



Student Planner

2019-2020

Campus Directory

Department	Phone
Academic Affairs	Ext. 246
Administration	(680)488-2470
Admissions & Records	Ext. 274
Associated Student Government (ASPCC)	Ext. 229
Auto Shop	488-3383/6504
Bookstore	Ext. 236
Business	Ext. 264
Cafeteria	488-2357
Computer Room	Ext. 232/237
Development	Ext.252
Dormitory	488-3074
Faculty	Ext.240/270
Financial Aid	Ext. 233
Learning Resource Center	488-3073
Library	261/488-3540
Recreation	488-3885
Student Account	Ext.262
Student Life/Counseling	Ext.266/488-3036
Student Services	Ext. 229
Tourism	488-6008

Palau Community College

P.O Box 9

Koror, Palau 96940

Phone: (680)488-2470

Fax: (680)488-2447

pcc.palau.edu

PCC President's Welcome Message

Welcome to the 2019-2020 Academic Year at Palau Community College (PCC)



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.

Dr. Patrick U. Tellei



2019-2020 Student Planner

This Planner Belongs To:	
NAME:	_____
ADDRESS:	_____
PHONE:	_____
EMAIL:	_____

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



The College

Palau Community College is a post-secondary vocational/academic institution serving all of Micronesia. Beginning in 1972, it developed into a viable technical institution through a series of self-evaluations and accreditation visits from the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

In June 1977, Palau Community College was granted accreditation by the Western Association of Schools and Colleges. In 1982, 1987, 1992, 1997 and 2003, after site visits and reviews of the institutional self-evaluation as required every five years, Palau Community College received reaffirmation of its accreditation status from the Western Association of Schools and Colleges. After the site visit and review of the institutional self-evaluation in 2003, Palau Community College received reaffirmation and was granted a six-year term. Palau Community College submitted its comprehensive Institutional Self Study Report in 2009. The College was visited in March of 2010 and was placed on warning after the visit from the Commission visiting team. The College addressed the recommendations in the warning and submitted a Follow-Up report in March of 2011 followed by a visit from the Commission. The Commission took action and removed the warning and reaffirmed the College accreditation status. Palau Community College has completed its comprehensive Institutional Self Study Report in 2016. The College has been accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) - Western Association of Schools and College (WASC) for the last thirty-four years.

PCC Vision Statement

"We Strive to Guarantee Quality and Excellence"

PCC 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 use 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 world.*

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

Campus Information

Bulletin Boards, Display Cases, Monitors

Check the bulletin boards and display cases located around campus to stay informed. Every item posted must be approved prior to posting. Items that are in need of posting should go to the College President's office or Student Services office for approval.

College Colors and Mascot

The colors chosen to represent Palau Community College are green, blue, and white. The official mascot is the Mesekiu.

Faculty Mail Box

All homework or paperwork that needs to be turned in after class meeting hours can be dropped in faculty mail box located in the Academic Affairs office. Please make sure that your name, instructor name, and class is properly labeled on all documents before turning in to the box.

Lost and Found

Lost items are logged and secured by the President's office. Contact the President's office to report any lost items. Please turn in found items to the President's office located at Ukall Building, with information of where and when the item was found.

Messages and Mail for Students

In case of an EMERGENCY, contact the Student Services office, at (680)488-2470 ext. 229. College staff can only deliver emergency messages. Students utilizing the Student Services' Post Office box #370, may pick up their mail at Student Services office located at Ukall Building, from Monday to Friday between 8:00 a.m and 5:00 p.m.

Smoking and Littering Policy

Palau Community College is a designated Smoke Free College. Smoking tobacco products are prohibited on campus, in all building of the college, including the parking lots, all outdoor areas, in or on any space, building, or classroom of the college. Smoking is NOT permitted anywhere on college property.

This policy and regulations apply to all employees, students, visitors, and other persons who enter any Palau Community College facility.

Use of Cell Phones

Cell phones should never be heard ringing during class. Out of respect for your fellow students and for the instructor, turn them off before going to class.

Services and Resources available on campus

Academic Advising

The Director of Student Life and counselors provide advising services to all students. The advisors promote student learning by assisting students in the development of educational plans that are compatible with their career/life goals.

Admissions

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

Associated Students of 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.

Bookstore

The bookstore sells out 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.

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.

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.

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.

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.

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 \$7.50. Students are required to carry their identification card while on campus.

Learning Resource Center (LRC)

The center provided academic support service, PCC Placement Testing & Institutional TOEFL. Services include Instruction; Tutoring; Computer & Study Laboratory; Career Counseling and Transfer Counseling.

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 30,000. 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 488-3540 or pa-laucclib@gmail.com.

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.

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 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 student 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
- ◆ Through the student WiFi network is designed to cover all of the campus common areas, no guarantee is made for signal strength and 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 nay 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.

Procedures for logging in to the Student WiFi

Username: Must be your first name and the first letter of your last name.

Ex: Jane Doe..... janed

Password: Your password is your Student ID number, which can be found on your student ID card.

Note: Both username and password must be lower case letters. Social security number is not a password, so if your ID number on your ID card is your SS number, please proceed to Registrar's office and request for your correct ID number.

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 for activities that invade another's privacy is prohibited.
4. **Private Commercial Purpose** - Using the service for personal gain; 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 property, 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 services 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

Recreation

The Recreation Office provides opportunities for participation in sports and recreational activities for the entire college community. The programs include intramural sports, outdoor adventures, and a number of table games. The principle objective of the Recreation Program is to serve the needs of the students, faculty, and staff through recreational activities and to provide opportunities for organized activities for enjoyment, health, and social interaction.

Admissions & Records Office

This office handles registration, schedule adjustment (add/drop), program evaluation, change of major or status, directory information or any aspect of students' academic records. The office also furnishes transcripts of academic records, verification of attendance, and certification of students status.

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.

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 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 wish 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 Housing

The college has three on-campus housing for students which accommodate 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.

There are two buildings of single and double rooms with a centralized bathroom on each floor, two small lounges and study halls on the second floors. The third residence hall has triple occupancy rooms with private bathrooms and a centralized lounge.

Each room is furnished with standard size twin beds, and closets. Residents supply their own linens, electric fans and other personal items. Residents are responsible for cleaning their own rooms. Student Housing does not have cleaning services; residents are assigned to clean common areas in the buildings and surrounding premises.

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; to discourage dishonesty, vandalism and personal abuse; and to avoid infringement on the rights of others.

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 42 to 44 of the catalog.

Student Mailing Address

Students may use the following PCC student mailing address:

P.O. Box 370
Koror, Palau 96940

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.

Student Health Services

The College does not operate a student health clinic on campus. However, the National Hospital provides basic health services to classified/degree students who are assessed a health fee. The nominal fee of \$20 will cover the basic health services while other services may be billed to the student/patient.

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: Financial aid, new student orientation, Admissions & 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.

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.

Instructional Withdrawal

A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication to his/her instructor or academic advisor regarding his/her absences, will be withdrawn from the class by the instructor.

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 a 2.5 average for CJ/ED programs 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.

Never Attend

A student who registered for a class but did not attend the first ten (10) days of instruction.

Absences within Two Consecutive Instruction Weeks

A student who is absent for two consecutive instructional weeks within a semester without any formal/official communication to his/her instructor or academic advisor regarding his/her absences.

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.

1PCC 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.

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.

- a. Theft of any property of the College or of any person on campus.
- b. Willful damage to property of the College or of any person on campus.
- c. 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; 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.

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 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 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 Student 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 will serve as a permanent member/chair of the SRB.
 - b. 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.

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.
- 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.

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 resolved 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
- ◆ To be informed on campus matters directly relevant to them
- ◆ To have a voice in decision making that affects their academic future
- ◆ To form an organization around any particular interest, but not in violation of the College policies, rules and regulations
- ◆ To join established organization
- ◆ To review their records and petition any correction to their records
- ◆ To know how his/her grade was calculated
- ◆ To ask questions and have his/her questions answered
- ◆ To publish literature; however, they must adhere to canons of responsible journalism

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.

Understanding Placement Test Scores

Under the General Program at Palau Community College, all students are expected to develop certain skills and competencies. All entering freshmen must take placement tests to guide the placement of students in English Grammar, Reading, and Mathematics.

Placement testing results are distributed to academic advisors and students. Advisors and students should use the following guidelines in choosing the appropriate courses based on the placement testing results.

HOW AM I PLACED IN ENGLISH GRAMMAR?	
SCORE	COURSE
Determined by test readers (EN faculty)	See individual score report and/or advisor
HOW AM I PLACED IN READING? (<i>Scoring by grade level</i>)	
Writing score of 1, 2, or 3	English Writing Course—EN100
Writing score of 4, 3, 2, or 1 with reading level of 7th and below	English Writing Course—EN100
Writing score of 1, 2, or 3 with reading level of 8th grade or higher	English Writing Course—EN100
Writing score of 4, 5, or 6 with reading level of 8th grade or higher	English Writing Course—EN112
Writing score of 5 or 6 with reading below 7th grade	English Writing Course—EN112
Writing score of 4, 5, or 6 with reading level of 8th grade or higher	Reading Course—EN109
Writing score of 5 or 6 and reading level of 12th grade and below	Reading Course—EN109

HOW AM I PLACED IN MATH?

69% & below	Math Course—MA103
70% & higher	Math Course—MA105

ACT	Cutoff Range	Course Placement
English Writing	18 & above	EN 112
	17 & below	EN 100
English Reading	18 & above	EN 109
	17 & below	EN 100
Math	21 — 22	MA 105
	20 & below	MA 103

SAT	Cutoff Range	Course Placement
English Writing	510 & above	EN 112
	509 & below	EN 100
English Reading	510 & above	EN 109
	509 & below	EN 100
Math	500 & above	MA 105
	499 & below	MA 103

TOEFL Test	Cutoff Range	Course Placement
English Writing	24 & above (iBT) Or 4 & above (PBT)	EN 112
	23 & below (iBT) or 3 & below	EN 100
English Reading	22 & above	EN 109
	21 & below	EN 100

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 Admissions & Records Office and pick-up your official class schedule (computer printout). Be sure to locate your classrooms prior to the first day of class.

Financial Aid Information and Application Procedures

When applying for financial aid, you must follow the steps indicated below in providing the required documents to the Office of Admissions & Financial Aid:

Step1: File Free Application for Federal Student Aid (FAFSA)

Note: Federal school code for PCC is #011009.

Step 2: Financial Aid Supplemental Form

Complete the PCC Financial Aid Supplemental Form and submit directly to the Office of Admissions & Financial Aid.

Step 3: Verification Worksheet (Dependent/Independent)

If you were selected for verification, you need to complete Verification Worksheet to confirm the information that you and/or your parent(s)/spouse reported on you FAFSA.

Step 4: Wage & Tax Statements

Provide copies of appropriate year's Federal Tax Returns (1040 forms) or Wage & Tax Statements if you and/or your parent(s)/spouse were employed during that fiscal year.

Step 5: Pension Benefits Certification

Provide certified copies of your previous year's untaxed portions of Pension Plan benefits including your parent(s)/spouse if applicable.

Step 6: Passport of Birth Certificate

Provide copy of your passport or birth certificate for citizenship verification purposes.

Step 7: High School Completion Status

Provide one of the following documents that indicate your high school completion status such as a copy of your: (a) high school diploma, (b) final high school transcript showing the date when diploma was awarded, or (c) General Education Development (GED) certificate/transcript, etc.

Class Schedule

Course	Instructor	Location	Telephone

Time	Mon	Tue	Wed	Thur	Fri	Sat
8:00am						
9:00am						
10:00am						
11:00am						
12:00pm						
1:00pm						
2:00pm						
3:00pm						
4:00pm						
5:00pm						
6:00pm						
7:00pm						

Work Schedule

Time	Mon	Tue	Wed	Thur	Fri	Sat
7:00am						
8:00am						
9:00am						
10:00am						
11:00am						
12:00pm						
1:00pm						
2:00pm						
3:00pm						
4:00pm						
5:00pm						
6:00pm						
7:00pm						
8:00pm						
9:00pm						
10:00pm						
11:00pm						
12:00am						



MONDAY	TUESDAY	WEDNESDAY
1 <ul style="list-style-type: none"> Mid-term Period (7/1 - 7/2) 	2	3 <ul style="list-style-type: none"> Pre-registration for Fall 2019 begins
8	9 <ul style="list-style-type: none"> Holiday: Constitutional Day 	10
15	16	17
22 <ul style="list-style-type: none"> Final Examination Period (7/22 - 7/24) 	23	24
• 29 <ul style="list-style-type: none"> Grades Due by 11:00AM Placement Test for Fall 2019 (7/29 - 8/2) 	30	31

July 2019

THURSDAY	FRIDAY	SAT/SUN
4	5	6 7
11	12 • Last day for All withdrawals	12 14
18	19 • Last Day of Instruction	20 21
25	26	27 28



MONDAY	TUESDAY	WEDNESDAY
5 • Registration (8/5 – 8/7)	6	7
12 • First Day of Instruction • Credit by Examination Period (8/12 - 8/14) • Add & Drop Period (8/12-8/16)	13	14
19	20	21
26	27	28

August 2019

THURSDAY	FRIDAY	SAT/SUN
1 <ul style="list-style-type: none"> • Faculty Report for Duty • New Student Orientation 	2	3 <div>4</div>
8 <ul style="list-style-type: none"> • Late Registration 	9	10 <div>11</div>
15	16 <ul style="list-style-type: none"> • Last day to change to CR/NC & AUDIT Grading options 	17 <div>18</div>
22	23	24 <div>25</div>
29	30	31

July 2019

MONDAY 29

TUESDAY 30

WEDNESDAY 31



THURSDAY 1

AUGUST

FRIDAY 2

SATURDAY 3

SUNDAY 4

August 2019

MONDAY 5

TUESDAY 6

WEDNESDAY 7



PALAU
COMMUNITY
COLLEGE

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY 11

August 2019

MONDAY 12

TUESDAY 13

WEDNESDAY 14



PALAU
COMMUNITY
COLLEGE

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY 18

August 2019

MONDAY 19

TUESDAY 20

WEDNESDAY 21



PALAU
COMMUNITY
COLLEGE

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25

August 2019

MONDAY 26

TUESDAY 27

WEDNESDAY 28



FRIDAY 30

SATURDAY 31

SUNDAY 1

SEPTEMBER



WEDNESDAY

4

11

18

25

30

September 2019

THURSDAY	FRIDAY	SAT/SUN
		1
5	6	7
		8
12	13	14
		15
19	20	21
	<ul style="list-style-type: none"> Last Day to Remove Incomplete Grades for Summer 2019 	22
26	27	28
		29

September 2019

MONDAY 2

TUESDAY 3

WEDNESDAY 4



PALAU
COMMUNITY
COLLEGE

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

September 2019

MONDAY 9

TUESDAY 10

WEDNESDAY 11



PALAU
COMMUNITY
COLLEGE

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

September 2019

MONDAY 16

TUESDAY 17

WEDNESDAY 18



PALAU
COMMUNITY
COLLEGE

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

September 2019

MONDAY 23

TUESDAY 24

WEDNESDAY 25



PALAU
COMMUNITY
COLLEGE

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29



PALAU
COMMUNITY
COLLEGE

MONDAY

TUESDAY

WEDNESDAY

<div>• Mid-term period (9/30 - 10/4)</div>	<div>1</div> <div>• Holiday: Independence Day</div>	<div>2</div>
<div>7</div>	<div>8</div>	<div>9</div>
<div>14</div>	<div>15</div>	<div>16</div>
<div>21</div>	<div>22</div>	<div>23</div>
<div>28</div>	<div>29</div>	<div>30</div>

October 2019

THURSDAY	FRIDAY	SAT/SUN
3	4	5 6
10	11	12 13
17	18 • Last Day for All Withdrawals	19 20
24 • Holiday: UN Day	25	26 27
31 • Pre-Registration for Spring 2020 begins		

October 2019

MONDAY 30

TUESDAY 1

OCTOBER

WEDNESDAY 2



PALAU
COMMUNITY
COLLEGE

THURSDAY 3

FRIDAY 4

SATURDAY 5

SUNDAY 6

October 2019

MONDAY 7

TUESDAY 8

WEDNESDAY 9



PALAU
COMMUNITY
COLLEGE

THURSDAY 10

FRIDAY 11

SATURDAY 12

SUNDAY 13

October 2019

MONDAY 14

TUESDAY 15

WEDNESDAY 16



PALAU
COMMUNITY
COLLEGE

THURSDAY 17

FRIDAY 18

SATURDAY 19

SUNDAY 20

October 2019

MONDAY 21

TUESDAY 22

WEDNESDAY 23



PALAU
COMMUNITY
COLLEGE

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27

October 2019

MONDAY 28

TUESDAY 29

WEDNESDAY 30



PALAU
COMMUNITY
COLLEGE

THURSDAY 31

FRIDAY 1

NOVEMBER

SATURDAY 2

SUNDAY 3



PALAU
COMMUNITY
COLLEGE

MONDAY

TUESDAY

WEDNESDAY

4

5

6

11

12

13

18

19

20

25

26

27

• Last Day of Instruction

November 2019

THURSDAY	FRIDAY	SAT/SUN
	1	2
		3
7	8	9
		10
14	15	16
		17
21	22	23
		24
28	29	30
<ul style="list-style-type: none"> • Holiday: Thanksgiving • Student's Thanksgiving Break (11/28 -11/29) 		

November 2019

MONDAY 4

TUESDAY 5

WEDNESDAY 6



PALAU
COMMUNITY
COLLEGE

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY 10

November 2019

MONDAY 11

TUESDAY 12

WEDNESDAY 13



PALAU
COMMUNITY
COLLEGE

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17

November 2019

MONDAY 18

TUESDAY 19

WEDNESDAY 20



PALAU
COMMUNITY
COLLEGE

THURSDAY 21

FRIDAY 22

SATURDAY 23

SUNDAY 24

November 2019

MONDAY 25

TUESDAY 26

WEDNESDAY 27



PALAU
COMMUNITY
COLLEGE

THURSDAY 28

FRIDAY 29

SATURDAY 30

SUNDAY 1

DECEMBER



PALAU
COMMUNITY
COLLEGE

MONDAY

TUESDAY

WEDNESDAY

2

- Final Examination Period
(12/2 - 12/4)

3

4

9

- Grades Due by 11:00AM
- Placement Testing for
Spring 2020 (12/9 -12/20)

10

11

16

- Last Day for Change of
Grades
- Registration for Spring
2020 (12/16 -12/27)

17

18

23

24

25

30

31

December 2019

THURSDAY

FRIDAY

SAT/SUN

		1
5	6	7
		8
12	13	14
		15
19	20	21
		22
26	27	28
		29

December 2019

MONDAY 2

TUESDAY 3

WEDNESDAY 4



PALAU
COMMUNITY
COLLEGE

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

December 2019

MONDAY 9

TUESDAY 10

WEDNESDAY 11



PALAU
COMMUNITY
COLLEGE

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

December 2019

MONDAY 16

TUESDAY 17

WEDNESDAY 18



PALAU
COMMUNITY
COLLEGE

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

December 2019

MONDAY 23

TUESDAY 24

WEDNESDAY 25

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29

MONDAY

TUESDAY

WEDNESDAY

		1 <ul style="list-style-type: none"> • Holiday: New Year's Day
6 <ul style="list-style-type: none"> • New Student Orientation 	7 <ul style="list-style-type: none"> • Registration (1/7 - 1/8) 	8
13 <ul style="list-style-type: none"> • First Day of Instruction • Credit by Examination Period (1/13-1/15) • Drop/Add Period (1/13 -1/17) 	14	15
20	21	22
27	28	29

January 2020

THURSDAY	FRIDAY	SAT/SUN
2	3	4 5
9 • Late Registration	10	11 12
16	17 • Last day to change CR/NC & AUDIT Grading Options	18 19
23	24	25 26
30	31	

December 2020

MONDAY 30

TUESDAY 31

WEDNESDAY 1

JANUARY



PALAU
COMMUNITY
COLLEGE

THURSDAY 2

FRIDAY 3

SATURDAY 4

SUNDAY 5

January 2020

MONDAY 6

TUESDAY 7

WEDNESDAY 8



PALAU
COMMUNITY
COLLEGE

THURSDAY 9

FRIDAY 10

SATURDAY 11

SUNDAY 12

January 2020

MONDAY 13

TUESDAY 14

WEDNESDAY 15



PALAU
COMMUNITY
COLLEGE

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19

January 2020

MONDAY 20

TUESDAY 21

WEDNESDAY 22



PALAU
COMMUNITY
COLLEGE

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26

January 2020

MONDAY 27

TUESDAY 28

WEDNESDAY 29



PALAU
COMMUNITY
COLLEGE

THURSDAY 30

FRIDAY 31

SATURDAY 1

FEBRUARY

SUNDAY 2



PALAU
COMMUNITY
COLLEGE

MONDAY

TUESDAY

WEDNESDAY

3

- Non-Instructional Day -
No Classes

4

5

10

11

12

17

18

19

24

25

26

February 2020

THURSDAY	FRIDAY	SAT/SUN
		1
		2
6	7	8
		9
13	14	15
		16
20	21	22
	<ul style="list-style-type: none"> Last Day to Remove Incomplete Grades for Fall 2019 	23
27	28	29

February 2020

MONDAY 3

TUESDAY 4

WEDNESDAY 5



PALAU
COMMUNITY
COLLEGE

THURSDAY 6

FRIDAY 7

SATURDAY 8

SUNDAY 9

February 2020

MONDAY 10

TUESDAY 11

WEDNESDAY 12



PALAU
COMMUNITY
COLLEGE

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY 16

February 2020

MONDAY 17

TUESDAY 18

WEDNESDAY 19



PALAU
COMMUNITY
COLLEGE

THURSDAY 20

FRIDAY 21

SATURDAY 22

SUNDAY 23

February 2020

MONDAY 24

TUESDAY 25

WEDNESDAY 26



**PALAU
COMMUNITY
COLLEGE**

THURSDAY 27

FRIDAY 28

SATURDAY 29

SUNDAY 1

MARCH



**PALAU
COMMUNITY
COLLEGE**

MONDAY

TUESDAY

WEDNESDAY

2 • Mid-term Period (3/2-3/6)	3	4
9	10	11
16 • Holiday: Youth Day (Observed)	17	18
23	24	25
30	31	

March 2020

THURSDAY

FRIDAY

SAT/SUN

		1
5	6	7
		8
12	13	14
		•Holiday: Youth Day 15
19	20	21
		22
26	27	28
• Pre-registration for Summer 2020 begins		29

March 2020

MONDAY 2

TUESDAY 3

WEDNESDAY 4



PALAU
COMMUNITY
COLLEGE

THURSDAY 5

FRIDAY 6

SATURDAY 7

SUNDAY 8

March 2020

MONDAY 9

TUESDAY 10

WEDNESDAY 11



PALAU
COMMUNITY
COLLEGE

THURSDAY 12

FRIDAY 13

SATURDAY 14

SUNDAY 15

March 2020

MONDAY 16

TUESDAY 17

WEDNESDAY 18



PALAU
COMMUNITY
COLLEGE

THURSDAY 19

FRIDAY 20

SATURDAY 21

SUNDAY 22

March 2020

MONDAY 23

TUESDAY 24

WEDNESDAY 25



PALAU
COMMUNITY
COLLEGE

THURSDAY 26

FRIDAY 27

SATURDAY 28

SUNDAY 29



PALAU
COMMUNITY
COLLEGE

MONDAY

TUESDAY

WEDNESDAY

		1
6	7	8
13	14	15
20	21	22
27	28	29

April 2020

THURSDAY	FRIDAY	SAT/SUN
2 <ul style="list-style-type: none"> PCC Charter Day 	3 <ul style="list-style-type: none"> PCC Charter Day Celebration 	4
9 <ul style="list-style-type: none"> Student Spring Break (4/9-4/10) 	10	5
16	17	11
23	18	12
30	24 <ul style="list-style-type: none"> Last day for All withdrawals 	19
		25
		26

April 2020

MONDAY 30

TUESDAY 31

WEDNESDAY 1

APRIL



PALAU
COMMUNITY
COLLEGE

THURSDAY 2

FRIDAY 3

SATURDAY 4

SUNDAY 5

April 2020

MONDAY 6

TUESDAY 7

WEDNESDAY 8



PALAU
COMMUNITY
COLLEGE

THURSDAY 9

FRIDAY 10

SATURDAY 11

SUNDAY 12

April 2020

MONDAY 13

TUESDAY 14

WEDNESDAY 15



PALAU
COMMUNITY
COLLEGE

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19

April 2020

MONDAY 20

TUESDAY 21

WEDNESDAY 22



PALAU
COMMUNITY
COLLEGE

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26

April 2020

MONDAY 27

TUESDAY 28

WEDNESDAY 29

THURSDAY 30

FRIDAY 1

May

SATURDAY 2

SUNDAY 3

MONDAY

TUESDAY

WEDNESDAY

4

- Final Examination Period (5/4 -5/7)

5

- **Holiday: Senior Citizen's Day**

6

11

- Graduates' Grades Due by 11:00AM

12

13

18

- Non-graduate Grades Due by 11:00AM

19

20

25

- Last Day for Change of Grades
- Placement Testing for Summer 2020 (5/25 -5/27)

26

27

May 2020

THURSDAY	FRIDAY	SAT/SUN
	1 <ul style="list-style-type: none"> Last Day of Instruction 	2 <div></div>
7	8	3 <div></div>
		9 <div></div>
		10 <div></div>
14	15 <ul style="list-style-type: none"> Commencement Exercise 	16 <div></div>
		17 <div></div>
21	22	23 <div></div>
		24 <div></div>
28	29	30 <div></div>
		31 <div></div>

May 2020

MONDAY 4

TUESDAY 5

WEDNESDAY 6



PALAU
COMMUNITY
COLLEGE

THURSDAY 7

FRIDAY 8

SATURDAY 9

SUNDAY 10

May 2020

MONDAY 11

TUESDAY 12

WEDNESDAY 13



PALAU
COMMUNITY
COLLEGE

THURSDAY 14

FRIDAY 15

SATURDAY 16

SUNDAY 17

May 2020

MONDAY 18

TUESDAY 19

WEDNESDAY 20



PALAU
COMMUNITY
COLLEGE

THURSDAY 21

FRIDAY 22

SATURDAY 23

SUNDAY 24

May 2020

MONDAY 25

TUESDAY 26

WEDNESDAY 27

THURSDAY 28

FRIDAY 29

SATURDAY 30

SUNDAY 31

MONDAY

TUESDAY

WEDNESDAY

1

- **Holiday: ROP President's Day**

2

- New Student Orientation

3

- Registration (6/3-6/5)

8

- Late Registration
- First Day of Instruction
- Credit by Examination (6/8-6/9)
- Drop/Add Period (6/8-6/9)

9

10

- Last Day to change to CR/NC & AUDIT Grading options

15

16

17

22

23

24

29

- Mid-Term Period (6/29—6/30)

30

June 2020

THURSDAY	FRIDAY	SAT/SUN
4	5	6 7
11	12	13 14
18	19	20 21
25	26 • Last Day to Remove Incomplete Grades for Spring 2020	27 28

June 2020

MONDAY 1

JUNE

TUESDAY 2

WEDNESDAY 3



PALAU
COMMUNITY
COLLEGE

THURSDAY 4

FRIDAY 5

SATURDAY 6

SUNDAY 7

June 2020

MONDAY 8

TUESDAY 9

WEDNESDAY 10



PALAU
COMMUNITY
COLLEGE

THURSDAY 11

FRIDAY 12

SATURDAY 13

SUNDAY 14

June 2020

MONDAY 15

TUESDAY 16

WEDNESDAY 17



PALAU
COMMUNITY
COLLEGE

THURSDAY 18

FRIDAY 19

SATURDAY 20

SUNDAY 21

June 2020

MONDAY 22

TUESDAY 23

WEDNESDAY 24



PALAU
COMMUNITY
COLLEGE

THURSDAY 25

FRIDAY 26

SATURDAY 27

SUNDAY 28



PALAU
COMMUNITY
COLLEGE

MONDAY

TUESDAY

WEDNESDAY

		1 <ul style="list-style-type: none">• Pre-registration for Fall 2020 begins
6	7	8
13	14	15
20 <ul style="list-style-type: none">• Final Examination Period (7/20 - 7/22)	21	22
27 <ul style="list-style-type: none">• Grades Due by 11:00AM	28	29

July 2020

THURSDAY	FRIDAY	SAT/SUN
2	3	4 5
9 • Holiday: Constitutional Day	10 • Last day for All Withdrawals	11 12
16	17 • Last day of Instruction	18 19
23	24	25 26
30	31	

June 2020

MONDAY 29

TUESDAY 30

WEDNESDAY 1

JULY



PALAU
COMMUNITY
COLLEGE

THURSDAY 2

FRIDAY 3

SATURDAY 4

SUNDAY 5

July 2020

MONDAY 6

TUESDAY 7

WEDNESDAY 8



PALAU
COMMUNITY
COLLEGE

THURSDAY 9

FRIDAY 10

SATURDAY 11

SUNDAY 12

July 2020

MONDAY 13

TUESDAY 14

WEDNESDAY 15



PALAU
COMMUNITY
COLLEGE

THURSDAY 16

FRIDAY 17

SATURDAY 18

SUNDAY 19

July 2020

MONDAY 20

TUESDAY 21

WEDNESDAY 22



PALAU
COMMUNITY
COLLEGE

THURSDAY 23

FRIDAY 24

SATURDAY 25

SUNDAY 26

July 2020

MONDAY 27

TUESDAY 28

WEDNESDAY 29



THURSDAY 30

FRIDAY 31

SATURDAY 1

AUGUST

SUNDAY 2

College Success Tips

Study Skills

Start off the school year with a study routine that you can use throughout the year.

EXAMPLES:

- Choose a study place with minimal distractions for uninterrupted study time. Hang a DO NOT DISTURB sign if needed. A quiet, well-lit environment is best.
- Be sure to have all the materials needed in your study place before you get started. Have a supply of pens, pencils, erasers, calculators, paper, etc. available.
- Ask questions. If you do not understand an assignment, be sure to know who you can go to for questions. Some teachers are available via email or phone.
- Use note cards and note-taking techniques to organize ideas into an outline.
- Learn and apply test-taking techniques to organize ideas in an outline.
- Apply new study strategies, including the use of note cards, flash cards, color-coding and study guides.
- Use an encyclopedia and the internet for research and to create a bibliography.
- Utilize all parts of a textbook to complete homework assignments.
- Use a study guide if given to you by your teacher.
- Don't wait until the last minute!
- Review what you have done in class each day.

So you've made the right choices so far and attended all of your classes. For each class, you have a shiny new notebook and a color-coordinated folder that has your syllabus and all of the important documents that you were given on the first day of class. Now, you want to know how to get a good grade in your class. The answer, quite simply, is to mindfully and diligently take notes by hand. Forget your laptop, especially if you are in a large lecture hall. It will only serve as a distraction as you maneuver it around your lap in your tiny fold-up chair, only to force you to search for a place to power it up when the battery gets low. And if your school's lecture halls have wi-fi, avoid using your laptop in class like the plague. It will only tempt you to plug in and tune out.

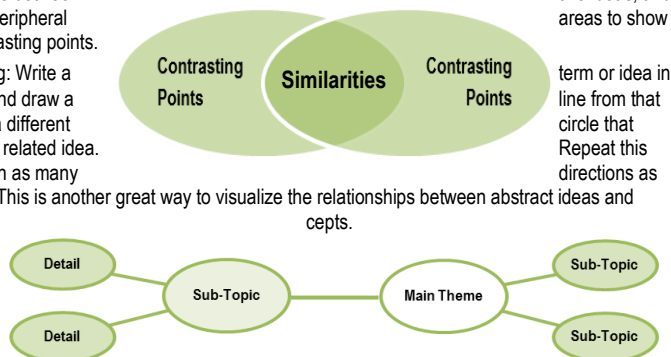
Good Note-Taking Habits Include:

- Actively listening to your teacher's lecture and jotting down the main ideas in an orderly, easy-to-read outline.
- Writing down in the margins of your notebook any subject-relevant questions, areas of confusion, or interesting connections that pop into your head.

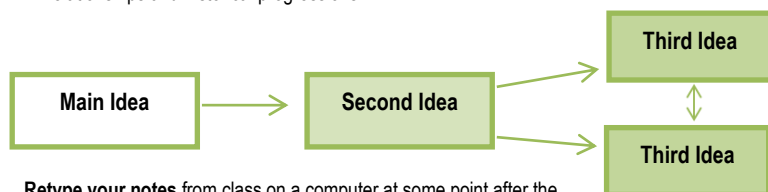
Draw diagrams of ideas as a way to visualize them.

Some helpful ideas for diagramming include:

- **Venn Diagrams:** Draw two overlapping circles. Use the overlapping portion to write down the similarities between two ideas, and use the peripheral areas to show the contrasting points.
- **Clustering:** Write a term or idea in line from that circle that houses a related idea. Repeat this process in as many directions as you like. This is another great way to visualize the relationships between abstract ideas and concepts.



- **Boxes and Arrows:** Whenever you need to learn the way a process works (such as the Krebs Cycle, the water cycle, or the emergence of Existentialism from earlier schools of philosophy), try drawing the progression from A to Z by drawing a box with one idea in it and connecting it with an arrow to a box containing a different idea. Use this method as a way to visualize cause-and-effect relationships and historical progressions.



- **Retype your notes** from class on a computer at some point after the class has finished. This is a good idea for a few reasons:
 - Copying your notes will help you to review the concepts you have just learned, and to reflect on the material. Think of it as instant studying.
 - Writing your notes by hand forges pathways in your brain that typing does not. Pressing a key to type a letter only uses one motion, but when you write letters on a paper, your muscle memory works in tandem with your brain and helps you to retain more of the information for longer.
 - Retyping your notes allows you to reorganize, reorder, and add to the information in your notes, causing your brain to make new connections between ideas that will allow you to retain more of the information.

College Success Tips

Manage Your Most Valuable Asset: Time

Independence can be a double-edged sword. In high school, your in-school time was most likely managed for you; every school day was broken up into the same block periods, and started and finished at the same time every day.

After-school activities took place from approximately 2:30 to just before dinner time, and you juggled the occasional sporting event or evening play practice that took place after dinner. You had to get to bed at a reasonable time every night, or you would not be alert in the morning when your alarm rang at 6am or earlier.

Time for studying might have seemed scarce, especially if you juggled multiple after-school activities, sports, and social events, like many high school students nowadays. However, you always found small pockets of time—an hour or two after dinner, a morning study hall, the half-hour before homeroom in the morning—to get your work done. This was key.

In college, there is a lot more unstructured time at your disposal than in high school. Here are some keys for making the most of this time:

1. Keep A Schedule.

This will help you to keep track of appointments, long-term deadlines, and your priorities. Use this planner to keep all of this essential information in one place, so that you know where to find it when you need to recall an appointment, birthday, or important lecture that you don't want to miss.

2. Make A List

Start by making a list of everything that you need to do, including the date that each task must be completed.

- **Assess Each Task.** Make a quick estimation as to how long each task will take you. If you have a task on your list that will make multiple hours to complete, you might want to split it up into smaller chunks. This will help you to focus on the details without getting bogged down by trying to imagine the big picture all at once.
- **Prioritize Your List.** Number the tasks on your list in an order based on when each needs to be completed and how long each will take.
- **Pat Yourself On The Back.** Cross each task off of your list as you complete it. Revel in the feeling of accomplishment as your list dwindles down to nothing.
- 3. **Don't Procrastinate.**
Now that you have a filled-in agenda book and a prioritized list of tasks that need completion, there's only one thing left to do: get started!

Work first, play later. If you get your work completed, you will feel much less stressed when it is "down time."

Goal Planning

A **goal** is something you want to achieve.

A **short-term goal** is something you want to achieve soon.

Examples of short-term goals are finishing your homework and doing well on tomorrow's test.

A **long-term goal** is something you want to achieve at some later date.

Examples of long-term goals are writing a paper and passing a class.

To set appropriate goals, you must know what is important for you to accomplish. Then you must set specific and clearly stated goals. If you do not have clearly stated goals, your effort will lack direction and focus. It is important to write down both your short-term and long-term goals to have a record of them.

To help in this goal setting process, make sure each goal states the following:

- **What** you will do
- **When** you will accomplish it
- Always begin each goal with "I will..."
- For example: I will finish gathering information for my research paper (**what**) by November 20 (**when**).

Your goals should be:

- **Within your skills and abilities.** Knowing your strengths and weaknesses will help you set goals you can accomplish.
- **Realistic.** Don't try to do too much or too little.
- **Flexible.** Sometimes things will not go the way you anticipate and may need to change your goal.
- **Measurable.** It's important to be able to measure your progress toward a goal. It's especially important to recognize when you have accomplished your goal and need to go no further..
- **Within your control.** Other than working as part of a group, accomplishment of your goal should not depend on other students. You can control what to do, but you have little or no control over what others do.

*Many times your parents and teachers will set goals for you.
They can also help you accomplish these goals.*

College Success Tips

Setting Your Goals

Use your planner as a goal journal. It will give you a place to record and analyze your goals. Remember, a goal is something you want to achieve.

Weekly goals can be written on your weekly calendar pages and will give you practice in setting and achieving short-term goals. Long-term goals can be recorded on your monthly calendar pages.

Your goal should state what you will do, when you will accomplish it, and outline the steps needed to achieve it.

Make A List Of Your Long-Term Goals.

Consider the long-term goals you would like to accomplish this school year. Remember, a long-term goal is something you want to achieve at some late date. Be as specific as possible. Ideas for your goal categories can include your school and personal life.

Examples of long-term goals are writing a paper, passing a class, meeting new friends, and activities you would like to get involved with this school year.

Classroom Goals:

1.

2.

3.

1.

2.

3.

Leisure Goals:

1.	
2.	
3.	

Make A List Of Your Short-Term Goals:

Remember, a short-term goal is something you want to achieve soon. Examples of short-term goals are finishing your homework and doing well on tomorrow's test.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

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

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

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	$1 \times 4 = 4$

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

Semester GPA = 31 / 13 = 2.38

What GPA Do I Need to Graduate?

In order to graduate from PCC, a minimum cumulative GPA of 2.0 on a 4.0 scale must be earned. If your cumulative GPA fall below 2.0, contact your academic advisor.

GPA Worksheet				
Course	Credits	Grade	Points	Grade Points
OA 112				
TH 115				
CO 110				
SS 100				
BA 123				
Total	Total Grade Points _____ / _____ Total Credits = GPA _____			

College Terms you need to know

Academic Load – 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.	Financial Aid Disqualification – Student who has been disqualified or denied the eligibility to receive federal financial assistance.
Academic Probation – 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.	Major – A specialized field of study that a student chooses to pursue through his or her college career.
Credit – What a student receives upon completing a college course. Credits are based on the amount of hours spent in a class.	Mid-Term – Tests administered midway through the semester to assess the students' progress.
Cumulative Grade Point Average (CGPA) – This is an average of all letter grades earned at the college.	Orientation – A program designed to assist all new students in adjusting to his/her new college surroundings.
Drop/Add – 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.	Overload – Taking more than 18 credit hours during a regular semester & more than 6 credit hours during the summer semester. Special permission is required by completing an overload request.
Full-Time Student – 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.	Placement Tests – Tests given prior to registration. The results are used to determine the student's placement at the most appropriate course level
Good Standing – A student is in good standing if she/he maintains a cumulative grade point average of 2.0 or higher.	Prerequisite – 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.
Catalog – This is the official college publication that describes academic courses, policies, and requirements for graduation.	Syllabus – 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.

NOTES

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