# Board of Directors

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<td>Zone 2</td>
<td>Harold Williams (Vice Chair)</td>
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<td>Zone 3</td>
<td>Bob Palmer</td>
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<td>Zone 4</td>
<td>Dana Anderson (Chair)</td>
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<td>Doreen Margolin</td>
<td>Southwest Portland</td>
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<td>Zone 6</td>
<td>Jaime Lim</td>
<td>Northwest Portland, Aloha, Beaverton</td>
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<tr>
<td>Zone 7</td>
<td>Karen McKinney</td>
<td>Beaverton/Hillsboro/Forest Grove/Newberg</td>
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# How to Use this Handbook

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Public Safety, HP 202 (503) 977-4902
EMERGENCY ONLY (503) 977-4444

If you are off campus, dial (503) 977 + the extension listed:

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Welcome

From the Students United Network

Sylvania has many student organizations encompassed under the Students United Network (SUN) including student clubs and organizations, Peer Advising, the Multicultural Center, the Women's Resource Center and the Associated Students of PCC-Sylvania. The goal of SUN is to support students and to create effective student representatives. The Associated Students of Portland Community College (ASPCC), the hub of student activities, is committed to making the Sylvania campus a more inviting place to learn and grow through varied activities, events and services.

There are many opportunities to work on special projects that can make your student life more rewarding. We welcome you and invite you to visit us at CC 101 and 102.

Toward Civility

Portland Community College-Sylvania is a hate-free campus. We recognize the inherent goodness of all people regardless of race, creed, color, personal opinion, sexual orientation, or any of the countless other features and foibles that characterize us. We honor the humanity that joins us, and we celebrate the differences that distinguish us.

As you enter, and while you stay, we ask that you abide by a single rule—one that transcends both culture and faith:

**Simply treat others as you wish to be treated yourself.**

Safe Zone

The “Safe Zone” symbol is a message to gay, lesbian, transgender, and bisexual students and colleagues. The message is that a person displaying this symbol is one who will be understanding, supportive, and trustworthy if a gay, lesbian, transgender or bisexual student needs help, advice, or just someone to talk to. Homophobic or heterosexist comments and actions will not be tolerated, but will be addressed in an educational and informative manner. Student space such as the SUN room, ASPCC, the Women's Resource Center, Multicultural Center, etc. are designated "Safe Zone" areas.

The "Safe Zone" symbol is a green ring or background with a pink triangle in the center.
# Student Involvement

**Students United Network (SUN)**  
CC 101  (503) 977-4361

The Students United Network (SUN) encompasses students involved in organizations and employment throughout the Sylvania campus. This group provides networking with peers, departments, instructors, and PCC staff in order to address issues raised by the Sylvania student population. SUN also recognizes and rewards individuals who have made a difference in building community on campus.

Several organizations fall under the SUN umbrella: ASPCC, Student Senate, SPIN (Student Programs and Involvement Network), Phi Theta Kappa, Peer Advising, the Multicultural Center, and the Women's Resource Center. Clubs and other students employed by the student development offices are part of the SUN, whose motto is “students serving students.”

SUN offers the following services to students, staff, and the community:

### Activities & Programs
- *Speakers*  
- *Educational Forums*  
- *Social Events*  
- *Entertainment*

### Services
- *Student Book Exchange*  
- *Student Handbook*  
- *Community Service*  
- *Referral Bulletin Boards*  
- *Voter Registration*

### Representation
- *Student Rights and Responsibilities*  
- *PCC Board meetings*  
- *Local, state, federal legislation*  
- *College policy*  
- *College committees*

### Student Clubs & Organizations
- **Community Involvement**

### Student Activities Scholarships
- **Research on Student Concerns**
Associated Students of Portland
Community College Sylvania (ASPCC)
CC 101  (503) 977- 4361  (503) 977- 4660

ASPCC provides services and activities to promote diversity through social and educational programs. Student directors develop the operational procedures and budgets for all activities and events. Student members are selected by other students to serve in these leadership positions.

ASPCC Paid Student Staff Positions
Students may work in a paid or volunteer position and may receive cooperative education credits. Work-study positions are available for those who are eligible. Any students interested in student leadership positions should contact the Student Programs and Involvement Network (SPIN), CC 101.

Student Senate
CC 102  (503) 977- 4946
The Student Senate provides direct opportunities for input and representation on issues affecting students at the local, state, and national level. Senators also represent students to PCC administration, and appropriate funds to clubs and student organizations. It consists of representatives from each educational division and students-at-large. If you are interested in becoming a part of this body, contact ASPCC in CC 102. Senators receive tuition waivers up to $550 or paid hourly.

Committees
Each year, campus and college-wide committees such as Incidental Fees, Parking, Educational Advisory Council, Safety, Auxiliary Services, and the Student Development Committee seek student input. If you are interested in becoming a student representative, contact the Director of Legislation in CC 102.

SUN Room  CC 102
The SUN room houses the Student Senate, Director of Legislation and the Phi Theta Kappa offices. In addition to the offices, there is a meeting room for clubs and organizations. Reserve this room through ASPCC in CC 101.
Panther’s Lair (located between CC101 and CC102)
PCC school colors are blue and gold. We are the proud home of the “Panthers.”

Take a break and hang out with friends; enjoy video games, pinball, board games, and pool. Proceeds fund student activities and programs. The Panther’s Lair is in the lower mall area between CC 101 and CC 102.

Student Lounge CC 261
Lots of comfortable sofas, chairs, and meeting tables offer a relaxing environment to read, study, or talk to friends. The Student Lounge is located by the CC building south entrance.

Phi Theta Kappa (PTK) Chapter Alpha Eta Iota
CC 102 (503) 977-4642
Phi Theta Kappa, the two-year college honor society, is designed to expand the classroom experience through the promotion of four Hallmarks of Excellence: leadership, scholarship, fellowship, and service. To join, you must have a cumulative GPA of 3.5 with a minimum of 12 credit hours toward a degree program. After joining, you must maintain a 3.0 GPA and take at least 3 credit hours at PCC. Members pay a one-time fee of $80 for a lifetime membership.

PCC’s first Phi Theta Kappa chapter, Alpha Eta Iota, was selected as the Most Distinguished Chapter in the Oregon Region for three consecutive years. We also were listed in the top 20 chapters in the nation for leadership out of a total of 1,600 at the International Convention held in Dallas, Texas.

Phi Theta Kappa is the largest honor society in the world, and has over $34 million dollars in scholarships available and has its own job search bank connected to 2,000 businesses.

The Phi Theta Kappa leadership development class is offered at PCC as a transferable 3-credit course listed under HUM 221. It is usually taught at the Sylvania campus during Spring term, but may be offered at other campuses throughout the year. Please check your schedule of classes. Applications are available in CC 101.

College Bowl
SPIN and Phi Theta Kappa co-sponsor College Bowl, the “varsity sport of the mind” which competes in campus, regional, and international tournaments. This is a quick recall, Jeopardy! style quiz show. To represent PCC on this team, check with SPIN for Fall or Winter tryout dates.
Clubs

CC 102  (503) 977-4946

How to join an existing club
At the beginning of each term, SPIN holds a club fair in the CC mall. All interested students may add their names and contact information to the rosters of clubs that they wish to join.

How to charter a club
Chartering a club at PCC-Sylvania is a simple process. Come into the SPIN office in CC101 to pick up a club charter application form and a club packet. Chartered clubs may access club funding with Senate approval. Contact the SPIN club coordinator in CC101 for more information.

Starting a new club
Students are also encouraged to start new clubs at any time. For more information, contact SPIN at x4361 or the Senate at x4946. The following list is a sample of student clubs that have been active on the Sylvania campus.

Club Meeting Rooms  CC 102 (SUN Room) and CC 260
The club meeting rooms are available as meeting spaces for clubs which have been chartered by the Senate. For more information regarding reserving these rooms, or how to charter a club, contact ASPCC at ext. 4361, room CC 101.
Why Clubs?

Clubs and organizations offer opportunities for you to meet new people, develop leadership skills, integrate course work with practical experiences and gain a well-rounded education.
There are over forty clubs at Sylvania, whose interests and focus are as varied and diverse as our student population at PCC, Sylvania is. Whether you like to debate about politics or you enjoy gardening; whether you are passionate about human rights or crazy about winter sports; there is something for everybody to partake in to enrich your campus life at PCC!

**Starting or Joining a Club:**

We want to make your experience of starting or joining a club at PCC, as simple and productive as possible. There are only five steps to be met in order to get your club officially recognized as a student organization of PCC.

1. Fill in the Club Charter Application
2. Find a Club Advisor, a staff or faculty at Sylvania
3. Find a Student Club Organizer
4. Recruit 12 Sylvania students for membership
5. Present your proposed club for approval to the Club & Programs Specialist

For questions about clubs, contact the club and programs specialist at Tyeshi@pcc.edu or 503.977.4943

**Book Exchange**

CC 102
An alternative to the Bookstore for text purchases and buy-back, the Student Book Exchange works as a consignment-type, used textbook sale. ASPCC provides personnel to produce this nonprofit service to students. Come to CC 102 to buy used text books at reduced prices during the first week of fall, winter and spring terms. Check with the ASPCC office, CC 101, for dates and times.

To sell books:
- Bring books for sale to CC 102
- Pay 50 cents per book
- Set the price YOU want to charge

Come to the ASPCC office to pick up your cash and/or any unsold materials during the week after the exchange ends (see advertisements for specific dates and times).

**Note:** You have 1 week after the exchange to pick up your books and/or money. After that time, books and/or money become the property of ASPCC.
Where to Find It

Information Booth upper CC mall
(503) 977-4329 or 4331  Fax: (503) 977-4947
Monday—Thursday  8:00 a.m. - 9:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 8:00 a.m. - 2:00 p.m.
An information clerk is available to answer most general questions.
Publications available include: Sylvania This Week, Suggestions/complaint forms, Shuttle Schedules

ATM Machines
ATM machine is located in the CC Upper Mall above “Juice It Up”.

Copy Machines
Copy machines are available for student use. Copies cost 10¢ per copy.
Locations are in the Library Copy Room, the South end of the Library, 2nd floor, the HT Mall, Level A, CT Mall, Level A, and CC Lower Mall by the Computer Resource Center.

Telephones
Public telephones are available in most PCC buildings. The white courtesy phones will allow you to call any PCC extension. There are three white courtesy phones, three TRAIL phones and one phone for free local calls by the Information Booth in the CC building upper mall.

Lockers
Lockers may be rented for $3 per term at the Business Office (CC Upper Mall). Lockers are located throughout the campus.

Lost and Found
All lost and found items may be picked up in HP 202. Call Public Safety at ext. 4902 on any white courtesy phone.

Bookstore
SY Bookstore (503) 977-4704  Located near the shuttle stop
Textbooks ext. 8119  Electronics ext. 4708  http://bookstore.pcc.edu

Hours
The Bookstore is open extended hours the first week of the term for your convenience:
Monday—Thursday 8:00 a.m. - 8:00 p.m.
Policy

DESIGNATED SMOKING AREA

- Designated Smoking Area shall be located no closer than twenty feet (20’) from any door, window, ventilation vent, or air conditioning unit.
- Fireproof and rainproof receptacles shall be available for cigarette ashes and butts to eliminate litter and shall be placed outside the 20’ Designated Smoking perimeter but not in the direct path of a building entrance or exit.
- MAP: A facility map shall be available in a prominent and easily accessed area showing the Designated Smoking Area(s) for that facility.
  - A sign depicting a cigarette enclosed with a green circle and accompanied by the text "College Policy Allows Smoking in Designated Areas Only" shall be posted at all facility entrances as stipulated in this policy.
  - A sign depicting a cigarette enclosed with a red circle with a slash through the circle and accompanied by the text “No Smoking closer than 20 feet from any Door, Window, Vent or Air conditioning Unit” shall be posted at each Designated Smoking Area.
  - A sign depicting a cigarette enclosed with a green circle, and accompanied by the text “Smoking Permitted” shall be used to identify each Designated Smoking Area.
  - A sign shall be placed on each ash receptacle stating that there is “No Smoking beyond This Point.”

Alcohol and Drug Policy

The use of drugs or alcohol, or being under the influence while attending PCC is against school policy. Concern for your health and interference with the mission of the college have led PCC to take a strong anti-abuse stance to comply with related ORS legal statutes.

The following services are available to help you with drug or alcohol issues:
- Counselor/Psychologist is in CC 216 at ext. 4531.
- The Counseling Center has referral information for programs and private counselors.
Classes and workshops on alcoholism, chemical dependency, family alcohol problems, and adult children of alcoholics are available through PCC.

### Saving Students Money

**Automotive**

AM 210  (503) 977-4901

Sylvania campus does some automotive servicing for a $15 service fee for most jobs. The cost of parts is additional. Automotive services at Sylvania include:

- Brakes
- Alignment
- Tune-ups
- Air-conditioning and heating

Appointments for each service are only available during the term that service is studied in class. Therefore, you should arrange ahead of time by calling to see when the automotive students will be working on the area you need fixed. You will need to leave your car for a longer period of time than you would at most garages.

**Auto Body Repair**

The Rock Creek campus will do some auto body repair and repainting work for a very low charge. You must be able to leave your car for an extended length of time for this service. For more information call (503)977-7331.

**Transportation**

**Tri-Met**

Tri-Met  (503) 238-RIDE

Tri-Met buses 44 and 78 serve the Sylvania Campus. Bus schedules are available in the upper CC mall. Tickets and passes are sold in the Bookstore.

**Shuttle Service**

(503) 977-4242

The College also operates a shuttle service between campuses and centers. Shuttle service is free to PCC students, faculty, and staff. Please call Parking and Transportation Services at ext. 8181 for information and schedules. Schedules are also available at the Information Booth in the CC building.

**Carpool**
With a brief registration process, a reduced rate or free carpool parking permit can be obtained from the Business Office.

**Car Trouble**
Call (503)977-4902 for PCC Public Safety, or dial “0” for the switchboard operator. Public Safety can help with battery jumps or vehicle unlocks.

**Scholarships**

**PCC Foundation Scholarships**
CC 234 ext. 4385  [http://www.pcc.edu/pcc/fin/default.htm](http://www.pcc.edu/pcc/fin/default.htm)
Applications for PCC Foundation scholarships are available at the beginning of spring term in the Financial Aid Office on each campus and from the PCC Foundation Office at Sylvania. The PCC Foundation offers scholarships to students who have accumulated at least 15 credits at PCC, are currently taking classes at PCC and will be returning students the next academic year. Amounts vary from $500 to $2,000. Other scholarships are offered during the school year directly through college departments and the Financial Aid Office.

**Other Scholarships**
ASPCC, CC 101, has scholarships available through Phi Theta Kappa, the honor society. In October the applications for the All-USA and Guistewhite Scholarships are available for those going to four-year colleges the following fall. The Multicultural Center, Women’s Resource Center, Sylvania ROOTS Office, Financial Aid Office and the library may also be aware of other scholarships and good web addresses to check.
Student Rights and Responsibilities

Diane Mulligan, Dean of Student Development
Jamie Rhine Administrative Assistant

CC 247c (503) 977-4529

Admission to PCC carries with it the presumption that the student will conduct him/herself as a responsible member of the college community. Thus, when a student enrolls at Portland Community College, the student assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals. PCC may take appropriate disciplinary action when student conduct does not conform to this expectation. For further information regarding disciplinary policies and sanctions, please contact the Dean of Student Development (ext. 4529) or Associated Students of Portland Community College (ext. 4361).

The full text of the Student Rights and Responsibilities document, and the Grievance Procedures, may be found at http://my.pcc.edu.

Academic Disputes and Student Grievances

The student grievance procedure has been established to provide individuals and groups of students the opportunity to challenge decisions and/or actions taken by College staff, which might be violations of student rights. The Grievance Handbook and petitions are available from the Dean of Student Development, CC 247.

Affirmative Action

CA SSB 301 (503) 978-5841

Monday–Friday 8:00 a.m.-5:00 p.m.

The Affirmative Action Office is responsible for managing and coordinating College policies, procedures and programs governing Affirmative Action matters. Faculty, staff, and students may contact the Affirmative Action Office to inquire about their rights regarding discrimination and harassment issues. If you have questions about whether you are being unfairly treated or discriminated against, call the Affirmative Action Office at (503) 978-5841.
Pre-College Help

Adult Basic Education (ABE)
SEC 111        (503) 977-6255
Non-credit classes are available at a nominal price to students over 18 whose abilities range from non-literate to 8th grade level. Students aged 16 and 17 may enter only with official release from high school. This is a good program for pre-GED, vocational, and ESL students. Classes in Adult Education are open-entry and are offered throughout the day and evening at both campus and off-campus sites. Adult Basic Education is helpful for adults needing basic literacy, English language, or pre-GED certificate studies.

General Education Development (GED) Preparation
Southeast Center 111            (503) 977-6255
General Educational Development (GED) provides adults with a second chance to improve their skills in math, English, writing, reading, social studies, and science, and to receive a certificate from the State Department of Education. The certificate is issued after students successfully pass the five subject area tests, which are provided throughout the district, both day and evening. Unless officially released, students must be 18 years old in order to enter the program. There is a fee for the GED Test.

Registration information can be found in the Non-Credit section of the schedule under "ABE/GED." Do not pre-register for these classes. Registration follows an information orientation, which new students must attend.

English as a Non-Native Language
Dept. Office    CT 205   (503) 977- 4565 or (503) 977-4131
Tutoring Center   CT 208

The English as a Non-Native Language (ENNL) program offers credit classes in reading, writing, speaking, and pronunciation. Students must take the ENNL placement test to enroll in the program (call to make an appointment). The ENNL Tutoring Center offers tutoring help on a drop-in basis.
English as a Second Language
(503) 977-6255
Classes are provided for people whose native language is not English. Reading, writing, conversation, and American culture are stressed in this program. You must be a US citizen or an immigrant. Visitors and other international students should see the international student advisor.

Student Development and Support Services

Advising Office
CC 216  (503) 977-4531
Located across from the admissions office, it provides academic advising for all students. Academic and Peer Advisors, located to the rear of the advising office, are experienced Sylvania campus students, trained to assist other students with questions and concerns relating to procedures, class scheduling and registration, campus resources, and general academic advising and provides career resource assistance.

Testing
CC 216  (503) 977-4131
The testing schedule is available 24 hours a day at (503) 977-4533. The Testing Center provides the following:

Math 65’s Competency Challenge Exam–Designed to meet the math competency for selected Associates degrees. See an academic advisor to make sure this test is appropriate for you.
ASSET–English and Math assessments. Call (503) 977-4533 for current testing schedule. Appointments are not necessary. The exam takes approximately two hours.
ENNL–English as a Non-Native Language and English. Call (503) 977-4131 to make an appointment. The exam takes approximately three hours.

Make-up exams–Many exams missed in class may be made-up in the testing center during specifically designated times. Make arrangements through your instructor prior to testing inn the center.

Career testing - Career interest testing is designed to assist in choosing a major or a career. Testing requires a counselor's referral. Call (503) 977-4531 for an appointment.
New Student Orientation
CC 225 (503) 977-4519
Sessions designed to help students make a successful transition into college are available each term. Guidelines for success, an overview of each registration process, description of student services, and an introduction to career/transfer programs are presented in the seminar. Advising is available at the end of each orientation.

Resources and Referral Services
CC 246 (503) 977-4366
Child Care Resource and Referral services offers a wide range of assistance for students who are also parents:
• Child Care Resource & Referral provides referrals for both on-campus and off-campus child care. Referrals include child care centers, family child care providers, school-age programs, Head Start, and preschools located within the Tri-County area.
• Child Care Subsidy Program provides financial assistance for school-related child care expenses.
• Consumer Education provides parents with a wide range of materials developed to assist them in the planning and selection of developmentally appropriate child care.

Sylvania Child Development Center, a College Laboratory School
HT 220 (503) 977-4424 http://www.spot.pcc.edu/hfs
The Child Development Center is administered by the Early Childhood Education Program, licensed by the State of Oregon Child Care Division, and accredited by the National Academy of Early Childhood Programs which provides a training facility for Early Childhood Education and a sound Ed. program for young children

Fall, Winter, & Spring Terms:
<table>
<thead>
<tr>
<th>Program</th>
<th>Time</th>
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<tbody>
<tr>
<td>Infant Program</td>
<td>7:50 a.m.–12 noon M–F</td>
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<tr>
<td>Toddler Program</td>
<td>7:50 a.m.–4:00 p.m. M–TH</td>
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<tr>
<td>All Day Preschool</td>
<td>7:50 a.m.–4:00 p.m. M–F</td>
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<tr>
<td>Part Day Preschool</td>
<td>8 a.m.–12 p.m. M–F or 11:50 a.m.–4 p.m. M–F</td>
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<tr>
<td>Summer Term:</td>
<td>7:50 a.m.–2:00 p.m. M–TH</td>
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<tr>
<td>First 8 weeks only</td>
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</tbody>
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Counseling Center
CC 216 (503) 977-4531
Monday, Tuesday, Thursday, Friday 8 a.m. - 5:00 p.m.
Wednesday 8:00 a.m. - 7:00 p.m.
Counseling services are designed to assist students in solving problems and develop academic and personal potential. Professional counselors are available at no cost to assist students in career development and exploration, learning problems, study skills, personal counseling, advising, and assessment of abilities, interests, and values.

Career Resource Center
CC 216 (503) 977-4470 Peer Advisors (503) 977-4891
Hours are subject to change
Monday, Tuesday, Thursday, Friday 8:00 a.m. - 5:00 p.m.
Wednesday 8:00 a.m. - 7:00 p.m.
The following services are available on a small group or individual basis:
• Computerized career assessment and exploration
• Up-to-date career and job market outlook
• College transfer information, including out-of-state & scholarships
• Job-search techniques
• Resume preparation
• Interview training and assistance
• Appointments needed for computerized programs

Office for Students with Disabilities
ST 229 (503) 977-4341 TTY (503) 246-4072
Contact the Office for Students with Disabilities for information regarding eligibility and deadlines to receive academic support services. These services depend on the nature of your disability. Documentation of your disability will be required.

Services:
• Academic advising
• Accessibility aides
• Campus orientation
• Career guidance/planning
• Equipment
• Braille/Transcription
• Computer peripherals
• Electronic print enlarger
• Personal assistive listening devices,
  Raised tables
• Instructor notification (by request)
• Interpreters
• Note taking options
• Placement testing
  (special accommodations)
• Registration (special assistance)
• Resource and referral information
  Taped printed materials
• Test proctoring and
  Real time captioning

Employment Services
CC 221  (503) 977-4710
The Employment Services Office provides free job referrals to PCC students and graduates. Positions may be available either on campus or throughout the Portland Metro area. Available part and full-time jobs are posted in the Employment Services Office. Graduate Placement and Employment Specialists will assist advanced professional/technical program students with a wide variety of services that include developing a resume, job search skills, and notification of job opportunities.

Cooperative Education
(503) 977-4559 or 4710
Cooperative Education is an exciting supervised work experience that enhances your educational program and provides bona fide work experience for your resume. Students enrolled in Cooperative Education combine their classroom studies with related work experience that earns college credit and, in some cases, pays a salary. Intern positions maybe paid or non-paid.

Student Help
The Student Help Program at PCC is designed to provide students currently enrolled in a minimum of six credit hours with on campus employment opportunities. Academic and Student Services Departments throughout the campus employ students in a variety of positions for up to 20 hours per week.
To look into possibilities, check the job boards in the upper mall CC 221 under “Student Help” or check with the department you are interested in.

The following list is an example of some of the areas on campus that hire student help:

- Associated Students of PCC          (503) 977-4361
- Athletics and Intramurals          (503) 977-4213
- Counseling Center                  (503) 977-7297
- Alternative Learning Center (English) (503) 977-4192
- Alternative Learning Center (Math)  (503) 977-4353
- ESL                               (503) 977-4620
- ENNL                              (503) 977-4628
- Multicultural Center              (503) 977-4112
- Women’s Resource Center           (503) 977-8101

**Employment Kiosk**

An Employment Information Kiosk is available in the upper CC Mall sponsored by the State of Oregon Employment Office.

**Veterans’ Services**

CC 246          (503) 977-4502
Monday, Tuesday, Thursday, Friday  8:00 a.m. - 4:00 p.m.
Wednesday          10:00 a.m. - 7:00 p.m.
Closed daily       1:00 p.m. - 2:00 p.m.

PCC is state approved as a training institution for education benefits as a training institution. Veterans (certain dependents, reserve and Guard members) may choose from a wide variety of programs that are VA approved. PCC maintains all veteran students files at the Sylvania Campus Veteran’s Service Office. All veterans entering PCC for the first time, wishing to use their benefits must contact Veterans’ Services by either calling (503) 977-4502 for enrollment instructions or coming in person.

Vocational Rehabilitation applicants need to contact the Portland Veterans’ Administration Regional Office at (503) 326-2622 for information on processing benefits. After being assigned to a VA counselor, call the PCC Veterans’ Services Office regarding college procedures for registration and certification.

Vocational Rehabilitation veterans need to contact the Veterans Administration Regional Office at (503) 326-2622 for information on processing benefits.
After being assigned a VA counselor, call the PCC Veterans Services office regarding college procedures for registration and certification.

**Office of International Education (Rock Creek Bldg 5, Rm 203)**
Kelley Brayton, Director, (503) 977-7146
Roxanne Chulufas, Program Assistant, ext. 7150
Lynne Toh, International Student Advisor, Rock Creek, ext. 7151
Patti Wilson, International Student Specialist, ext. 7535
Marie Mahon, International Student Advisor, Sylvania Campus, ext. 4640
Mara Silvera, International Student Advisor, ext. 8226

Monday - Friday 8:30 a.m. - 4:30 p.m.
This office oversees all immigration advising, academic advising, and other support services for international students with F-1 status.

**Library**
SY Library, (503) 977-4935
Fall, Winter and Spring Terms:
Monday –Thursday 7:30 a.m. - 10:00 p.m.
Friday 7:30 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 3:00 p.m.
Call (503) 977-4935 for hours between terms and summer term

The library program combines library and media services and makes a wide variety of print and non-print materials available of over 120,000 books, subscriptions to 1,157 current periodicals, and a collection of over 5,000 programs.

Reference service and instruction are available on a one-to-one basis and through individually tailored classroom orientations. Materials not available in the Library may be secured through interlibrary loan or through reciprocal borrowing agreements with academic libraries in SUMMIT and PORTALS.

**Instructional Media Services Department (IMS)**
The Instructional Media Services Dept. offers a multimedia lab for web-based, desktop publishing or presentation assignments. The lab has a full complement of hardware and software. Lab assistants are available to help you started and assist you in finishing your project. Through your instructor, schedule use
of presentation technology in most classrooms. In addition to the student production lab, we have digital cameras (72 hour use) and laptop computers (2 hour in library use only) available for checkout. This equipment is made available through the use of your technology fee.

**Parking**
SY SS 1  (503) 977-8181
Parking at PCC is available for vehicles with a current PCC parking permit, which may be obtained during registration each term. Prices of permits vary. Permits should be placed on the rearview mirror of the vehicle. Permits must be obtained by the end of the first week of classes. Parking regulation information is available when the permit is issued. Violations of parking regulations may result in fines, student account holds, and/or towing of vehicle. Vehicles parked on campus must have a permit Monday - Friday, 7:00 a.m. - 10:00 p.m. Parking is free on Saturday and Sunday. If you receive a parking citation, please read the backside of citation for information.

**Women’s Resource Center**
CC 259   (503) 977-8101
The Women's Resource Center (WRC) provides a central location for services that support the academic achievement of women, increase access to education for women, improve retention of women students and encourage leadership development. The WRC is operated by Student Advocates. The program’s mission is to provide effective and energetic support, advocacy, and educational programs to help ensure the success and retention of women students at PCC.

The WRC provides personalized assistance with entering college, academic advising and career information, referrals to campus and community services such as health care, scholarships, child care, parenting, counseling, housing, emergency food, legal services, and domestic and sexual violence. Also, it teaches self advocacy and also provides women’s self defense training and educational workshops and conferences and sponsors the Feminist Majority Leadership Alliance & Students for Choice.

The WRC also sponsors a Women’s Leadership Training program for the Student Advocates who work in the Center. Student Advocates develop skills in advocacy, problem solving, crisis intervention, resource research, public speaking, community organizing, coalition building, program design and execution. These student leaders produce events and programs to enhance the
campus communities understanding of issues and concerns facing women today. E-mail us at wrc@pcc.edu.

**Multicultural Center**
CC 202  (503) 977-4112 or 4116  E-mail: culture@pcc.edu
The Multicultural Center's mission is to support multi-racial students in receiving academic, social, and cultural support. The Center is a central place that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, and mentorship. The Multicultural Center provides personalized assistance with entering college, one-on-one peer tutoring in general math and science courses, Scholarship search assistance. Also it provides referrals to campus and community services such as, counseling, financial aid, job placement, health care, interpretation/translation, and immigration rights. MC. Sponsors performances and special events, lectures, exhibits, films, and conferences. It assists planning activities related to race and ethnicity and prepares students for leadership roles as Peer Tutors and Student Coordinators.

**Financial Aid**
CC 212  (503) 977-4934  [http://www.pcc.edu/pcc/fin/finaid.htm](http://www.pcc.edu/pcc/fin/finaid.htm)
Monday, Tuesday, Friday  9:00 a.m. - 4:00 p.m.
Wednesday  9:00 a.m. - 7:00 p.m.
Thursday  10:00 a.m. - 4:00 p.m.
The Financial Aid Office administers a variety of aid programs to help defray the cost of education in the form of scholarships, grants, loans, and part-time employment. Information and financial aid counseling are available to students and prospective students. Financial Aid information and scholarship searches are available on the Financial Aid web page.

Contact the Financial Aid Office for hours of availability.
The best advice for financial aid is to **apply early**! Forms are usually available in mid-December for the next fall term. Applications are accepted after January 1st.

**Registration**
Waiting List
Depending on circumstances, students may be placed on a waiting list if the class they wish to enroll in is currently full. Once on the waiting list and after following the procedures for acceptance into the class, the student must take the signed permission slip to the Registration Office for processing no later than the second week of the term.
Withdrawal from College
Formal withdrawal from college must be made through the Registration Office. Students who stop attending classes without formally withdrawing will receive the grades assigned by their instructors and will not have the associated fees forgiven. You are expected to attend all classes in which you are enrolled. In the event of a withdrawal within the refund period, credit will be first applied to the outstanding balance. Any remaining credit balance in excess of $15 will be refunded within 30 days. Failure to attend class or to withdraw within the refund period will not dismiss the obligation of a student to pay.

Graduation Petition Process
Petitions for graduation may be obtained from any Business, Admissions, Information, Counseling, or Records Office. You need to petition (apply) for graduation one term before your final term. You should check to be sure you have met the math and English competency requirements of your program before your final term. Grade transcripts will be withheld if there are holds on a students account. There will be a $10 fee for each degree you seek.

Identification Card
All registered PCC students should obtain a PCC identification card which is available through the Registration Office. This validated card must be presented for any transaction with the Business Office, Library, or Physical Education Department. The card is free of charge.

Student Records
RC 2 Room 122 (503) 614-7100
Business Office CC 210 (503) 977-4234
The district-wide office of Student Records is located at Rock Creek. For information on ordering transcripts, contact this office. The Graduation Department is also part of Student Records. See the graduation petition process section for more information on graduation.

Payment of Fees
Payment Policy
• Full payment or college approved financial arrangements must be in place by the 2nd Friday of the Term. If you have financial arrangements, which will not cover all charges, you must pay the difference by the due date.
• A student under 18 years of age will be held responsible for charges on his/her account under ORS 348-105.
• Past due accounts will be charged a late payment penalty of 10% of the past due balance, up to $75. A financial hold will be placed on the account, preventing future registration.

* E-billing is now available if students prefer paying on-line.

Transcript requests on past due accounts are processed 15 days after receipt of payment by check.
Please refer to the current term's class schedule, under "How to Pay" or PCC's web Site at http://my.pcc.edu

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**Academic Help**

**Student Success Center**

**English Skills and Math Centers**
CC 204 (503) 977-4540; Eng. (503) 977-4563; Math (503) 977-4353
Monday–Thursday 9:00 a.m. - 8:00 p.m.
Friday 9:00 a.m. - 2:00 p.m.
The English and Math Centers offer credit and non-credit instruction including reading, writing, grammar, punctuation, spelling, and math. An individualized, self-paced approach uses videotapes, computers, and other non-traditional learning methods. Tutoring and student-instructor conferences are also available.

**English Language Skills Center**
CC 204 (503) 977-4540 or 4563
The English Skills Center self-paced classes and drop-in tutoring are designed for students who have received a “32” or higher on the ASSET Test (or equivalent), or who have placed into ENL 252 or ENL 250 “Advanced” Reading and Writing.
Benefits include:
• Writing skills, focusing on sentence and paragraph levels of grammar, punctuation, and spelling
• Reading skills, including vocabulary, speed-reading, and comprehension
• Self-paced formats for basic reading and writing
• English conversation and pronunciation
• Study skills

Math Center
CC 204  (503) 977-4540 or 4353
The Sylvania Math Center offers tutorial assistance to students. In addition, chemistry, physics, and accounting tutors are available to answer questions at selected hours. The Center also offers self-paced courses in arithmetic word problems, introductory geometry, and introductory algebra. The arithmetic and algebra courses are offered on a multimedia system. Textbooks and videotapes are on reserve only for use in the center.

Services: Math tutoring (including help with calculators), (Math 20 - 95), and Academic system tutorial software (4 computers)

The Writing Center
HT 311a (503) 977-8056
Monday–Thursday 10:00 a.m. - 6:00 p.m.
Friday 10:00 a.m. - 3:00 p.m.
The Writing Center serves all college level PCC students. Students receive help with writing at any stage in the writing process--from generating ideas through development, organization, refining, and documentation. Staffed by PCC instructors and student writing assistants, the center’s goal is to help students become active, independent writers. Macs are available for student use. The Writing Center is co-located with the Macintosh Lab, with 20 computers and quiet space to write or do your keyboard work.

Service Learning
http://spot.pcc.edu/slp
Service Learning connects students to their communities through coursework and community service. Colleges throughout the nation are finding that the combination of learning objectives, service, and reflection enhances students’ learning experiences. Not only do students gain a better understanding of course material and social issues, but they also have the opportunity to get to know their communities, explore questions of ethics and citizenship, and gain an appreciation of their ability to participate in community problem-solving. For more information, visit the PCC Service Learning web Site at http://spot.pcc.edu/slp, or talk to your instructors.
Student Success Program for Nursing
HT 126 (503) 977-4526
The Student Success Program for nursing students is designed to promote the retention and graduation of students who have increased challenges to becoming Registered Nurses. Some experiences which have been particularly challenging for nursing students are: speaking English as a non-native language, returning to college after several years away from school, economic disadvantage, and a history of difficulty passing prerequisite courses. The Student Success Program for Nursing provides the following services:
• A student note-taker who posts lecture notes for general use
• A faculty-led study group (2 credits)
• Peer tutors for nursing theory courses
• Referral to other services

PCC is very proud of the fact that we have the best success rate for students of color and students who speak English as a non-native language of any nursing education program in Oregon!

Sylvania ROOTS Program
CC 225 (503) 977-8195
Federally funded by the U.S. Department of Education, the Sylvania ROOTS program can help eligible students meet their educational goals. We can assist with class selection, financial aid, study skills, researching career options, and more. Our aim is to help low income, first generation students, and students with disabilities stay in school, transfer to other colleges or universities and/or graduate from PCC. Stop by our office to learn more!

Computer Resource Center (CRC)
CC 206 (503) 977-4325
Monday—Thursday  8:00 a.m. - 9:45 p.m.
Friday—Sunday    9:00 a.m. - 4:45 p.m.

Note: Summer term hours vary; please check with CRC for scheduling.

The Computer Resource Center provides instructional computing resources to all registered students for class-related use. Orientation and proof of current registration are required on each term. Lab assistants are available to answer questions and also full-time tutors are available to assist with Microsoft Office suite of programs, Windows 2000 Professional, and HTML and Internet browsing software. Also, at least one CIS tutor is available to assist with programming classes, including, Visual Basic, C++, Java, Unix, and DOS.
Macintosh Lab
HT 311  (503) 977-4455
Closing time may vary
Monday–Thursday 8:00 a.m. - 8:00 p.m.
Friday 10:00 a.m. - 4:00 p.m.

• Macintosh computers available for all projects, no matter what class
• Free translation to or from your home computer, PC or Mac
• Free printing, plus student-use scanner.
• Located with the Writing Center for help with all college writing

Physical Fitness
PE Facilities
HT 215  (503) 977-4213
The following facilities and activities are available for student and employee recreational use when instructional classes are not in session. The availability schedule is posted on the door of the facility and in each locker room. There is also a track northwest of the HT building where students may walk or jog. To be eligible to use the facilities you must be a student currently enrolled for at least one credit, or the equivalent cost in CEU or community education classes, PCC faculty and staff, and you must check in with the PE issue room (HT 114). Consult the schedule of classes for more guideline information.

Gymnasium
Recreation Basketball, badminton, and volleyball are available. Call 244-6111, ext. 1312, for schedule.

Racquetball-Handball Courts
Call 244-6111, ext. 1314 or go to HT 114 to make same-day reservations.

Swimming Pool
Students must be at least 16 years old to use the swimming pool. There is lap swimming in three groups: beginning, intermediate, and advanced, in an instructional pool that is five feet deep. To use the pool, you must obtain a locker from the issue room (HT 114). For current recreation swim times, call 244-6111, ext. 1311

Weight Room, HT 02
This room has Cybex weight machines, exercycles, and a rowing machine. Recreation times are posted.

**Intramurals**

PCC-Sylvania offers a diverse intramural program, which include activities such as basketball, volleyball, running, golf, etc. Students are encouraged to participate in the wide variety of activities. If you are interested, contact Dave Traweek, (503) 977-4213.

**Intercollegiate Sports**

PCC is a member of the Northwest Athletic Association of Community Colleges (NWAACC) and offers men's and women's basketball as intercollegiate competitive sports. Home games are played at Sylvania and Cascade. However, due to construction of a new gym at the Cascade campus, all home games during the 2003-04 season, will be played at Sylvania.

Students must be full-time, carrying at least twelve (12) credit hours to participate.

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**Publications**

**Alchemy, Mercury**

CT 104  (503) 977-4793  E-mail: mmcdowel@pcc.edu

Alchemy, PCC-Sylvania’s annual magazine of art and literature, is completely produced and published by PCC students. Any student may submit short fiction, poems, essays, scripts, photographs, or artwork. Submissions are accepted from September to mid-March; publication date is mid-May. The magazine is for sale in the Sylvania bookstore.

The same student editors who publish Alchemy also publish Mercury, a quarterly of art and literature which appears as a four-page insert in The Bridge newspaper near the end of each term. All interested students are encouraged to submit work.

**The Bridge**

CT 103  (503) 977-4184,  tsteffen@pcc.edu

The student newspaper is published bimonthly, five times per term, 15 times per year during the fall, winter, and spring terms and is free to anyone at any PCC campus. The paper is written and edited by students interested in journalism; there is no classroom prerequisite. Any student wishing to work as a reporter, editor, photographer, production aide, or advertising sales representative is encouraged to apply at The Bridge office. Positions are paid by tuition waiver, work study, or by trainees and volunteers. The editor is
selected each year by a committee of students, journalism professionals, staff, and administrators.

MyPCC is a new and innovative way for students to interact with Faculty, Staff, and each other in a number of ways electronically via e-mail, calendar, groups, and to “Ask the Panther” if you need assistance. The Home page will guide the students through a web of information. (503) 977-8200, Go To:

http://my.pcc.edu/cp/home/displaylogin, Type your first name (dot) last name, (Press Tab) user password (enter)