s) and all of the charges related to this registration. I understand that I will be responsible for all charges incurred, should I fail to complete my financial aid processing, or obtain other financial sponsorship, by the payment deadline. My signature below indicates that I have read this contract and agree to its terms.							
Student's Signature: _____ Date: _____							

Code\* Explanation: 1 = Earn credits from the course; 2 = Audit - no credit earned; 3 = Credit / No Credit option

Distribution: Original - Registrar & Records; 2nd copy - Advisor; Registrar's Staff Initial \_\_\_\_\_ Date: \_\_\_\_\_





## OFFICE OF REGISTRAR & RECORDS

P.O. Box 9 - Koror, Republic of Palau 96940

### REQUEST FOR CLASS OVERLOAD

INSTRUCTION: If you wish to register for more than 16 credits during a regular semester or more than 6 credits during summer session, you need to complete this form. Acquire a signature from Advising Coordinator and submit it to the Office of Registrar & Records for approval. **Please Print in ink.**

NAME: \_\_\_\_\_  
Last First M.I. U.S. SSN MAJOR

SEMESTER: \_\_\_\_\_ Year: \_\_\_\_\_ CURRENT CUMULATIVE G.P.A. \_\_\_\_\_

COURSES CURRENTLY ENROLLED IN:

Course Dept. No.	Sec	Course Title	Days	Time	Code	Instructor	Crs.

I am requesting to take an overload of \_\_\_\_\_ credit hours this semester/session. I wish to take the following course(s):

Course Dept. No.	Sec	Course Title	Days	Time	Code	Instructor	Crs.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADVISOR'S RECOMMENDATIONS/REASONS: \_\_\_\_\_

ADVISING COORDINATOR (SIGNATURE): \_\_\_\_\_ DATE: \_\_\_\_\_

☐ APPROVE ☐ DISAPPROVE Comment(s): \_\_\_\_\_

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Code Explanation: 1 = Earn credits for the course 2 = Audit - no credit earned 3 = Taking a course on CR/NC option - credit earned

Distribution: Original copy - Registrar & Records; 2<sup>nd</sup> copy - Advisor; 3<sup>rd</sup> copy - FinAid, 4<sup>th</sup> - Student





**REGISTRAR & RECORDS OFFICE**  
PO Box 9, Koror, Republic of Palau 96940

**INCOMPLETE GRADE REQUEST**

**Instructions:**

1. Section I is to be filled and signed by the student.
2. Section II is to be filled and signed by the instructor.
3. Submit the form, with grade sheet(s), to Registrar & Records Office.
4. When the student has made up the required work, complete a Change of Grade form and forward it to Registrar & Records Office.

Section I – filled out by student.		
Full Name (Last name, First name, Middle Initial) - Print	Semester Enrolled <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year
Course Number & Section	Course Title	
Signature	Date	
Section II – filled out by instructor.		
Full Name – Print		
Specific reason(s) for incomplete (i.e. hospitalization):		
Specific description of work the student must complete to fulfill the course requirements:		
	Approximate grade of work completed to date.	
	Highest grade student may receive if incomplete course work requirements are completed.	
	Approximate weight of makeup work in final grade.	
	Date incomplete work must be turned in to instructor.	
Signature	Date	

**Note:** This incomplete grade will revert to an "F" if work is not completed and grade is not submitted by the deadline (refer to academic calendar for the deadline date).

Distribution: Original – Registrar; 1<sup>st</sup> Copy – Student; 2<sup>nd</sup> Copy – Instructor; 3<sup>rd</sup> Copy – Advisor

Revised 12-09-10

## COLLEGE TERMS YOU NEED TO KNOW

<p><b>Academic Load</b> – The total number of credit hours a student carries in a semester. The standard load is 12-18 credit hours in fall and spring. In the summer, the standard load is 6 credit hours.</p>	<p><b>Financial Aid Disqualification</b> - Student who has been disqualified or denied the eligibility to receive federal financial assistance.</p>
<p><b>Academic Probation</b> – This is a warning to the student that his/her academic progress is unsatisfactory. In other word cumulative grade point average is below 2.00.</p>	<p><b>Major</b> – A specialized field of study that a student chooses to pursue through his or her college career.</p>
<p><b>Credit</b> – What a student receives upon completing a college course. Credits are based on the amount of hours spent in a class.</p>	<p><b>Mid-Term</b> – Tests administered midway through the semester to assess the students' progress.</p>
<p><b>Cumulative Grade Point Average (CGPA)</b> – This is an average of all letter grades earned at the college.</p>	<p><b>Orientation</b> – A program designed to assist all new students in adjusting to his/her new college surroundings.</p>
<p><b>Drop/Add</b> – During the first week of a semester the student is allowed to drop a course with which he/she is not satisfied and add another course to his/her schedule for that semester.</p>	<p><b>Overload</b> – Taking more than 18 credit hours during a regular semester &amp; more than 6 credit hours during the summer semester. Special permission is required by completing an overload request.</p>
<p><b>Full-Time Student</b> – The students who enrolls in a minimum of 12 credit hours per semester (fall and spring) and a minimum of 6 credit hours per summer session.</p>	<p><b>Placement Tests</b> – Tests given prior to registration. The results are used to determine the student's placement at the most appropriate course level</p>
<p><b>Good Standing</b> – A student is in good standing if she/he maintains a cumulative grade point average of 2.0 or higher.</p>	<p><b>Prerequisite</b> – A course which must be completed satisfactorily prior to entering a next level course. Refer to the College Catalog under Course Description starting on pg. 77.</p>
<p><b>Catalog</b> – This is the official college publication that describes academic courses, policies, and requirements for graduation.</p>	<p><b>Syllabus</b> – The syllabus is a summary, or an outline, of the course requirements. Instructors normally distribute a syllabus at the beginning of a course that lists the readings, assignments, and due dates, grading and etc.</p>

## STUDENT SERVICES DIRECTORY

N A M E	T I T L E	TELEPHONE #
Sherman Daniel	Dean of Students	488-2470/2471 ext 269
Dahlia Katosang	Director, Financial Aid	488-2470/2471 ext 233
Leslie Adachi	Director, Admissions & Records	488-2470/2471 ext 257
Hilda Reklai	Director, Student Life Unit	488-2690/3036
Glendalynn Ngirmeriil	Advisor, School of Arts & Science	488-3036
Maurine Alexander	Advisor, School of Business	488-3036
Shelley Ueki	Advisor, Non-Degree Status	488-3036
Hulda Lukas	Dorm Manager	488-3074/1053
Ephraim Ngirachitei	Dorm Manager	488-3074/1053
Bellarmino Fagulur	Dorm Manager	488-3074/1053
Norman Sato	Student Activity Supervisor	488-3885
Deidre Yamanguchi	LRC English Instructor	488-3073
Isumecheraard Ngirairikl	LRC Math Instructor	488-3073



*"The best preparation for tomorrow is doing your best today"*

*-- H. Jackson Brown Jr. --*

*Palau Community College  
P.O. Box 9  
Koror, Republic of Palau 96940  
[www.palau.edu](http://www.palau.edu)*