SUMMER 2025

Course Listing

Academic Affairs Division

Education and Training

PCC Library Building 3rd Floor

Vision Statement

"We strive to guarantee quality and excellence."

Mission Statement

Palau Community College is an accessible comprehensive public educational 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 Outcomes (ILO)

Critical Thinking and Problem Solving

Analyze and solve problems by using informed judgment based on evidence, and 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.

ACADEMIC CALENDAR SUMMER 2025

Date	Event
May 12-21 (M-Th)	Placement Testing for Summer 2025
May 22 (Th)	New Student Orientation
May 26 (M)	First Day of Instruction
May 26-27 (M-T)	Credit by Examination Period
May 26-27 (M-T)	Drop/Add Period
May 26 (M)	Late Registration
May 28 (W)	Last Day to change to AUDIT Grading options
May 30 (F)	Last Day to remove Continuing Progress grades FA2024
June 1 (S)	Holiday: President's Day
June 2 (M)	Holiday: President's Day Observed
June 9-10 (M-T)	Mid-Term Period
June 20 (F)	Last Day for All Withdrawals
June 24 (T)	Last Day of Instruction
June 25-27 (W-F)	Final Examination Period
July 4 (F)	Grades Due by 11:00 a.m.
July 9 (W)	Holiday: Constitution Day
July 11 (F)	Last Day for Change of Grades
July 14 (M)	Registration for Fall 2025 begins

Important Dates for 5 Weeks Instruction

Event	Schedule
1st Day of Instruction	May 26, 2025
Drop and Add	May 26-27, 2025
Never Attend (No Show) Reporting	May 30, 2025
Instructional Withdrawal (IW)	After One Week of Absences
Midterm	June 9-10, 2025
Last Day for All Withdrawal	June 20, 2025
Final Exam Period	June 25-27, 2025

NOTIFICATION RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends Palau Community College.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Palau Community College (PCC) receives a request for access. A student should submit to the Registrar, Dean of Student, or Dean of Academic Affairs, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without con-sent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the PCC in an administrative, supervisory, academic, research, or support staff position (including law en-forcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance com-mittee. A school official also may include a volunteer or contractor outside of the PCC who performs an institutional service of function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educa-tion record in order to fulfill his or her professional responsibilities for PCC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the PCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

> Family Policy Compliance Office
> U.S. Department of Education
> 400 Maryland Avenue, SW

Directory Information Disclosure

The Palau Community College may disclose certain information, known as directory information, in its discretion without consent. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed unless the students have advised the school that they do not want the student's information disclosed without their prior written consent.

If you do not want PCC to disclose directory information from your education records without your prior written consent, you must send written notice annually to Registration & Records office before the last day to add classes. Forms are available from that office. The following information regarding students is considered directory information:

Student's name	Address	Telephone listing
Date and place of birth	Electronic mail address	Dates of attendance
Grade level	Class standing	Major Field of study
Photograph	Current enrollment status (full/part-time)	
Weight and height athletic team members		Degrees, honors, and awards received
Participation in officially recognized activities and sports		The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part) cannot be used for this purpose.

ACADEMIC REGULATIONS

Placement Testing:
English and Math placement tests need to be taken by all new students before registration. Contact the Learning Resource Center (LRC) at 488-3073 for more information.

Credit by Exam
Students who present evidence of previous knowledge, experience, or training, but no college credit for it, may apply for credit by examination through the Dean of Academic Affairs. See page 41 of the General Catalog. The General Catalog may be found on the College website, www.palau.edu

Cancelled / Added Courses:
Courses with enrollments of fewer than 10 students may be cancelled. The college reserves the right to add or cancel courses in order to meet students' and college needs. Be sure to check the latest schedule of classes with your advisor, the advising center, bulletin boards or the Admissions & Records Office before the semester begins for any cancellations.

Repeating Course(s):
A student is permitted to repeat a course that he/she has previously earned a grade of "D", "F", or "NC" (no credit). When a course is repeated, only the most recent grade will be used in computing the cumulative grade point average.

Students may apply to audit one or more courses without credit. No credits or grades will be awarded to individuals who register to audit courses. Students wishing to audit courses must complete an application for admissions as well as pay the required fees. Auditors should attend classes promptly and regularly. If it becomes necessary for an auditor to withdraw from the college, the same withdrawal procedures for regular students should be followed.

Course Withdrawal:
It is the responsibility of students to notify the College that they are officially withdrawing from the college. A withdrawal form is available at the Admissions & Records Office at no cost. Refund will be determined based on the date of official notification or last day of attendance. After two weeks of no participation, instructors have the right to withdraw the inactive student. The **Withdrawal Policy** can be found on the College website at www.palau.edu

Change of Major/Double Major:
Students who wish to change their major or have a double major may find information in the 2024-2028 General Catalog on page 40. The General Catalog may be found on the College website, www.palau.edu

Technology Use

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

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.

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.

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.

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.

Defamatory or Abusive Language – Using the service to transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourage bodily harm, destruction of property or harasses another is prohibited.

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.

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 loss access to the service. TRC need valid reason for reactivation
> Third Offense – user will loss internet access permanently

REGISTRATION INFORMATION

Registration Procedures

The following steps should be followed in order to register for classes:

1. Pay a tuition deposit of $50.00 at the Business Office and pick up your clearance.
2. Present your clearance at the Admissions & Records Office and pick-up your Registration Packet.
3. Meet with your academic advisor at Student Life Office for program planning.
4. Submit your completed registration worksheet to the Admissions & Records Office.
5. The Admissions & Records Office will process your registration worksheet and provide you with an official class schedule.

Registration for Overload:

Students wishing to register for more than 6 credits will be permitted to do so only after they have received a written approval from their advisor and the Registrar. Students must complete an Overload Form along with a Registration Worksheet during registration period. The forms are available at the Admissions & Records Office.

Class Schedule Adjustment / Add & Drop:

Students may add and/or drop classes during the Add & Drop week (refer to academic calendar). There will be a fee of $2.00 for each drop/add form. Classes dropped during this period are not shown on the student's permanent record.

Late Registration:

Pay $10.00 late registration fee and $50.00 Tuition Deposit at the Business Office and pick up your clearance form. Present your clearance to the Admissions & Records Office, pick up your Registration Packet and follow the steps outlined above to register for class(es).

Academic Advising:

Continuing, Returning, and Readmitting Students - Fill out your Registration Work-sheet before seeing your advisor for approval.

New and Transfer Students:

Academic advisors will work with you to create your class schedule. The results of your placement tests or transcript evaluation will determine course placement at the appropriate level.

TUITION AND FEES

Tuition Deposit:

Students must pay a tuition deposit of $50.00 at the Business Office prior to picking up the registration packet at the Admissions & Records Office.

Tuition:

Resident Tuition (Palau, RMI, FSM, CNMI, Guam and USA)	$ 130.00/credit
Non-Resident Tuition	$ 140.00/credit

Fees:

Health Fee	$ 20.00/semester
Activity Fee	$ 45.00/semester
Instructional Support Fee	$ 150.00/semester
Technology Fee	$ 75.00/semester
Distance Education Fee	$ 25.00/credit
Registration Fee	$ 15.00/semester
Late Registration Fee	$ 10.00/semester
Application Fee/Readmission Fee (nonrefundable)	$ 10.00/applicant
Transcript Fee	$ 3.00/transcript
Transcript Rush Order	$ 5.00/transcript
ID Card Fee	$ 5.00/card
ID Replacement	$ 7.50/card
Drop & Add Form Fee	$ 2.00/form
Bad Check Fee	$ 25.00/check
Credit by Exam Fee	$ 10.00/course

Graduation Fee		
	Graduation Participants	$ 55.00
	Non-Participants	$ 25.00

Diving Courses	$600.00 (charges may vary)
Shop Tools	$225.00 (charges may vary)

The college reserves the right to:

(1) add or waive, and
(2) increase or decrease any fee it deems necessary.

The Refund Policy may be found in the 2024-2028 General Catalog on page 46. The General Catalog may be found on the College website, www.palau.edu

Policy on Outstanding Account:

All students with outstanding account balances of $499 or less are required to clear their accounts with Student Account Office before they register. Students who have outstanding accounts of $500 or more will not be allowed to register unless they pay at least half (50%) of their total outstanding account balances. The other half (50%) shall be divided into two payments: 25% by the end of midterm period and 25% by the end of the semester.

No student shall be allowed to register the following semester if previous balances are not paid in full at the end of the current semester.

Click here to view the Summer 2025 Course Listing

WHERE TO GO FOR HELP

TOPIC	WHERE TO GO	LOCATION	TELEPHONE
Add or Drop Class	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Admissions Application	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Academic Advising	Student Life Office	Miich Bldg.	488-3036
Academic Transcript	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Books & Supplies	Academic Affairs	Tan Siu Lin	Ext. 246/247
Counseling	Student Life Office	Dort Bldg.	488-3036
Catalog	Bookstore / College Website	Miich Bldg.	Ext. 255
Change of Major	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Change of Name	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Class Absences	Instructors	Library Bldg 3rd Flr.	Ext. 240/246/247
Closed Classes	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Complete withdrawal	Student Life Office	Miich Bldg.	488-3036
Computer Lab & Online Lab	Academic Affairs	Btaches Bldg.	Ext. 241
Credit by Exam	Course Instructor	Library Bldg 3rd Flr.	Ext. 240/246/247
Financial Aid	Financial Aid Office	Miich Bldg.	Ext. 276/270
Financial obligation	Business Office	Ukall Bldg.	Ext. 231
Financial Aid Transcript	Financial Aid Office	Miich Bldg.	Ext. 276/270
Grades	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Change of Grades	Course Instructor	Library Bldg 3rd Flr.	Ext. 240/246/247
Graduation Application	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Graduation Requirements	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Housing	Student Life Office	Miich Bldg.	488-3036
Internship	Academic Affairs	Library 3rd Flr.	Ext. 246/247
Placement Test	Learning Resource Center	Dort Bldg.	488-3073
Refunds	Student Account	Ukall Bldg.	Ext. 231
Security	Physical Plant	Tekrar Bldg.	Ext. 263/268
Student Body Association	ASPCC Office	Library Bldg 3rd Flr.	488-2461
Tutoring	Learning Resource Center	Dort Bldg.	488-3073
Tutoring	Academic Tutoring Center	Temekai Bldg.	488-2659
Course Withdrawal	Admissions & Records Office	Miich Bldg.	Ext. 265/269/248
Work Study	Work Study Coordinator	Miich Bldg.	Ext. 270/276

ACADEMIC DEGREE PROGRAMS AND CERTIFICATES

Palau Community College is a post-secondary vocational/technical and academic institution. PCC offers 21-degree programs, allowing students to obtain AA, AS, AAS and ATS degrees in various fields. The college also offers 12 accredited certificate programs and RPPL 9-22 and 10-43 certificate programs.

School of Arts & Sciences

♦ Agriculture
♦ Community and Public Health
⇒ Community & Public Health
⇒ Emergency Health Management
♦ Criminal Justice
♦ Education
⇒ Early Childhood
⇒ Elementary
⇒ Secondary
⇒ Special Education
♦ Environmental / Marine Science
♦ Liberal Arts
♦ Library and Information Services
♦ Nursing
♦ Palauan Studies
♦ Science, Technology, Engineering, Mathematics (STEM) Disciplines Program

School of Business

♦ Business Accounting
♦ Business Administration
♦ Information Technology
♦ Office Administration
♦ Tourism & Hospitality
⇒ Food and Beverages
⇒ Hospitality Management
⇒ Hotel Operations
⇒ Tour Services

School of Technical Education

♦ Air Conditioning and Refrigeration Technology
♦ Automotive Mechanics Technology
♦ Construction Technology
♦ Electrical Technology
♦ General Electronics Technology
♦ Small Engine and Outboard Marine Technology

Gainful Employment Certificates

Agriculture
General Agriculture
Horticulture

Automotive Technology
Automotive Air-Conditioning Servicing
Engine Servicing
Power Train Servicing
Undercarriage Servicing

Construction
Carpentry

Criminal Justice
Law Enforcement

Electrical Technology

Commercial/Industrial Wiring
Motor/ Motor Control
Consumer Electronics Technology
Industrial Control Technology

Skilled Workforce Certificates
(RPPL 9-22/RPPL 10-43)

Construction Technology
Carpentry
Field Construction
Masonry/Concrete Construction
Residential Wiring
Residential Plumbing

Automotive Technology
Undercarriage Servicing
Automotive Engine Servicing
Power Train Servicing
Automotive Air Conditioning

Outboard Motor/Small Engine
Outboard Motor/Small Engine Repair

Tourism and Hospitality
Food and Beverage
Basic Hotel Operations
Tour Services

Information Technology and Computer Science
General Information Technology
Business Technology Applications

WHERE TO FIND YOUR COURSE LEARNING MATERIALS?

- 📄 Text Book ☞ Academic Affairs Office
- 📄 Open Educational Resources (OER) ☞ Course Instructor
- 📄 Instructional Materials ☞ Course Instructor

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