Our service strategy, “Your Success is Our Success,” guides all our daily interactions on campus. At Estrella Mountain, we are committed to your success as a faculty member. This Faculty Handbook contains selected information regarding the college and some of its policies, procedures, and practices and will serve as a resource to guide your professional interactions with students and colleagues.

Estrella Mountain Community College is accredited by the Higher Learning Commission. The Commission is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504; telephone number (800) 621-7440 or (312) 263-0456.
# Section 1

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We will meet your needs and expand your aspirations through creative learning experiences. Our environment emphasizes caring, teamwork, and flexibility. In partnership with us, you will gain knowledge, abilities, and values, essential to success in a highly complex and technological world.

We are committed to building better communities... one life at a time.
Core Values

Our Core Values represent important elements of life at Estrella Mountain. They serve as enduring guides for all employees in meeting the needs of many communities.

Collaboration and Teamwork
Work together toward common goals
Promote an ongoing exchange of ideas

Diversity
Recognize that perspectives are shaped by backgrounds and experiences
Promote positive attitudes toward each other

Integrity
Commit to the highest principles of academic and professional standards

Creative and Continuous Learning
Commit to the success of students and employees
Encourage innovation
Promote a caring and supportive environment

Respect and Fairness
Treat each other with respect
Act fairly and honestly with all
Mission and Goals

Mission

Estrella Mountain Community College provides opportunities for our students to achieve success in educational and personal goals.

We are an institution of higher education serving the West Valley communities through:

- General Education
- Transfer Education
- Developmental Education
- Workforce Development
- Student Support Services
- Community Education

Mission Goals

General Education
Provide the knowledge and abilities that enable students to achieve academic and personal goals.

Transfer Education
Provide quality transfer courses and programs that enable students to achieve success at four-year institutions.

Developmental Education
Provide quality developmental courses and programs that prepare students for educational and personal success.

Workforce Development
Provide specialized quality training, courses and services that meet the needs of businesses and individuals.

Student Support Services
Provide quality services and resources that meet the needs of students and support learning.

Community Education
Provide a wide variety of opportunities that meet the needs of life-long learners.
Student Profile
Who Are Our Students?
At Estrella Mountain you will find one of the most diverse student populations among the Maricopa Community Colleges. As a faculty member you will likely be exposed to a number of Estrella Mountain student target markets which include:

- Youth (Age 24 and under)
- Career Seeking Adults (Age 25-54)
- Enlisted Military Personnel and Dependents (Age 18-54)
- Adult Second Language Speakers (Age 25-54)
- Adults with Special Interests (Age 25-54)
- Senior Adults (Age 55+)

Each of these student target markets has unique needs and learning styles. These target markets also reflect a unique demographic makeup which is illustrated by the following:

<table>
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<th>EMPLOYMENT</th>
<th>ENROLLMENT</th>
<th>ETHNICITY</th>
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<td>More than half of students are employed.</td>
<td>85% of students attend part-time and more than half of all students are new.</td>
<td>EMCC has the second highest percentage of Hispanics (29%) and the third highest percentage of minority students (39%) in the Maricopa Community College District.</td>
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<tr>
<td>Among those that work, approximately 58% work 30 or more hours per week.</td>
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| 59% of EMCC students are female (The second highest percentage of all 10 Maricopa Community Colleges) | EMCC serves a wide range of students between the ages of 9 and 89. Among these students:
- 53% are under 25
- 36% are 25-49
- 9% are over 50
Note: Does not total 100% due to students with unreported ages. |

Note: Enrollment data is for Fall 1999. For more demographics see the Office of Planning and Institutional Effectiveness web page at http://www2.emc.maricopa.edu/ie/.
Academic Calendar

Fall 2001
Registration ......................................................... March 19 - August 26
Classes Begin ....................................................... August 18
Late Registration .................................................... August 20 - August 24
Labor Day ......................................................... September 3
Last Day for Withdrawal without Instructor Signature ....... October 10
Veteran’s Day ..................................................... November 10
Thanksgiving Break .............................................. November 22-25
Last Day Withdrawal Accepted ................................ November 26
Final Exams .......................................................... December 10 - 13
Mid-year Recess Begins ........................................... December 14

Spring 2002
Registration ......................................................... November 15 - January 22
Martin Luther King, Jr.'s Birthday ............................. January 21
Classes Begin ..................................................... January 12
Late Registration ................................................... January 20-26
President’s Day .................................................... February 18
Last Day for Withdrawal without Instructor Signature ....... March 1
Spring Break ....................................................... March 11-17
Last Day Withdrawal Accepted ................................ April 19
Final Exams .......................................................... May 6-9
Commencement ..................................................... May 10

Summer 2002
Memorial Day ........................................................ May 27
First 5-Week Day and 8-Week Evening Sessions Begin ....... June 3
First 5-Week Day Session Ends .................................. July 3
Independence Day ................................................... July 4
Second 5-Week Day Session Begins ......................... July 8
8-Week Evening Session Ends ................................. July 25
Second 5-Week Day Session Ends ............................. August 8
Academic Misconduct

All students assume as part of their obligation to the College the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty are subject to disciplinary action. They may include but not be limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism.

A. Definitions

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.

2. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

3. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

B. Sanctions

Any student found by a faculty member to have committed academic misconduct is subject to the following sanctions:

1. Warning - A notice in writing to the student that the student has violated the academic code.

2. Grade Adjustment - Lowering of a test, assignment, or course grade in response to the misconduct.

3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.

4. Course Failure - Failure of a student from a course where academic misconduct occurs.

5. Academic Probation - A written reprimand in response to academic misconduct. Academic probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

6. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one District college will apply to all other colleges/centers in the Maricopa Community College District.)

7. College Expulsion - Permanent separation of the student from the college. (Expulsion from one District college will apply to all other colleges/centers in the Maricopa Community College District.)
Sanctions 1, 2, 3, and 4 may be imposed by the appropriate faculty member. The faculty member may recommend to the Division Chair and the appropriate Dean that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will only be imposed with the approval of the Dean of Instruction.

If a faculty member believes that academic misconduct has occurred but is confronted with facts that rebut that belief to the extent that reasonable doubt occurs, the disciplinary due process procedures should be invoked to determine guilt or innocence.

C. Appeal of Sanctions for Academic Misconduct

Appeals of sanctions imposed for academic misconduct should be made in accordance with the student grievance process.

Accident/Emergency Care Procedures

In the event of an accident or emergency, employees should take first aid measures, if need is critical, and contact the Security Officer or Evening Administrator. The Security Officer or Evening Administrator will contact the Fire Department Paramedics and will notify appropriate authorities. In situations such as heart attack or profuse bleeding, where survival is a factor, first call the Paramedics and then notify the Security Officer or Evening Administrator.

An accident report (on the next page of this handbook, or available from the Security Officer or Evening Administrator) must be completed by the faculty member responsible before the student leaves the area with medical personnel. The completed form is to be returned to the Dean of Student Services within five days.

If the accident/injury is not severe, the victim should be asked if he wishes to seek immediate medical attention. If the student decides to get medical aid, a brochure (available from the Student Services Office or Evening Administrator) describing the student accident insurance should be sent with the student to explain the provided coverage. The accident report and the insurance claim form also need to be completed if the student desires to receive insurance benefits.
ESTRELLA MOUNTAIN COMMUNITY COLLEGE
Accident Report

Instructions
Use this form to report all accidents involving students which occur while they are under the jurisdiction of the school. School jurisdiction accidents, unless otherwise defined by the administrative or court ruling, are those occurring while students are on school property, in school buildings, and on the way to or from school. The report should be made out and processed immediately by the Dean of Student Services.

Name: __________________________________ Phone: __________________________

Home Address: __________________________________________________________

________________________________________________________________________

Time of Accident: Hour __________ AM PM Date: __________________________

Description of Accident
How did the accident happen? What was the student doing? Where was the student? List specifically unsafe conditions existing. Specify any tool, machine, or equipment involved:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Specific Activity:

________________________________________________________________________

Date_________________________20 ___

Instructor in charge when accident occurred
Attendance Requirements

Students

Students are expected to be present at all class sessions and laboratories for which they are registered. Maricopa Community College District policy indicates that the instructor has the option of dropping a student when the student has accumulated more unexcused absences than the number of class meetings per week. As an instructor, you should carefully explain this option to students at the beginning of each semester. In addition, you should have a clear attendance policy stated in your syllabus and should consistently follow this policy.

Students have the right to observe major, required religious holidays without having them counted against the number of absences allowed. Students should notify you in writing at least one week before the religious holiday.

Every effort should be made to encourage students to attend class. If students fail to attend the first class meeting, contact them personally and request that they attend subsequent class sessions. Additionally, you are encouraged to initiate telephone calls and write messages to students who repeatedly miss class.

Please note that only registered students should attend class. No children should be allowed in the classroom (unless they are registered students).

Instructors

Instructors are expected to be present for each class for the entire period as noted in the schedule of classes. Faculty members unable to work must notify the appropriate Division Chair as early as possible to permit hiring a substitute. If the Division Chair cannot be contacted within two hours of the class meeting, the Dean of Instruction should be contacted.

The Division Chair is responsible for contacting substitutes and reporting the absence. Adjunct faculty are not paid for absences. When a substitute teacher replaces the instructor, pay normally budgeted for the instructor is diverted to the substitute. In addition, instructors who release classes early on a regular basis are subject to the docking procedures.

Auditing a Course

All students in the classroom must be officially registered. Students who wish to audit a class must register and pay fees, deposits, and tuition in accordance with the tuition/fee schedule. Audit students do not receive credit or grades in the classes they attend. A student registering as an auditor may not change to a credit basis in that course after the first five weeks of classes. A student may change from a credit to an audit basis within the first five weeks of the semester by contacting the Admissions and Records Office and paying the additional audit fees.

Breaks

At Estrella Mountain, classes are scheduled on a 16-week semester basis. Classes that meet for 80 to 100 minutes, 2-3 times per week do not require a break.
Classes that meet once per week for 150 minutes, include a 10-minute time period for “break time”. This “break time” should not be used to start later or to finish ahead of time. Classes are to meet the full time listed in the class schedule.

**Care of Facilities**

Faculty members have a responsibility to students and to the community to make the best educational use of facilities, leaving classrooms in good condition for continued and effective use. **Please do not allow food, drink, or smoking in the classrooms.** At the end of the class period, please erase all white boards and arrange the furniture as originally configured so that the subsequent faculty member can begin his/her class without delay.

**Cancellation/Termination of Classes**

The administration may cancel classes at the beginning of the semester for various reasons, including low enrollment. Class cancellation forces cancellation of the adjunct faculty member’s assignment. When a class is cancelled, instructors are encouraged to help students solve scheduling problems and provide information about alternate classes.

Adjunct faculty members who meet the first class are compensated for that meeting if the class is cancelled for the semester.

**Class Enrollment, Withdrawal Policies**

Students may attend only the classes in which they are officially enrolled. Class rosters are provided for every class section by the Admissions and Records Office.

**Withdrawal from Specific Courses**

The official date of withdrawal is the last date of attendance as determined by the student’s withdrawal or as reported by the instructor. Last date of attendance determines refund. Students may officially withdraw from any course with a guaranteed grade of “W” by October 5, 2001, Saturday classes October 5, 2001, Monday thru Friday (Fall) and March 1, 2002 (Spring). The deadline for all course withdrawals with a guaranteed grade of “W” or “Y” is November 26, 2001 (Fall) and April 19, 2002 (Spring). Failure to file an official withdrawal may result in failing grades.

**Complete Withdrawal from College**

Students electing to withdraw from the college must contact the Admissions and Records Office no later than two weeks before the end of the last class meeting and may be required to file a written request.

Students who are unable to complete the withdrawal procedure personally must notify the Admissions and Records Office in writing and request that they be officially withdrawn. Failure to withdraw officially from Estrella Mountain within the published deadlines may result in failing grades and responsibility for course tuition and fees.
College Catalog
The Estrella Mountain Community College Catalog is available to students as they complete the advise-
ment and registration process. The College Catalog year is the student’s entrance year to Estrella Mountain
and is important in the advising process as well as providing graduation information to the student. Col-
lege catalogs are effective with the fall semester.

Conduct in the Classroom
A student may be asked to leave the classroom if the instructor believes manner, appearance, or behavior
distracts or interferes with classroom procedures or the educational process. Security will assist with
requests to have students leave the classroom. Please alert the Security Officer and the Dean of Student
Services of any students perceived as having the potential for present or future problems in the classroom.

If a student is asked to leave the classroom, he/she should be informed of the charges and procedures for
reinstatement. The instructor has the following options:

Request a meeting with the student during conference hours to discuss the situation. After consultation, the
instructor may re-admit the student or refer the matter to the Dean of Student Services. Refer the student to
the Dean of Student Services, advising the student not to return to class until administrative clearance is
received from the Dean of Student Services. If this procedure is followed, the instructor should notify the
Dean in writing regarding charges and circumstances.

If the student’s conduct warrants permanent suspension or expulsion from a particular class or classes and
all procedures have been followed as outlined in the Residential Faculty Policy, the student may request a
hearing and procedural due process will be followed.

If a student feels that he/she has an unusual disability which may disrupt the educational process, the
student should make an appointment to discuss the disability with the instructor. The instructor may
consult the Dean of Student Services for assistance.

Due process requires that the student be informed of charges; that he/she be given a fair opportunity to
refute them; that employees refrain from being arbitrary in their actions; and that the appeal process be
available. The Dean of Student Services may be contacted regarding procedural due process.

Course Syllabus
A course syllabus must be distributed to all students at the first class meeting and should be discussed in
detail. Your syllabus should include:

1. Course Prefix and Number
2. Course Title
3. Course Credits
4. Official Course Description
5. Course Objectives
6. Course Outline
7. Instructor’s Name and Telephone Number
8. Required Textbooks
9. Attendance Policy
10. Grading and Evaluation Policy
11. Course Timeline (semester schedule of each class meeting including date, topic, and assignment)
12. List of Student Resources (bibliographies, library information, research tools, software, etc.)
13. Disclaimer Statement ("Course content may vary from this outline to meet the needs of this particular group.")
14. Audio taping of lectures policy

See the appropriate Division Chair for a copy of items 1-6.

Please submit a copy of your completed syllabus to the appropriate Division Chair within two weeks after classes have started.

Disabled Student Services, Classroom Accommodations

Estrella Mountain is obligated to assure students’ access to all facilities and to make reasonable accommodations so that disabled students can participate more fully in Estrella Mountain’s programs. Faculty members are responsible for disabled student academic accommodations. During the first class session, faculty members should announce that students may meet with them during office hours if they need special accommodations for any disability. A statement in the syllabus referring to your willingness to provide accommodations is also recommended. Faculty members may be required to modify teaching methods and examinations to meet the needs of some disabled students. If you have any questions or concerns regarding a disabled student, contact Student Services at 623-935-8922. (See sections 3-9)

Field Trips

Any change from the regular location or meeting time of a class must be approved by the Division Chair and the Dean of Instruction. A request for the change must be submitted well in advance of the date of the proposed change. Students must also be advised of changes well in advance.

If it does not interfere with other classes in which students are enrolled, instructors may schedule a field trip. The instructor will convene the class at the designated location and time. Students will furnish their own transportation just as if they were attending a class on campus. Field trip accommodations for disabled students in the class must be considered.

To submit a request for a field trip, you must use one of the two forms on the following pages of this handbook (these forms are also available from your Division Chair). If the field trip will take place in Maricopa County, use the Class Location Change or Field Trip Authorization Form. If the field trip will take place outside of Maricopa County, use the Extended Field Trip Request Form instead. Additionally, there is an attachment to the Extended Field Trip Request Form as out-of-county field trips require a roster.
ESTRELLA MOUNTAIN COMMUNITY COLLEGE
Class Location Change or Field Trip Authorization Form

I request permission to change the location of my class temporarily to another location on campus or to conduct an off-campus field trip for students enrolled in the following class:

Course Number: ___________________ Section Number: ______________
Regular Meeting Location: __________________________________________
Regular Meeting Day and Time: ______________________________________
Type of Change:  ☐ Temporary Change of Location (on campus)  ☐ Field Trip (off campus)
Date of Change: ____________________________
Time of Change: ____________________________
Location Change:  ☐ On campus location change — class will meet __________________
      ☐ Field Trip location (include address and telephone number):
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________
      ______________________________________________________________

Justification for change of location or field trip:
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ESTRELLA MOUNTAIN COMMUNITY COLLEGE
Extended Field Trip Request Form
(one or more days outside Maricopa County)

SUBMIT TO DEAN OF INSTRUCTION WELL IN ADVANCE OF TRIP

Instructor: _______________________ Semester: _______________________
Course: _______________________ Date Leaving Maricopa County: _____________
Section: _______________________ Date Returning to Maricopa County: _____________
Name(s) and Phone Number(s) of Faculty and/or Sponsor(s) traveling with group:

__________________________________________________________________________

__________________________________________________________________________

Purpose of Field Trip:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

ITINERARY

Destination: _______________________ Destination: _______________________
Address: _______________________ Address: _______________________
Telephone: _______________________ Telephone: _______________________
Arrival Date: _______________________ Arrival Date: _______________________
Departure Date: _______________________ Departure Date: _______________________ 
(Please use additional page if necessary to record itinerary)

VEHICLE ARRANGEMENTS AND RESERVATIONS MUST BE MADE IN STUDENT SERVICES

__________________________________________________________________________

_Instructor’s Signature_ Date signed

__________________________________________________________________________

_Division Chair’s Signature_ Date signed

__________________________________________________________________________

_Dean’s Signature_ Date signed

NO FIELD TRIP REQUEST WILL BE PROCESSED WITHOUT THE PROPER ATTACHMENTS:
1. List of students with address and telephone numbers
2. MCCCD Travel Request Form (190-9A)
Final Exams

Final exams are scheduled for the week following the last week of classes (Fall: December 10 - December 13, 2001; Spring: May 6 - May 9, 2002). You are expected to perform some type of final assessment of your students at the completion of your class. Such an assessment must be arranged so as not to conflict with other classes or final examinations. You are expected to use only the designated final examination period to perform the final assessment. Please submit a copy of your final exam or a description of the final class to your Division Chair. Following is the Final Exam Schedule:

**DAY CLASSES**

<table>
<thead>
<tr>
<th>Normal Meeting Time</th>
<th>Time Of Final Exam</th>
<th>Day</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 7:00 a.m.</td>
<td>7:00-8:50 a.m.</td>
<td>Wednesday</td>
<td>12/12</td>
<td>5/8</td>
</tr>
<tr>
<td>MWF 8:00 a.m.</td>
<td>8:00-9:50 a.m.</td>
<td>Monday</td>
<td>12/10</td>
<td>5/6</td>
</tr>
<tr>
<td>MWF 9:00 a.m.</td>
<td>9:00-10:50 a.m.</td>
<td>Wednesday</td>
<td>12/12</td>
<td>5/8</td>
</tr>
<tr>
<td>MWF 10:00 a.m.</td>
<td>10:00-11:50 a.m.</td>
<td>Monday</td>
<td>12/10</td>
<td>5/6</td>
</tr>
<tr>
<td>MWF 11:00 a.m.</td>
<td>11:00-11:50 a.m.</td>
<td>Wednesday</td>
<td>12/12</td>
<td>5/8</td>
</tr>
<tr>
<td>MWF 12:00 p.m.</td>
<td>12:00-1:50 p.m.</td>
<td>Monday</td>
<td>12/10</td>
<td>5/6</td>
</tr>
<tr>
<td>MWF 1:00 p.m.</td>
<td>1:00-2:50 p.m.</td>
<td>Wednesday</td>
<td>12/12</td>
<td>5/8</td>
</tr>
<tr>
<td>MWF 2:00 p.m.</td>
<td>2:00-3:50 p.m.</td>
<td>Monday</td>
<td>12/10</td>
<td>5/6</td>
</tr>
<tr>
<td>MWF 3:00 p.m.</td>
<td>3:00-4:50 p.m.</td>
<td>Wednesday</td>
<td>12/12</td>
<td>5/8</td>
</tr>
<tr>
<td>T-Th 7:00 a.m.</td>
<td>7:00-8:50 a.m.</td>
<td>Thursday</td>
<td>12/12</td>
<td>5/9</td>
</tr>
<tr>
<td>T-Th 8:30 a.m.</td>
<td>8:30-10:20 a.m.</td>
<td>Tuesday</td>
<td>12/11</td>
<td>5/7</td>
</tr>
<tr>
<td>T-Th 10:00 a.m.</td>
<td>10:00-11:50 a.m.</td>
<td>Thursday</td>
<td>12/12</td>
<td>5/9</td>
</tr>
<tr>
<td>T-Th 11:30 a.m.</td>
<td>11:30-1:20 p.m.</td>
<td>Tuesday</td>
<td>12/11</td>
<td>5/7</td>
</tr>
<tr>
<td>T-Th 1:00 p.m.</td>
<td>1:00-2:50 p.m.</td>
<td>Thursday</td>
<td>12/13</td>
<td>5/9</td>
</tr>
<tr>
<td>T-Th 2:30 p.m.</td>
<td>2:30-4:20 p.m.</td>
<td>Tuesday</td>
<td>12/11</td>
<td>5/7</td>
</tr>
</tbody>
</table>

**EVENING CLASSES**

Final exams for all one-night-per-week Evening classes and Saturday classes will be held as follows:

<table>
<thead>
<tr>
<th>Normal Meeting Day</th>
<th>Fall Final Exam</th>
<th>Spring Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday classes</td>
<td>December 9</td>
<td>May 4</td>
</tr>
<tr>
<td>Monday classes</td>
<td>December 10</td>
<td>May 6</td>
</tr>
<tr>
<td>Tuesday classes</td>
<td>December 11</td>
<td>May 7</td>
</tr>
<tr>
<td>Wednesday classes</td>
<td>December 12</td>
<td>May 8</td>
</tr>
<tr>
<td>Thursday classes</td>
<td>December 13</td>
<td>May 9</td>
</tr>
<tr>
<td>Friday classes</td>
<td>December 14</td>
<td>May 10</td>
</tr>
</tbody>
</table>

Classes that meet twice a week will have finals as follows:

<table>
<thead>
<tr>
<th>Normal Meeting Time</th>
<th>Time Of Final Exam</th>
<th>Day</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 5:45 p.m.</td>
<td>5:45-7:35 p.m.</td>
<td>Monday</td>
<td>12/10</td>
<td>5/6</td>
</tr>
<tr>
<td>MW 7:15 p.m.</td>
<td>7:45-9:35 p.m.</td>
<td>Wednesday</td>
<td>12/12</td>
<td>5/8</td>
</tr>
<tr>
<td>MW 8:45 p.m.</td>
<td>Last class meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-Th 5:45 p.m.</td>
<td>5:45-7:40 p.m.</td>
<td>Tuesday</td>
<td>12/11</td>
<td>5/7</td>
</tr>
<tr>
<td>T-Th 7:15 p.m.</td>
<td>7:45-9:35 p.m.</td>
<td>Thursday</td>
<td>12/13</td>
<td>5/9</td>
</tr>
<tr>
<td>T-Th 8:45 p.m.</td>
<td>Last class meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALL CLASSES**

1. Classes which meet four or five times per week will have the final exam schedule determined by the faculty member.
2. Science classes will have final lecture exams by the time of the lecture section.
3. Any schedule conflict which necessitates a variance from this published schedule should be discussed with the instructors involved.
First Class Meeting
To help you plan for the first class meeting, please consider the following suggested practices for the first class meeting:

- Write course number, title, and section number on the white board and distribute the course syllabus.
- Give the days and hours the class meets.
- Introduce yourself and ask the students to introduce themselves.
- Discuss in detail the course syllabus including course objectives, course content, required textbook, attendance policy, course requirements, grading policy, and course timeline.
- If prerequisites are required, make sure students have them.
- Explain the “break” in the middle of class if there is one.
- Inform students of student support services listed in Section 3, page 6.
- Begin instruction.
- Display a sincere interest in helping students by immediately contacting those students who are not present and encouraging them to attend the next class session.

Forty-fifth Day Enrollment
Instructors are required to certify student enrollment and attendance as of the 45th day of each semester. These certified enrollment totals become the college’s official figures for state reporting and funding. State reporting requirements are met through submission of an enrollment certification roster signed by the instructor as of the 45th day.

Instructors must be careful to certify only the students who are enrolled and participating in their classes. The instructor should not attempt to claim after-the-fact that a certified student did not attend or was left off a roster. Veterans or recipients of student financial assistance who are enrolled but not attending class become financially liable for funds disbursed by the federal government.

Accurate certification on official 45th day enrollment rosters is essential. Any questions concerning verification of student enrollment status should be referred to the Admissions and Records Office. It is imperative that 45th day rosters be returned by the date requested.
Grades
Students must receive a grade in each course for which they are enrolled. As an instructor, you must assign one of the following letter grades:

A    Excellent
B    Above Average
C    Average
D    Passing
F    Failure
IP   Course in Progress
Y    Withdrawn, Failing (Must state effective date and reason)
N    Audit
P    Credit
W    Withdrawn, Passing
Z    No Credit
I    Incomplete (To be used only in special situations; Incomplete Contract Form must be completed and submitted with grade roster. Students must complete the requirements within seven (7) months of the end of the term in which the incomplete is incurred and students should NOT reregister for the course to complete the contract.)

Estrella Mountain offers P/Z grading in certain courses including Basic Skills, ESL, PED, BPC and CIS. Any other exceptions must be approved by the Division Chair.

In order to change a grade once it has been assigned, you need to process a Change of Grade Report which can be obtained through the Admissions and Records Office.

Federal law prohibits posting examination scores or course grades by name, Social Security number, or any personally identifiable means. Instructors who wish to inform students of such confidential information must use a system to protect identity.

At the beginning of the semester, instructors should provide students with written explanations of grading systems to be used for courses.

Guest Speakers
Instructors may invite guest speakers to classes, but discretion should be used. **Guest speakers are not considered substitutes and cannot be paid.** Instructors must be present while the guest speaker addresses the class.
**Rosters**

Class rosters containing names of registered students will be provided at periodic intervals. Students whose names do not appear on the roster must be directed to the Admissions and Records Office for verification of enrollment.

Forty-fifth day rosters and final grade rosters are distributed well in advance of due dates. Instructors must complete and return rosters and final grade sheets to the Admissions and Records Office by requested dates.

**Taping of Lectures**

A. MCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

B. Each faculty member shall inform his/her students within the first week of classes of his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

C. Students with disabilities which render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

**Textbook Adoptions**

Textbooks used in a class must have been officially adopted. Faculty members who wish to order, change, or recommend the adoption of a new or supplemental textbook should consult with the respective Division Chair.
Admissions and Records

The Admissions and Records (A&R) office admits students to the college, processes course registrations, withdrawals, transcripts, grade roster and grade changes, and graduation certification. This office provides and processes class rosters and rosters for the 45th Day of Enrollment Certification.

Students’ financial aid eligibility and refund status may be impacted if enrollment or withdrawals are not processed by instructors in a timely manner. Therefore, it is very important that instructors report student as a “no show” promptly within the first two weeks of the semester if the student has never attended a class.

Additionally, “excessive absences” and any other type of withdrawals should be completed and returned to the A&R office prior to certifying the semester’s 45th Day Enrollment Certification Roster. This “clean-up” of the class enrollment ensures accurate enrollment reporting that impacts the funding the college receives from the state.

Admissions staff are available to assist students and instructors with any of these processes. Please refer any students or questions to Margaret Franco at (623) 935-8810.

Bookstore

The Estrella Mountain Bookstore is located in the Southwest Skills Center and is managed by Follett College Stores. The Bookstore provides textbooks and academic supplies required by students and staff at Estrella Mountain. Additional gift and Estrella Mountain specialty items are available. Students may purchase Apple computers through the Bookstore at a special discount.

The Bookstore is open the following hours:

Monday-Thursday 8:00 a.m. - 7:30 p.m.
Friday 9:00 a.m. - 2:00 p.m.

The Bookstore maintains extended operating hours during Estrella Mountain’s busy enrollment period from August 10 through August 24, the Bookstore will remain open until 7:30 p.m., Monday through Thursday, and until 5:00 p.m. on Friday. During the first week of classes (August 20 - August 24), the Bookstore will open at 7:30 a.m. to accommodate students taking early morning classes. In addition, the Bookstore will be open from 8:00 a.m. to 1:00 p.m. on two Saturdays - August 11 and August 18.

Cashiers Office

The Cashier for Estrella Mountain is located adjacent to both Admissions and Records and Student Services. In addition to receiving tuition and fees from students and issuing scholarship, financial aid and refund checks, the Cashiers Office: (1) issues payroll checks; (2) cashes personal checks; (3) sells postage stamps; (4) serves as a mail drop for intercampus and U.S. mail.
Financial Aid

The Financial Aid Office assists students in applying for financial support through a variety of federally and locally funded programs. These programs include grants, loans, work study, and scholarships. Information on scholarships at Estrella Mountain is also available on BlitzMail in the Financial Aid/Scholarships Bulletin. Hours are 8:00 a.m. to 7:30 p.m. Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday during the Fall and Spring Semesters. Summer hours are 7:00 a.m. to 7:00 p.m. Monday through Wednesday and 8:00 a.m. to 7:00 p.m. on Thursday. The telephone number is (623) 935-8940.

Instructors, please be aware of the crucial importance, for Student Financial Aid purposes, of the prompt reporting of "no shows" and the prompt withdrawal of students who stop attending classes. A "no show" is a student whose name appears on the class roster and has never attended class. Students who register for classes but fail to attend and/or withdraw, and are retained on class enrollment rosters, continue to receive financial assistance or benefits. This can create a financial hardship for the student if they are required to repay money and could affect their ability to return to college. Also, the College is ultimately legally liable for these overpayments.

A Student Success Coordinator is available to assist students who are having difficulty or are at risk of failure or withdrawal for any reason. Please refer any students to Student Services at (623) 935-8922.

Fitness Center

The Fitness Center is an on-campus exercise facility located in a new building west of Estrella Hall, offering both credit and non-credit courses to members of the community, students, and to employees. The emphasis in the Fitness Center at Estrella Mountain is providing educational support for all students so they can be successful with an on-going exercise program. The Fitness Center features treadmills, elliptical trainers, stair climbers, exercise cycles, circuit weight training, free weights and lockers/showers. The Fitness Center is open seven days a week as follows:

- **Monday - Thursday**: 5:30am - 10:00pm
- **Friday**: 5:30am - 9:00pm
- **Saturday & Sunday**: 7:00am - 1:00pm

Food Services

Estrella Mountain provides a number of food options. A diner-style restaurant is located at the south end of Komatke Hall. Operating hours for the restaurant vary during the semester but generally include both day and early evening hours. In addition, vending machines are located on the first and second floors of Montezuma Hall and in front of Komatke Hall.
Honors Program

The Honors Program is designed to enhance the intellectual experience of students through enrollment in Honors courses, independent study options, the Honors Forum class, and increased contact with other Honors students at Estrella Mountain and within the Maricopa District. Participation in the program also presents students with growth potential in the areas of leadership through attendance at local, regional, and national conferences. Cultural enrichment activities are also stressed with frequent attendance at theater, symphony, museum, and lecture events.

The Honors Program welcomes continuing students who have completed 12 or more credit hours with a GPA of 3.25 or higher, as well as high school graduates who rank in the top 15% of their classes. Scholarships and fee waivers are available. Estrella Mountain Faculty serve as mentors for Honors program students through the use of Course Enrichment Plans for individual honors credit. For more information, contact Conrad Bayley at (623) 935-8137.

Information Commons

Located at the heart of campus, Estrella Hall’s Information Commons is the result of a remarkable advance in facilities planning for higher education. Created to support teaching and learning initiatives at Estrella Mountain in support of its educational purposes, it offers information resources, learning enhancement services, personal computing support, and instructional design resources and services for the entire learning community. It is an exciting space, and through its layout, emphasizes integration of all forms of information.

The Information Commons can accommodate over 200 networked Macintosh and Windows workstations, adjacent to print, multimedia, and electronic collections. In addition, its professional staff support the authoring, development and servicing of instructional and information software as well as provide the related computing and telecommunications equipment and services.

Each workstation has access to the local, regional, national and international instructional and information resources accessible through the campus network and the Internet. In this user-driven environment, students, faculty, information access, learning enhancement, and computing professionals collaborate in coaching and facilitating students’ use of all information resources.

Access to information is not limited to the Information Commons. The entire campus, and all classrooms have been wired for voice, video, and data communication. Anything that is available in the Information Commons can also be brought up on any computer on campus. The network servers in the Information Commons have over 100 software applications available for both instruction and for general use. Training is offered to all of the Estrella community (students, faculty, and other staff) in a concentrated series of sessions at the beginning of each semester, and periodically throughout the year in order to accommodate the independent interests of all learners.

Multimedia support is distributed throughout the Information Commons. Videodisk and CD-ROM players, color scanners, and digitizers for audio and video are available for developing instructional resources.
Academic Computing Services

Academic Computing Services supports students, faculty and staff in their use of computing resources at Estrella Mountain in the Information Commons. In addition to direct instructional support, the staff of Academic Computing Services provide assistance in the use of multimedia equipment, videodisk and CD-ROM players, color scanners, and digitizers for audio and video.

Academic Computing Services also maintains responsibility for the operation of five electronic training classrooms located on the second floor of Estrella Hall. These classrooms provide an innovative and unique teaching/learning environment for a wide range of classes across all disciplines. Each classroom is equipped with workstations for all students as well as a multimedia instructor’s station (with CD-ROM and video capabilities) and state-of-the-art data and video projection.

Electronic Training Classrooms can be scheduled by calling Ext. 58061.

Academic Computing Services personnel include a full-time Supervisor of Instructional and Computer Support Services, five full-time Computer Lab Technicians, and a number of part-time and student workers. Administratively, this service area is the responsibility of the Division Chair of Information Resources.

Academic Computing Services Personnel

Karen Whitney, Division Chair, Information Resources Ext 58068
Polly Miller, Supervisor of Instructional and Computer Support Services Ext 58150
Christopher Celaya, Computer Lab Technician Ext 58150
Rodica Costin, Computer Lab Technician Ext 58150
Delsea Long, Computer Lab Technician Ext 58150
Daniel Morales, Computer Lab Technician Ext 58150
Christine Roadlander, Computer Lab Technician Ext 58150

For more information regarding Academic Computing Services, please call Ext 58150.

Information Resources

Information Resources supports the curricular, learning and information needs of students, faculty and staff through selection, acquisition and access to authoritative information resources. Collections and access include a variety of formats: print (books, periodicals, microforms); non-print (audio, video, multimedia, slides); and electronic resources (on-line catalog, full-text databases, Internet, World Wide Web, CD-ROM databases). Services offered include circulation of materials, information and referral, general and specialized reference services, interlibrary loan, bibliographic and information access instruction, photocopy service, and free printing. Access to collection holdings is available through the World Wide Web, and many databases may be accessed from home computers with access to the World Wide Web, as well as from workstations on campus. Faculty and staff in Information Resources are cross-trained in information access as well as application software; and, along with the staff of Learning Enhancement and Academic Computing, provide service and assistance in a model of information triage. The general public also has access and circulation privileges to collections and other resources.
Resource sharing agreements exist between all libraries of MCCD, providing students and faculty access to all resources within the District, with an average turnaround time of 48 hours for delivery of materials between District libraries. Estrella Mountain has also been designated as an Economic Development Information Center, with the Division Chair, Information Resources serving as the primary liaison and information provider for small business and economic development research. Agreements with other EDIC libraries and with the Arizona State Department of Library, Archives and Public Records assure shared resources and referrals throughout the state.

Teaching/learning initiatives conducted by Information Resources staff include open training sessions; customized training sessions for specific courses; specialized training for faculty; individualized one-on-one instruction; creation of finding tools and other learning aids, including Web page of electronic reference sources and tours.

Access and speed of delivery are emphasized in the areas of collection building and services. As a result, students, faculty and staff are provided with optimal authoritative and up-to-date information in a variety of formats and in a timely manner. A listing of new acquisitions is distributed monthly via e-mail to employees and students. All users are encouraged to submit requests for new titles for acquisition and/or access.

**Information Resources Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Whitney, Division Chair, Information Resources</td>
<td>58068</td>
</tr>
<tr>
<td>Debbie Anderson, Information Access Faculty</td>
<td>58091</td>
</tr>
<tr>
<td>Terry Meyer, Information Access Faculty</td>
<td>58072</td>
</tr>
<tr>
<td>Donna Owens, Administrative Secretary</td>
<td>58061</td>
</tr>
<tr>
<td>Jake Cruzen, Library Assistant</td>
<td>58192</td>
</tr>
<tr>
<td>Brigitte Mandeville, Library Assistant</td>
<td>58136</td>
</tr>
<tr>
<td>Terry Newbury, Library Assistant</td>
<td>58196</td>
</tr>
</tbody>
</table>
Learning Support Centers

The Learning Enhancement Center (LEC) and the Math and Writing Center (MWC) and the Science Support Center (SSC) at Estrella Mountain provide supportive, collaborative, and knowledgeable academic assistance to students, faculty and staff. The LEC is our oldest branch and has been in existence since the opening of EMCC in 1992. The SSC was opened in September of 1999, when the Montezuma building expansion was completed. The MWC, our newest addition, opened in January, 2000. The MWC has now become the center of operations for EMCC’s Learning Support Centers.

Learning Enhancement Center (LEC) Services (623) 935-8186
The following services are provided in the LEC located in Estrella Hall:

- Drop-in and appointment based tutoring for English as a Second Language (ESL), Liberal Arts, Spanish, Social & Behavioral Sciences, Computer Science, and Occupational content areas.
- Make-up testing for all college classes (except Math)
- Examination proctoring, including extended length of time (by appointment)
- Scheduled study groups
- Textbooks available for use in LEC
- Electronic and classroom/instructional assistance in the classroom

Math and Writing Center (MWC) Services (623) 935-8221
The following services are provided in the MWC located in Montezuma Hall, Room 119:

- Drop-in and appointment based tutoring for Mathematics and Writing (all content areas)
- Phone tutoring for Mathematics
- Requesting and scheduling Science Support Center tutoring
- Leasing graphing calculators
- Make-up testing for Mathematics
- Electronic and classroom/instructional assistance in the classroom
- Scheduled study groups
- Textbooks available for use in MWC

Science Support Center (SSC) Services (623) 935-8221
The Following services are provided in the SSC, located in MON 138:

- Appointment based tutoring for Biology (BIO), Chemistry (CHM), Geology (GLG), and Physics (PHY) during specified hours or scheduled through the Math and Writing Center
- Textbook available for use in SSC
- Anatomical Models, bones, and charts
- Workshops and seminars for Student Success

*Tutoring available during posted times.*
Learning Enhancement Center Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearl Williams, Division Chair, Developmental Education</td>
<td>Ext 58449</td>
</tr>
<tr>
<td>Roberta Gray, ESL/Reading Faculty</td>
<td>Ext 58465</td>
</tr>
<tr>
<td>Lawrence R. Pesta, ESL/Faculty</td>
<td>Ext 58453</td>
</tr>
<tr>
<td>Becky Richey, Learning Center Coordinator</td>
<td>Ext 58187</td>
</tr>
<tr>
<td>Evangelina Amparano, Program Advisor</td>
<td>Ext 58829</td>
</tr>
<tr>
<td>Belinda Treviño, Testing Technician</td>
<td>Ext 58186</td>
</tr>
<tr>
<td>Jacque Chisum, Administrative Secretary</td>
<td>Ext 58188</td>
</tr>
<tr>
<td>Kevin Vahe, Learning Associate</td>
<td>Ext 58447</td>
</tr>
<tr>
<td>Luvia Rivera, Learning Associate</td>
<td>Ext 58487</td>
</tr>
</tbody>
</table>

Students’ Rights and Responsibilities

Students are expected to follow the discipline policy published in the college catalog and student handbook. If a faculty member should observe a violation of the policy, he/she should notify the Dean of Student Services, in writing, of the observation. If there is an emergency, the Safety and Security Office should be notified to assist in the resolution and documentation of the violation of the published policy.

Student Grievance Academic Process Policy: A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing, or assignments should discuss the issue first with the faculty member involved. This conference should be requested by the student within 15 working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

If, within ten working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Division Chair and appropriate Dean at the college. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.

Upon receipt of a written complaint, the Division Chair or appropriate Dean will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process.

A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

If the grievance is not resolved at this level within ten working days, the student should forward to the appropriate Dean a copy of the original written complaint with an explanation regarding action taken at each prior level. The Dean will meet with the student, faculty member, and Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

If the grievance, other than those concerning grades, is not resolved by the Dean, it may be forwarded in writing by the student to the College President for final resolution. The College President or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

See also CONDUCT IN THE CLASSROOM, Section 2.
Student Support Services

One Stop - Academic Advising
Linda Scott (623) 935-8926

Academic advising is available to assist students to select coursework that enables them to achieve their educational objectives.

Services:  
Information on Maricopa Community Colleges and Arizona Universities  
Information on degrees and programs  
Assistance in selecting courses

Admissions & Records
Joe Ochap (623) 935-8808

Enrollment and registration services provide information about course registration, grades, and course rosters.

Services:  
Registration and enrollment  
Official course and grade rosters  
Official Enrollment Verification  
Transcript Evaluation  
Grade Changes/Pass Fail Options

Assessment Services
Louise Valdez (623) 935-8002

Assessment services help students through the assessment of existing skills, knowledge, and career interests to identify and achieve academic and career goals.

All students enrolling in an English, mathematics, or reading course, or a course for which English, mathematics or reading is a prerequisite, must have completed the required ASSET assessment test.

Services:  
ASSET - basic skills assessments (language usage, math, and reading)  
IIRCA - ESL assessment  
Career and special interest assessments  
GED testing
Career Services  
Gary Kilduff (623) 935-8926

Career services are available to assist students to explore and evaluate career opportunities consistent with their interests and goals.

Services: Career planning information  
Occupational Information System (OIS) software  
Career assessments  
Resume writing, interviewing, and job seeking seminars  
Post secondary employment/training directories

Child Care Services  
Mary Guriel (623) 935-8802

A list of certified child care facilities in the area is available.

Counseling Services  
Gary Kilduff (623) 935-8926

Counseling services are available to promote student development by helping define and achieve personal, educational, and occupational goals.

Services: Academic, career, and personal counseling  
Personal and career development courses and seminars  
Orientation services  
Information and referral services

Disabled Student Services  
Student Services (623) 935-8922

Disabled student services provides informational resources, auxiliary aids, and support services as well as assistance with registration, advisement, and classroom accessibility.

Services: Accommodation services  
Information and referral services  
Note taker information
Financial Aid/Veterans Services
Lauren Shellenbarger (623) 935-8940

Information and assistance is provided to assist eligible students to apply for Federal and state financial aid. There are four basic types of financial aid: scholarships, grants, loans, and work study.

Services:
- Information and assistance in completing financial aid packets
- Information on grants, loans, and work study positions
- Veterans Benefits and Verifications

High School Relations/Recruitment
Ray Simpson (623) 935-8924

Educational outreach activities directed at high school seniors of the major feeder high schools.

Services:
- High school visitations/in-class presentations
- Distribution of recruitment materials
- Student tours

Minority Outreach Services
Daniel Meador (623) 935-8905

Educational outreach activities directed at minority communities to promote higher education opportunities.

Services:
- Assistance with admission forms
- Registration assistance
- Ombudsmen activities
- Financial aid information
- Bilingual assistance for Spanish-speaking students

Re-entry Services
Gary Kilduff (623) 935-8926

Re-entry services are targeted toward students who are reentering college after an extended absence.

Services:
- Skills-building seminars
- Registration assistance
- Personal development seminars
Student Life
Linn Taylor (623) 935-8910

Student Life coordinates and promotes the extracurricular, leadership, and service learning opportunities for students.

Services:  Information on clubs and organizations
            Student Leadership training
            Service Learning Placement/America Reads Community Coordination
            Student insurance information

Student Success

Student Services (623) 935-8922

The Student Success Office is available to assist faculty and students with retention strategies.

Services:  Early Alert referrals
            Mentoring Program
            In-class study skills presentations

Transfer Services
Linda Scott (623) 935-8926

Transfer information and resources are available to assist students who will be transferring to an Arizona college/university. Arizona State University West has on-campus advisors available.

Services:  Transfer information on Arizona colleges/universities
            Transfer seminars with university/college representatives
Tools for Life (Community Education)
Tools for Life is the community education program of Estrella Mountain and was developed to provide a wide assortment of new and exciting non-credit ways to learn with family, friends, and business associates. Formats vary from one-day workshops to a series of classes designed to meet a particular need. Educational opportunities are provided in the areas of Arts and Crafts, Business, Occupations, Computers, Health and Fitness, Home In and Out, Personal Enrichment, Senior Section and Young Saturdays. For specific information concerning any program, contact Katie Brocker at (623) 935-8492.

Veterans Services
Veterans Services are coordinated by the Financial Aid Office which is located in Komatke Hall. Hours are 8:00 a.m. to 7:30 p.m. Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Fridays during the Fall and Spring Semesters. Summer hours are 7:00 a.m. to 7:00 p.m. Monday through Wednesday and 8:00 a.m. to 7:00 p.m. Fridays. The telephone number is (623) 935-8940. Please refer veterans who have any questions regarding their benefits, application procedures, and fee payments to this office. Changes in enrollment for veterans must be reported to this office by the veteran student. Grades assigned to veterans may impact their educational benefits.
# Address Change

Adjunct Faculty members should have a current home address, home telephone number, business telephone number, and emergency contact information on file. Should any of the above information change, please notify either the Division Secretary or the Office of Instruction.

## Campus Telephone List

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement and Assessment</td>
<td>58926</td>
</tr>
<tr>
<td>Adjunct Faculty Offices</td>
<td>58139</td>
</tr>
<tr>
<td>Administration</td>
<td>58005</td>
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<tr>
<td>Admissions &amp; Records Information</td>
<td>58888</td>
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<tr>
<td>Assessment/GED Testing</td>
<td>58860</td>
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<td>Associate Dean of Student Services</td>
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<td>Bookstore</td>
<td>58875</td>
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<tr>
<td>Cashier</td>
<td>58855</td>
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<tr>
<td>Center for Teaching and Learning</td>
<td>58070</td>
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<td>Club Information</td>
<td>58910</td>
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<td>Counseling</td>
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<td>Disabled Student Services</td>
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<td>Facilities Management</td>
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<td>Faculty Offices, Montezuma Hall</td>
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<td>Financial Aid Services</td>
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<td>Fitness Center</td>
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<td>Food Services</td>
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<td>Genesis West</td>
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<td>High School Dual Enrollment</td>
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<td>Honors Program</td>
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<td>Information Commons, Service Desk</td>
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<td>Information Resources Consultation Desk</td>
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<tr>
<td>Instructional Computing</td>
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<td>Institutional Planning and Effectiveness</td>
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<td>Institutional Advancement Division</td>
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<td>Job Placement</td>
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<td>Liberal Arts</td>
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<td>Maintenance</td>
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<td>Math and Writing Center Services</td>
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<td>Occupational Programs</td>
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<td>Science and Mathematics</td>
<td>58491</td>
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</tbody>
</table>
Center for Teaching and Learning

In keeping with national initiatives brought forward by organizations such as the American Association for Higher Education (AAHE) toward the improvement of undergraduate instruction, and in line with the College’s vision, mission and purposes and strategic planning, Estrella Mountain seeks to provide comprehensive resources to enable faculty to design, offer, and enhance effective learning opportunities for their students.

The Center for Teaching and Learning assumes a collegial leadership role on campus in providing all those who teach with the necessary support in the areas of instructional and curriculum design, and in the exploration of new teaching strategies and methodologies.

The Center for Teaching and Learning will work to promote innovation by:

- Coordinating the training of faculty in the use of information technologies
- Offering a series of workshops on new and alternative teaching strategies, and on the use of instructional technologies in the classroom
- Acting as a clearinghouse for information on the theories and practices of teaching and learning
- Establishing an Estrella Mountain Teaching, Learning, and Technology Roundtable, based on the national AAHE model, featuring a cross-functional instructional design team to work with a faculty member on a curriculum design project
- Initiating a Faculty Brown Bag Luncheon series for the sharing of ideas on teaching, presentations by faculty on what works, and discussions of new research in the field
- Participating in the College faculty orientations, and establishing a semester-long programmatic orientation for all new faculty (Faculty First-Year Experience — a series of orientation workshops on everything from using voice mail and copy machines to training in the use of alternative teaching strategies)
- Working with architects and educators on the design and implementation of new teaching and learning environments

For more information on the Center for Teaching and Learning, or to suggest a curriculum project, contact Dr. Roger Yohe (623) 935-8070.
Certification

Each faculty member MUST have/maintain a current teaching certificate issued by the Arizona State Board of Directors for Community Colleges on file in his/her personnel file. Some certificates may be renewed by meeting specific requirements outlined by the Board. For more information contact the Certification Office at State Board of Directors for Community Colleges of Arizona, Century Plaza, Suite 810, 3225 N. Central Avenue, Phoenix, Arizona 85012. The phone number is 602-255-5582.

Computing and Communications Accounts

Electronic Mail

Each faculty member is assigned a MEMO-account. Electronic mail is the primary communication path at Estrella Mountain. It is important that you read your mail on a regular basis. MEMO is a web based email account that can be accessed on campus or remotely.

An instruction manuals for MEMO is provided for each new faculty member. Additional copies can be obtained from the campus Helpdesk located in Estrella Hall or by calling (623) 935-8999.

Voice Mail

Voice mail accounts are assigned to all faculty members. Students may leave mail messages for faculty members by dialing 480-731-8866 from off campus (or 18866 from campus telephones) and following the verbal instructions of the system. The caller will be prompted to either spell your last name, using the telephone keypad, or to enter your voice mail box number. Please be sure your students either know how to spell your last name or your first name and/or know your voice mail box number.

You must initialize your voice mail account to make it operational. “Guide to Voice Mail and Telephone Use” providing instructions for initializing and using your voice mail account and telephone is provided for each new faculty member. Additional copies can be obtained from the Campus Help Desk located in Estrella Hall (58999).

Software Access using Novell Voyager

All academic and administrative software is provided via network application servers using Novell server software. All faculty members are provided access to both the administrative folder, and the academic folder on the Voyager server. If you need assistance accessing academic or administrative software please contact either the Information Commons Manager (58154) or the Campus Help Desk (58999).
Student Information System

The Student Information System (SIS) contains data for currently and previously registered students. All faculty members are provided SIS accounts from which they can access information about their classes and students. If you need assistance with SIS, please contact the Office of Admissions and Records in Komatke Hall (58810).

Internet Access

Access to Internet resources is provided for all faculty, staff, and students through Netscape on campus. If you need assistance accessing Internet-based resources, please contact either the Information Commons Manager (58154) or Computing & Communications Operations in Estrella Hall (58120).

Conditions of Employment

Adjunct faculty are required to sign a Conditions of Employment form which outlines the terms of the teaching assignment. This form must be signed at the beginning of every semester you teach. Forms are available in the Office of the Dean of Instruction or from each Division Chair. The signed forms are included in your personnel file.

Contract and Files, Adjunct Faculty

Adjunct faculty contracts are usually initiated through a computerized audit and do not require a faculty member's signature. New faculty members should verify their course assignments and payroll information with their respective Division Chair.

Adjunct faculty are responsible for keeping their personnel records up-to-date. Documents to be submitted are:

- Adjunct and Substitute Faculty Employee Data Form
- Employee Demographics Form
- Loyalty Oath
- W-4/A-4 Tax Forms (not required for Dual Enrollment faculty)
- Wage Withholding Information Form (not required for Dual Enrollment faculty)
- I-9 Employment Eligibility Form (not required for Dual Enrollment faculty)
- Certificate of Understanding and Conditions of Employment (every semester)
- FICA/Tax Sheltered Annuity Enrollment and Information (not required for Dual Enrollment faculty)
In addition, please include the following:

- Resume
- Transcripts (unofficial)
- Valid Arizona Community College Teaching Certificate (Copy)
- Teaching Load Certification Form (every semester)

Adjunct faculty should contact their respective Division Chair regarding class absences, class substitutions, contract changes, and Professional Growth Request Forms.

**Credit Union Information**

Employees under contract with Maricopa Community Colleges, including adjunct faculty, are eligible to join Desert Schools Federal Credit Union. The credit union offers a full range of banking and financing services to members. Information is available from the credit union, 602-242-3400.

**Curriculum Product Development Committee**

In concert with the College’s commitment to operate as a student/customer driven institution, curriculum development is viewed as product development which demands that courses and programs be developed only if student/customer needs can be validated through research. Due to the rapidly changing nature of the world at large, curriculum product development is a continuous, on-going process that must adapt to the changing needs of students and customers.

In accordance with the vision, mission, and goals of the College, the campus Curriculum Product Development Committee is responsible for creating a process to develop, improve, and deliver courses, programs, and degrees in response to customer needs. Committee members include Division Chairs, faculty representatives, Faculty Senate President, student representatives, and appropriate resource administrative and staff members.

The Curriculum Product Development process is guided by the following principles:

- Fosters a student-centered environment
- Responds to internal and external customer needs
- Uses appropriate research and evaluation processes
- Commits to institutional effectiveness and continuous improvement
- Relates to other college planning initiatives
- Determines customer satisfaction
- Promotes flexibility in delivery and scheduling of credit and non-credit offerings

Estrella Mountain’s curriculum product development process is coordinated with the overall MCCD curriculum process. There are established districtwide procedures and forms for new, modification, and deletion of courses and programs that are used by all colleges.
Division Chairs and faculty members represent Estrella Mountain on appropriate MCCD Instructional Councils and the District Curriculum Committee where they monitor new curriculum development, as well as modifications of existing curriculum, and assure consistency in the application of procedures and rules concerning curriculum throughout the District. To honor its commitment to promote consistency and articulation, MCCD has adopted eight common course elements (prefix, number, title, description, credits, pre- and co-requisites, course competencies, and content outlines). Each instructional council is composed of faculty members who are certified in specific disciplines and who represent an MCCD campus. The District Curriculum Committee consists of 20 voting members, an instructional dean and a faculty member from each campus. In addition, there are several non-voting members including representatives from the occupational deans, the directors of admissions and records, program advisors, Arizona State University Main and Arizona State University West. The Committee is chaired by the Vice-Chancellor for Academic Affairs and Student Development and is assisted by technical curriculum staff.

Once curriculum proposals have been approved by the District Curriculum Committee, they are forwarded to the MCCD Governing Board for their review and approval. The final approval involves the State Board of Directors for Community Colleges of Arizona which evaluates and approves occupational programs and courses.

Estrella Mountain faculty also serve on discipline-specific articulation task forces comprised of community college and university representatives for the purposes of effecting consistency with course equivalencies among state institutions of higher learning and to improve curriculum. In addition, The Course Equivalency Guide is updated and printed each year for use by students and advisors throughout the state and is available on the Internet (www.dist.maricopa.edu/eddev/artic/index.html). The Guide is published by the Arizona Commission for Post-Secondary Education in conjunction with the Arizona Board of Regents and State Board of Directors for Community Colleges of Arizona.

Additional implications for curriculum product development include the formation of a Transfer Articulation Task Force as approved by the 1996 Arizona Legislature in the appropriations act for both the universities and community colleges. It is the intent of the Legislature that the Task Force will establish a seamless statewide articulation and transfer system, including the process for transfer of lower division general education credits and curriculum requirements for majors, with the objective of reaching consensus on an agreement that assures that community college students may transfer to Arizona public universities without loss of credit towards a baccalaureate degree.

The result of this legislative footnote is the Arizona General Education Curriculum (AGEC), a 35 semester credit block of lower division general education courses for Arizona community college students transferring to public universities. There are three categories of AGEC:

- AGEC-A, intended for liberal arts and other majors;
- AGEC-B, intended for business majors; and
- AGEC-S, intended for majors with more stringent mathematics and mathematics-based science requirements.

The AGEC will transfer as a block to any Arizona public university without loss of credit and will fulfill all lower division general education requirements for the majors with which they articulate.
MCCD Degrees

The MCCD degrees include:

- Associate in Arts General Requirements
- Associate in Arts Special Requirements
- Associate in Science General Requirements
- Associate in Science Special Requirements
- Associate in Business General Requirements
- Associate in Business Special Requirements
- Associate in Transfer Partnership Degree
- Associate in General Studies Degree
- Associate in Applied Science Degree

Estrella Mountain Community College offers all of these degree programs.

Duplication and Secretarial Services

A copy machine and word processing services are available for instructional use in your divisional secretarial office and in the adjunct faculty offices. Instructors requiring large duplication orders should make arrangements with the faculty secretary well in advance of the time they need them and should allow sufficient time for work requiring word processing to be completed.

Evaluations

Students

The evaluation of student performance is one of your most critical instructional responsibilities. There are a variety of techniques for evaluation of student performance including tests, research projects, written reports, oral reports, manipulative performance, assignments, and class participation. The value of any of these or other evaluation techniques is directly related to their ability to accurately measure student performance. Also, it is critical that your tests evaluate what you teach. Thus, your evaluation instruments need to be checked against the stated objectives of your course to assure that you are testing what you are teaching.

In addition, you need to provide your students with a written explanation of your procedures for evaluating student performance and determining final grades. A copy of your evaluation policies should be contained in your course syllabus which is distributed to students during the first class meeting.

Instructors

Every adjunct faculty member will be visited and evaluated each semester for the first three semesters of employment and thereafter, once a year by a Division Chair or his designee. Fulltime faculty members will be evaluated in accordance with the guidelines in the RFP. The objectives of faculty evaluation are to improve teaching performance and to advise faculty members regularly and specifically of their instructional strengths, weaknesses, progress and overall status. Evaluation data will be gathered through a variety of sources according to the Faculty Evaluation Plan.
Evening and Weekend Supervisors
There will be an Evening Administrator on duty on campus Monday - Thursday, from 5:00 - 7:30 p.m. and on Saturday from 8:00 a.m. - 12:00 noon. The evening supervisor will be responsible for checking classrooms/facilities on a daily basis, assisting with emergencies, and distributing information.

Faculty Governance
The Faculty Association is open for membership to all full-time faculty members. Membership in the Faculty Association provides faculty with direct participation at the local level and representation at the District level. Locally, the Faculty Senate, which currently consists of all members of the Association, is intended to be the officially recognized body for communication between Estrella Mountain faculty and administration. The leadership is composed of a President, President-Elect, Secretary/Treasurer, and Secretary/Treasurer-Elect.

As a unit of MCCD, Estrella Mountain participates in District-level faculty governance via membership in the District Faculty Association and representation on the District Faculty Executive Committee and District Faculty Executive Council. The District Faculty Association is recognized by the MCCD Governing Board as the official representative body for faculty. The Association and Governing Board “meet and confer” on the Residential Faculty Policies (RFP), which outline the responsibilities, rights, and privileges of the faculty. The RFP forms an integral part of the working conditions of the full-time faculty in the District. The District Faculty Association is affiliated with the American Association of University Professors.

Mail Distribution
On campus, mail will be distributed via the secretarial office of your Division Chair. Please check your mail frequently for memos, messages from students, rosters, campus and district publications, and other items related to your teaching.

Media Services
If you would like to use any media equipment in your classroom, please contact your Division Chair to reserve the equipment.

Offices
Estrella Mountain is located at 3000 North Dysart Road in Avondale. In Montezuma Hall, Room 118, offices are available for adjunct faculty members for instructional preparation. These offices are equipped with working space, computers, and telephones. Clerical and copy service is also available. For further information, call (623)-935-8139.
Office of Institutional Planning and Effectiveness
The Office of Institutional Planning and Effectiveness provides planning and research assistance for all Estrella Mountain divisions. The office is responsible for facilitating strategic and college planning processes, coordinating the implementation of the Plan for Institutional Effectiveness, providing administrative support to the Student Academic Achievement Committee, and providing research and consultation services in support of program and service improvements.

If you are interested in conducting a student survey or other research to improve a program or service, please contact Rene Willekens or Sandy Hill at (623) 935-8083.

Parking Sticker Information
Any vehicle parked in an Estrella Mountain parking lot must display a valid MCCD parking sticker. Parking stickers for faculty and staff are available from the Safety & Security Office in Komatke Hall. Student parking stickers are available from Admissions and Records, the Cashier, or from the Safety & Security Office, all of which are located in Komatke Hall.

Payroll and Salaries
Faculty are paid every two weeks throughout the semester, with paychecks delayed by one week. When a paycheck is issued, it will include earnings up to, and including, the Friday before the date of the paycheck.

Adjunct faculty paychecks can be distributed in one of three ways: 1) mailed to your home address; 2) deposited in a credit union, savings and loan or bank account; or 3) picked up by you at the Cashier’s Office.

Instructors’ salaries are established by the Maricopa Community College District according to load hours. The current rate of pay is $600.00 per load hour for adjunct faculty.

Following is the payroll calendar for 2001-2002:

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Description</th>
<th>Pay Period</th>
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<tbody>
<tr>
<td>August 24</td>
<td>Residential Faculty</td>
<td>August 04 - August 17</td>
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<tr>
<td>September 7</td>
<td>Residential/Adjunct Faculty</td>
<td>August 18 - August 31</td>
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<td>December 14</td>
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<td>May 33</td>
<td>Residential/Adjunct Faculty</td>
<td>May 11 - May 24</td>
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</table>

**Professional Growth**

Funds are available for professional growth activities for adjunct faculty members in the Maricopa Community College District. In addition, tuition and fees for a maximum of six credit hours during the semester taught can be waived for those adjunct faculty members who are teaching on campus courses (Dual Enrollment faculty are not included). If you have questions concerning professional growth opportunities, contact Linda Keyes, at 58444.

**Reserving College Vehicles**

To reserve a college car or van, please contact the office of Safety and Security in Komatke Hall. Vehicles may be reserved in advance for prescheduled events.

**Requisitions and Supplies**

Inventory of items routinely needed by instructors and in classrooms can be obtained from the division secretary. Supplies and services more specific in nature must be processed through the Division Chair.
Staff Listing

Senior Management

Dr. Homero Lopez, President
Dr. Ernest Lara, Dean of Student Services
Dr. Bryan Tippett, Dean of Instruction
Ms. Nancy Greenlaw, Dean of Administrative Services

Division Chairpersons/Administrative Directors

Mr. Rod Freeman, Division Chair, Liberal Arts
Mr. Adolfo Gamez, Director of Southwest Skills Center
Mr. Clay Goodman, Associate Dean, Continuing Education and Community Services
Ms. Ronnie Elliott, Director, Fiscal Services
Ms. Joyce Jackson, Director, Institutional Advancement
Mr. Randy Mauldin, Manager, Facilities Planning and Development
Mr. Daniel Meador, Director of Multicultural Services
Mr. Randy Naughton, Director Building Grounds
Mr. Joe Ochap, Associate Dean, Student Services
Ms. Gary Kilduff, Division Chair, Counseling
Ms. Lauren Shellenbarger, Director, Financial Aid
Mr. Steve Shriver, Division Chair, Occupational Education
Mr. Charles Summers, Director, College Safety
Ms. Linn Taylor, Director, Student Life
Ms. Betty Vickrey, Division Chair, Instructional Computing
Ms. Karen Whitney, Division Chair, Information Resources
Mr. René Guerra Willekens, Director, Research and Planning Development
Ms. Pearl Williams, Division Chair, Developmental Education
Dr. Roger Yohe, Director, Center for Teaching and Learning
Mr. Reynaldo Rivera, Division Chair, Science and Mathematics

Faculty

Dr. Carlotta Abrams, English
Ms. Valerie Akuna, Computer Information System
Ms. Deborah Anderson, Information Resources Faculty
Dr. John Bradley, Business
Ms. Cheryl Bradshaw, Communication
Mr. SteveBoettcher, Mathematics
Ms. Laura Cannon, Mathematics
Mr. Dwain Desbien, Physics
Ms. Carol Dichtenberg, Information Resources
Dr. Milagro Escalona, Spanish
Dr. Michael Farabee, Biology/Geology
Dr. William Farrar, Psychology
Mr. John Frasure, History
Mr. Rod Freeman, Division Chair, Liberal Arts
Ms. Stephanie Fujii, Counseling
Ms. Roberta Gray, English as a Second Language/Reading
Ms. Barbara Herzog, Mathematics
Mr. John Hogue, Computer Information Systems
Ms. Kathleen Iudicello, English
Mr. Alex Joncas, English
Ms. Patricia Keener, Cisco Networking Technology
Mr. Gary Kilduff, Division Chair, Counseling
Ms. Nancy Kolakowsky, Mathematics
Mr. Randy Larson, CIS
Dr. Rosemary Leary, Chemistry
Mr. Fred Maihofer, Business
Mr. Bertha Medina, Counseling
Mr. Terry Meyer, Information Access
Mr. James Nichols, Computer Information Systems
Mr. Charles Oliver, English/ESL
Mr. Lawrence Pesta, English as a Second Language
Ms. Debbie Piña, Counseling
Ms. Natalie Rivera, Mathematics
Mr. Reynaldo Rivera, Jr., Division Chair, Science and Mathematics
Mr. Steve Shriver, Division Chair, Occupational Education
Ms. Gail Snyder, Psychology
Mr. Bronwen Steele, Biology
Ms. Kara Tableman, Computer Information Systems
Ms. Roselyn Turner, Communication
Ms. Betty Vickrey, Division Chair, Computer Information Systems
Ms. Karen Whitney, Information Access
Ms. Pearl Williams, Division Chair, Developmental Education
Dr. Sandy Zetlan, Biology
Mr. Eddie Zulegar, Administration of Justice

Faculty Emeritus
Mr. Conrad Bayley, English
Dr. John Waltrip, History

Management and Support Staff
Ms. Angie Acuña, Administrative Assistant I
Ms. Paula Ahles, Coordinator Instructional Services
Ms. Evangelina Amparano, ESL Program Advisor
Mr. Randall Anderson, Audiovisual Technician
Ms. Patty Barrington, Coordinator Computer Services
Mr. Jack Barnard, Utility Worker
Mr. Lyle Bartelt, Coordinator Fitness Center
Mr. Udo Bernsdorf, College Safety Officer
Ms. Patti Blair, Property/Receiving Clerk
Ms. Kathryn Brocker, Administrative Assistant I
Mr. Chad Galligan, System Administrator I
Ms. Carole Yoshida-Bacula, Student Services Specialist
Mr. Steven Brown, Computer Lab Technician
Mr. Jon Busier, Supervisor of Facilities
Mr. Ralph Campbell, Coordinator of Marketing
Ms. Marsha Carlen, Office Coordinator
Mr. Christopher Celeya, Computer Lab Technician
Mr. Anthony Chavez, Student Services Specialist
Ms. Jacque Chisum, Administrative Secretary I
Ms. Jane Cook, Custodian I
Ms. Rodica Costin, Computer Lab Technician
Mr. Berl Cruzen, Library Assistant II
Ms. Myra Curtis, Administrative Assistant I
Ms. Linda Cutright, Program Advisor
Ms. Barbara Flores, Administrative Assistant I
Ms. Margaret Franco, Office Coordinator III
Mr. Adolfo Gamez, Director, Southwest Skills Center
Mr. Michael Gifford, Maintenance Assistant
Mr. Clay Goodman, Associate Dean, Continuing Education and Community Services
Ms. Mary Guriel, Program Advisor
Ms. Janet Harter, Human Resources Analyst
Mr. Jose Hernandez, Maintenance Assistant
Mr. Patrick Herrera, Coordinator, Instructional Programs
Ms. Sandra Hill, Institutional Research Specialist
Ms. Sofia Huff, Fiscal Technician I
Ms. Christina Izaguirre, Administrative Secretary III
Ms. Joyce Jackson, Director, Institutional Advancement
Ms. Leda Johnson, Fiscal Agent
Ms. Cindy Jordan, Fiscal Technician
Mr. Kim Jordan, HVAC Maintenance Technician
Ms. Jennifer Kester, Financial Aid Technician II
Ms. Linda Keyes, Administrative Secretary III
Ms. Patty Kreipel, Custodian
Ms. Angela Kroll, Office Coordinator II
Ms. Delsea Long, Computer Lab Technician
Ms. Iris Love, Program Advisor
Ms. Brigitte Mandeville, Library Assistant II
Ms. Nora Martin, Administrative Assistant I
Mr. Victor Mauldin, Manager, Facilities Planning and Development
Ms. Polly Miller, Supervisor of Instructional and Computer Support
Mr. Ed Mikesell, Certified Safety Officer
Mr. Daniel Morales, Computer Lab Technician
Ms. Kimberly Mounts, Coordinator, Marketing & Public Relations
Ms. Dawn Mullan, Administrative Secretary III
Mr. Randy Naughton, Director, Buildings and Grounds
Ms. Terry Newbury, Library Assistant II
Ms. Yolanda Noriega, Financial Aid Technician I
Mr. Thomas O’Bara, Custodian I
Mr. Joe Ochap, Associate Dean, Student Services
Ms. Dona Oglesby, Office Coordinator II
Ms. Armida Ortega, Accounting Assistant
Ms. Francie Parmenter, Administrative Assistant I
Ms. Juanita Parra, Student Services Specialist
Ms. Lydia Perez, Administrative Assistant I
Ms. Robin Price, Lead Custodian
Ms. Terri Propes, Administrative Secretary II
Mr. Jason Quintana, Network Technician
Ms. Rebecca Richey, Coordinator, Learning Enhancement Center
Ms. Marie Risheill, Science Lab Technician
Ms. Christine Roadlander, Computer Lab Technician
Ms. Vernia Roseke, Administrative Assistant I
Mr. Alex Schwarz, Lead Computer Operator
Ms. Linda Scott, Coordinator Academic Advisement
Ms. Silvia Serrata, Administrative Assistant I
Ms. Marina Shal, Science Lab Technician
Ms. Debbie Sheldon, Administrative Assistant I
Ms. Lauren Shellenbarger, Director, Financial Aid
Ms. Donna Silber, Administrative Assistant I
Ms. Marie Soto, Receiving Clerk
Ms. Susan Staal, Office Coordinator II
Ms. Michele Steinmetz, Fitness Center and Aerobics Technician
Mr. Jeremy Stinson, Fitness Center Technician
Mr. Charles Summers, Director, College Safety
Ms. Linn Taylor, Director, Student Life
Mr. David Topping, Audio Visual Technician
Ms. Elaine Trask, Student Services Technician
Mr. Gregory Trent, Custodian I
Ms. Belinda Treviño, Testing Technician
Mr. Bernardino Treviño, Building Maintainence Technician
Mr. Gerardo Treviño, Groundskeeper I
Ms. Beth Trinh, Help Desk Analyst
Ms. Keisa Truxillo, Public Relations Assistant
Mr. Kevin Vahle, Learning Associate
Ms. Louise Valdez, Student Services Technician
Mr. R.C. Vohl, Coordinator Computer Services
Mr. Rene Willekens, Director, Research & Planning Development
Ms. Anne Williams, Coordinator, Special Educational Services
Ms. Victoria Wingfield, Administrative Assistant I
Ms. Sarah Winstanley, PBX Operator
Mr. J.D. Wolfe, Computer Equipment Lead Technician
Mr. Clark Woolgar, Carpenter
Adjunct Faculty

Ms. Adriana Aguirre, Spanish
Ms. June Andrus, Physical Education
Mr. Jeffrey Ashton, Developmental Education
Mr. James Banks, Instructional Computing
Mr. William Barnett, Computer Information Systems
Mr. Lyle Bartelt, Fitness Center
Mr. Robert Bauer, Art
Mr. Conrad Bayley, Instruction
Mr. Hunter Bennett, Instructional Computing
Mr. Michael Bevins, Instructional Computing
Ms. Elaine Billingsley, Spanish
Mr. James Boulanger, Continuing Education & Community Services
Ms. Marylyn Bradley, Occupational Education
Mr. Paul F. Brooke, Jr., Administration of Justice
Ms. Beverly Bruner, Reading
Ms. Patricia Cartier, Developmental Education
Mr. Allan Celestin, Developmental Education
Ms. Jeanne Chasko, Developmental Education
Mr. Wally Chute, Computer Information Systems/Business Personal Computers
Mr. Curt Cluff, Continuing Education & Community Services
Dr. J. Lee Cope, Communication
Mr. Joe Cruz, Instructional Computing
Ms. Amanda Cunow, Science & Mathematics
Mr. Brian Dalke, Business
Mr. Jack Dean, Occupational Education
Mr. Robert Delaney, Southwest Skill Center
Ms. Amber Dentz, Fitness Center
Mr. Mark Dillon, Computer Information Systems
Ms. Daphne Eastman, Liberal Arts
Ms. Kimberly Ferrell, Liberal Arts
Ms. Deanna Fridly, Sociology
Mr. Mark Gage, Instructional Computing
Mr. Bruno Gavran, Sociology
Mr. Kent Gompert, History
Mr. John Good, Liberal Arts
Dr. Edward Gritsavage, Biology
Mr. Richard Gross, Art
Mr. Richard Grover, Computer Information Systems
Ms. Kathleen Hammerquist, Liberal Arts
Ms. Barbara Harrington, Instructional Computing
Mr. Lawrence Heinz, Cisco Networking Technology
Mr. Joe Hernandez, Occupational Education
Ms. Joanne Hesterman, Geology
Ms. Carolyn Hoolhorst, Liberal Arts
Ms. Dona Jenni, Occupational Education
Mr. Dale Johnson, Continuing Education & Community Services
Mr. Michael Jones, Instructional Computing
Mr. William Jones, Instructional Computing
Ms. Rebecca Kastl, Instructional Computing
Mr. Steve Kazarian, Computer Information Systems/Business Personal Computers
Mr. Carl Kovelowski II, Science & Mathematics
Mr. Dennis Langone, Science & Mathematics
Mr. Richard Lattin, Business
Ms. Jane Leaf-Miller, Art
Mr. Ted Lloyd, Liberal Arts
Dr. Oscar Lobo, Spanish
Ms. Shawn Lopez, Science & Mathematics
Mr. Francisco Madrid, English as a Second Language
Mr. Hector Madrid, Developmental Education
Mr. Richard Marmon, Instructional Computing
Dr. Steve Mashalidis, Philosophy
Mr. Wayne Mason, Continuing Education & Community Services
Dr. Bill Matthews, Political Science
Mr. John McCusky, Instructional Computing
Mr. Jim McCoy, English as a Second Language
Ms. Carol McIntosh, Instructional Computing
Ms. Jean McKay, Instructional computing
Ms. Polly Miller, Instructional Computing
Ms. Rebecca Montgomery, Occupational Education
Ms. Jill Nico, Mathematics
Mr. Daniel Niemi, Instructional Computing
Mr. Nick O’Coyne, Accounting
Ms. Mary Page, Developmental Education
Mr. Matt Pederson, Biology
Ms. Virginia Peters, Liberal Arts
Mr. William Peters, Liberal Arts
Ms. Jean Pierce, Liberal Arts
Ms. Debora Polisky, Liberal Arts
Mr. Michael Powell, Economics
Mr. Bill Rawlings, Instructional Computing
Ms. Rebecca Richey, Occupational Education
Ms. Rosalie Running, Reading
Mr. Alexander Schwarz, Instructional Computing
Mr. Curt Seiders, Sign Language
Mr. John Shepherd, Instructional Computing
Ms. Sandra Sher, Science & Mathematics
Mr. Robert Simmons, Science & Mathematics
Mr. James Simon, Developmental Education
Ms. Andrea Simpkins, Psychology
Ms. Rachel Smith, Science & Mathematics
Dr. Richard Soutar, Psychology
Mr. John Stanton, Liberal Arts
Mr. Robert Steele, Instructional Computing
Ms. Diane Stonebrink, English as a Second Language
Mr. Ken Sweat, Science & Mathematics
Ms. Ann Taylor, English
Mr. Paul Tipton, Philosophy
Ms. Jill Shalongo, Developmental Education
Ms. Darcy Thomas, Science & Mathematics
Ms. Karen Tipsword, Mathematics
Mr. Darin Travis, Instructional Computing
Mr. Stephen Van Herpen, Instructional Computing
Mr. John Ventola, English
Ms. Gina Vullo, Liberal Arts
Dr. John Waltrip, Liberal Arts
Mr. Delon Wastro-Stultz, Science & Mathematics
Ms. Carolyn Wesley, Science & Mathematics
Ms. Sandra Wiley, Social Work
Ms. Linda Wilkinson, English as a Second Language
Mr. David Wirth, Physics
Mr. John Wolcott, Computer Information Systems
Mr. J. D. Wolfe, Instructional Computing
Mr. Chris Wood, Instructional Computing
Ms. Katharine Young, French
Strategic Planning at Estrella Mountain

Strategic Planning at Estrella Mountain is a collaborative process designed to position the college to achieve its Vision, Core Values, Mission and Goals. The Strategic Plan takes into account anticipated changes in the environment and identifies the Strategic Directions and Institutional Priorities that provide guidance for all college-wide and divisional planning efforts.

College-wide plans are currently being updated or developed in the following areas: Academic Programs, Facilities and Capital Construction, Financial Resources, Information Technology, Institutional Effectiveness, Institutional Advancement, Quality Service, Student Academic Achievement, and Student Success. These plans cover the mid to long range time frame and impact multiple functional areas of the college. Shorter range divisional plans will also be developed for the college's seven academic and seven administrative divisions.

Student Academic Achievement Plan

The Student Academic Achievement Plan is faculty-driven and is intended to assess student learning at Estrella Mountain Community College. This assessment effort is linked to the first four mission goals of the college and is designed to measure learning in the three primary academic program areas of General Education/Transfer, Developmental Education, and Workforce Development. An academic program is defined as a sequence of courses leading to a degree or certificate.

Examples of Student Academic Achievement outcomes include attainment of college-wide abilities of critical thinking and communication, academic program competencies, and industry certification. Additional abilities will be added so that SAAP includes the abilities identified for outcomes assessment by the Maricopa Community Colleges Governing Board.

Faculty-based assessment teams within each identified academic program area identify the cohort of students who will be assessed and identify and/or develop assessment instruments. Faculty teams then determine and implement the assessment process.

Using parameters determined by each assessment team, assessments are scored and analyzed. Faculty discuss the meaning of the data and its relationship to teaching and learning through faculty development dialogues and workshops. Teams communicate assessment results in a yearly report to the Student Academic Achievement Committee Steering Team; in turn, SAAC communicates assessment results to other appropriate internal and external college groups beyond the academic programs.

Future faculty orientation meetings, training, faculty development and faculty workshops will reflect application of assessment results to the improvement of teaching and learning. Continuous reviews of the assessment process will be conducted by faculty, and improvements to the plan and process will be made to fit the needs of the college and the academic programs.

Estrella Mountain residential and adjunct faculty are the primary members of the Student Academic Achievement Committee. The Committee's purpose is to determine the number of abilities and clarify, define, and promote the abilities, facilitating communications between programs regarding assessment efforts. SAAC seeks student input and support for the Estrella Mountain assessment effort and disseminates and limits the use of assessment data based on sub-committee recommendations. Finally, SAAC determines future membership of the SAAC Steering Team and in turn responds to and ratifies recommendations of the SAAC Steering Team.
The goal for the academic assessment at Estrella Mountain is to have an assessment program that is “ongoing and implemented.”

Substitutes
All instructional substitutes must be arranged through the respective Division Chair. State statute does not allow an instructor to arrange for a substitute, be paid, and then pay the substitute. You should inform your Division Chair as soon as possible of any planned or unplanned absence so that the Division Chair can arrange for an appropriate substitute. Please note that you will not be paid when you miss a class. Failure to report your absence before your class is to meet or arranging for an unauthorized substitute to cover your absence causes serious instructional and administrative problems and can be cause for your not being rehired as an adjunct faculty member.

Tax Sheltered Annuity/Omnibus Budget Reconciliation Act/
Arizona State Retirement
The United States Congress amended the Omnibus Budget Reconciliation Act (OBRA) of 1990 to require service of all part-time employees that have been exempt from a portion or the full Social Security tax to become subject to the full Social Security tax unless the employee is a member of a “retirement plan”. The full Social Security tax of 7.65% is comprised of 6.2% for Social Security (FICA on your paystub) and 1.45% for Medical (MEDICARE on your paystub). A tax sheltered annuity (TSA) program maintained under Section 403 (b) of the Internal Revenue Code is considered a “retirement plan”. A TSA is an annuity contract issued by a company to which you direct MCCCD to make pre-tax contributions from your pay. The contributions reduce your gross salary and are not subject to federal and state income taxes at that time. The amounts contributed accrue interest and grow tax-free with the company that you elect.

If you wish to participate in a TSA, or if you are currently receiving a pension from the Arizona State Retirement System, you need to complete the “Maricopa Community College District FICA/TSA Election Form” and a “Salary Reduction Agreement” and return them to the Employee Benefits Office. Copies of these forms are available from the Office of the Dean of Instruction.

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<th>WHO IS AFFECTED AND HOW</th>
<th>Mandatory MEDICARE 1.45%</th>
<th>Mandatory FICA 6.2%</th>
<th>Optional FICA 6.2%</th>
<th>Optional TSA</th>
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<td>Evening Credit Instructors</td>
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<td>Day Credit Instructors</td>
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<td>Non-Credit Instructors</td>
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<td>Any of above receiving A.S.R.S. Pension</td>
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Section 4 - 19
If you are employed by another Arizona State Retirement System (ASRS) Plan employer and are currently contributing to the ASRS program, your earnings from MCCCD may qualify for state retirement contributions. Please call the Employee Benefits Office (480) 731-8420, for more information. Once an employee starts making contributions to the ASRS, the employee becomes a “Member” and begins earning credited service. Maricopa County Community Colleges, as an ASRS employer, will match the employee’s contributions. Arizona State Retirement contributions will automatically be deducted from your paycheck before federal and state income taxes are deducted once you become eligible. The State Retirement withholding rate changes each fiscal year. Please call ASRS at (602) 240-2000 for the current contribution rate.

If you are an ASRS pension recipient, you must contribute 1.45% to Medicare and may contribute a percentage to a TSA. The Arizona State Retirement System (ASRS) requires that any employee who currently works 20 hours or more per week (for part-time faculty ten load hours or more is used), for 20 weeks or more in a fiscal year, and contributes to Social Security (FICA) will be required to make contributions to the ASRS program.

If you have any additional questions, please call the Employee Benefits Office at 480-731-8420.

Tuition Waiver
You can request a waiver for tuition fees for up to 6 credits in any semester in which you are a paid instructor. You may take your classes at any of the MCCCD Colleges. To apply for a waiver, complete a “Tuition Waiver Request” form and return to the appropriate division chair. Forms are available from the division secretary. After receipt of approval, register for your courses. When you receive your invoice, give it to the cashier’s office, along with your completed tuition waiver form. Please note, registration and additional fees are excluded.

Verification of Employment
Lending institutions should request verification of employment, salary, etc., in writing from:

    Payroll Department
(480) 731-8440
Maricopa Community College District
2411 W. 14th Street
Tempe, AZ  85281-6941

Please send requests directly to District Payroll. Requests sent to Estrella Mountain will result in a delay of information.

World Wide Web Services
All employees and registered students have access to the World Wide Web. An increasing number of classes use Web access to support and supplement their curriculum. The college’s World Wide Web server (http://www.emc.maricopa.edu) averages 5,000 “hits” per week. Major Estrella Mountain publications and reports are available via the Web, and faculty and staff continue to request that the Web be used for submitting and retrieving information for both instructional and administrative purposes. Estrella Mountain has approved guidelines for the management and use of college World Wide Web servers. These guidelines can be found on the college home page at http://www.emc.maricopa.edu/about_us/wsc/authoring.html.
Affirmative Action Statement
To the extent required by law, the Maricopa Community Colleges will employ the concepts of Affirmative Action in the recruitment, hiring, and promotion of employees.

Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

Dean of Student Services, ADA/504/Title IX Coordinator
Estrella Mountain Community College
3000 N. Dysart Road, Avondale, Arizona 85323-1000
Telephone (602) 935-8814

Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternate format form the college ADA/504 Coordinator.

Declaracion de Accion Afirmativa
De acuerdo a las exigencias de la ley, los Colegios Comunitarios del Condado de Maricopa emplearán los conceptos de acción afirmativa en el reclutamiento, contratación, y promoción de sus empleados.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

Dean of Student Services, ADA/504/Coordinador del Titulo IX
Estrella Mountain Community College
3000 N. Dysart Road, Avondale, Arizona 85323-1000
Telephone (602) 935-8814

De acuerdo a ADA y la sección 504, El Distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El Coordinador designado de ADA/504/ del Título IX en cada colegio proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay una obligación de proveer acceso a servicios y programas de una manera imparcial según género.

Personas incapacitadas pueden solicitar información sobre el catálogo en una forma diferente del coordinador designado de ADA/504 en cada colegio.
AIDS/HIV Positive - General Guidelines

Neither a diagnosis of AIDS nor a positive HIV antibody test will be a part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges.

Maricopa Community College District will not require screening of students for antibody to HIV.

Under most circumstances, students who have AIDS or a positive HIV antibody test, whether they are symptomatic or not, will be allowed regular classroom attendance as long as they are physically and mentally able. Any student with a communicable disease whose personal behavior and/or medical condition poses imminent risk to the college community will be evaluated by the appropriate President or his/her designee on an individual basis to determine if limitations in contact, activities, or continuation at the college are in the best interest of the student and the college community.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation. It is the recommendation of the AIDS task force that students inquiring about special accommodations contact the Office of Student Services in Komatke Hall.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of the students who have AIDS or positive HIV antibody test should be kept to a minimum. When a student confides in an instructor, knowledge of the condition should be transmitted to the appropriate Dean who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know of the diagnosis. It is, therefore, unnecessary to document in a student’s file the fact that he/she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Special Services and/or the Dean of Students for the types of services available in the district or community on matters regarding AIDS or the HIV virus.
Copyright

"If auditors paid your institution a surprise visit tomorrow, what would they find? Illegally copied software? Unauthorized videotapes? Widespread confusion about how scanners, digitizers, and other multimedia equipment may be used legally?" (Judy Salpeter, "Are You Obeying Copyright Law," *Technology and Learning*, May/June 1992, 14.) If your answer to any of these is yes, you're not alone. But that won't protect you.

The 1976 Copyright Law is followed carefully when there is a question of reproduction of printed material of any type, including magazine and journal articles for class use. A copy of guidelines intended to assist faculty who wish to duplicate and use (in whole or in part) copyrighted books, magazines, periodicals, videotapes, computer software, etc. may be consulted at the Consultation Desk in the Information Commons. Much of this same material is included in a videotape, *Using Copyrighted Materials: A Guide for Faculty*, and an accompanying brochure available at the check-out desk in the Information Commons. This may be regarded as Estrella's Mountain training videotape. It may be viewed on any VCR in the Information Commons.

A comprehensive discussion of copyright issues, guidelines, restrictions, etc., is available via the World Wide Web through the MCCD Office of General Counsel Copyright page: [http://www.dist.maricopa.edu/legal/orthome.html](http://www.dist.maricopa.edu/legal/orthome.html).

For general questions about the copyright law and its applications, call the Copyright Hotline, a toll-free number maintained by the Association for Information, Media and Equipment (AIME) 1-800-444-4203.

Drug-Free Workplace Policy

1. **Purpose:** To provide a safe work environment free from the hazards associated with drug and alcohol use. This policy is designed to protect the safety of all employees, students, and the general population in the workplace. This policy also allows MCCD to maintain and certify a drug-free workplace under the Omnibus Drug Initiative Act of 1988.

2. **Definition:** Substance use refers to the use of illegal drugs, legal drugs (by prescription or over-the-counter) through illegal possession or overuse, intoxicating beverages and other mind-altering substances.

3. **Policy:** No employee will be allowed to work who is under the influence of, or has recently used to the extent to cause impairment of job performance, substances defined in paragraph 2 above. Further, no employee shall manufacture, distribute, or even possess such substances in the workplace or during hours of accountability. Any employee who is convicted of criminal drug offense occurring in the workplace shall so notify the Director of Human Resources within five days of the conviction.

4. **Sanctions:** Compliance with the above policy is a condition of employment for all MCCD employees. Employees violating the policy are subject to a wide range of personnel actions depending upon the nature of the violation. Those actions include reprimand, probation, suspension and termination. An employee may also be required to satisfactorily complete a drug or alcohol rehabilitation program.

5. **Distribution:** Every employee will be provided a copy of this policy.
6. **Education**: The Chancellor is directed to establish a drug-free awareness program to inform employees of the dangers of substance use in the workplace and the effects of substance use on themselves, family and friends. Such programs inform employees of the availability of drug counseling, rehabilitation, and the employee assistance program.

**Emissions Control Compliance**

Pursuant to A.R.S. §15-1444 C., no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student’s vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner’s expense.

**Equal Opportunity Statement**

The Maricopa Community Colleges do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, handicap/disability, age, or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

**Declaracion De Igualdad De Oportunidad**

Los Colegios Comunitarios del Condado de Maricopa no discriminan según raza, color, religión, origen nacional, género, orientación sexual, impedimento/ incapacitación, o por ser veterano de la era Vietnamita o veterano incapacitado ya sea en el empleo o en la solicitud, ingreso a, participación, acceso, y tratamiento de personas en programas o actividades instruccionales.

**Nondiscrimination Policy**

The Maricopa Community Colleges consisting of the District Support Services Center, Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College and South Mountain Community College, does not unlawfully discriminate on the basis of race, color, religion, national origin, sex (including sexual harassment and pregnancy), handicap/disability, age, and disabled or Vietnam era veteran status in any of its policies, or practices in compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; Title IX of the Education Amendments Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Act of 1974, as amended; and the Age Discrimination Act of 1975. This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges’ programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges’ programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.
Sexual Harassment Policy for Employees and Students
Policy

The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests, for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action (EEO/AA) Office.

Examples of Policy Violations

It shall be a violation of MCCD’s Sexual Harassment Policy for any employee, student, or campus visitor to:

• Make unwelcome sexual advances to another employee, student, or campus visitor;

• Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
• Engage in verbal or physical conduct of a sexual nature with another employee, student, or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual’s submission to, or rejection of, the sexual advances will in any way: 1) influence any personnel decision regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development; or (2) influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;

• Engage in verbal or physical conduct of a sexual nature that: (1) has the purpose or effect of substantially interfering with an employee’s ability to do his or her job; or with a student’s ability to learn or participate in a class; or (2) creates an intimidating, hostile or offensive work or academic environment;

• Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCD property or in connection with any MCCD sponsored activity;

• Continue to express sexual interest in another employee, student, or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);

• Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual’s body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations

Supervisors, managers, administrators and instructors who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement

Every MCCD employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.
Amorous Relationships

An amorous relationship that might be appropriate in other circumstances may be inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

Complaints - Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college President, or to the MCCD EEO/AA Office. If the complaint involves the employee’s supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the MCCD EEO/AA Office.

Complaints - Students

Students who experience sexual harassment in the academic environment (by an instructor, administrator, campus visitor, or other student) are urged to report such conduct to the Dean of Student Services or to the academic or administrative official responsible for the unit/department involved.

General (Applicable to both employee and student complaints)

Complaints will be investigated according to procedures established by the MCCD EEO/AA Office. Copies of these procedures may be obtained in the college President’s office, Dean of Instruction’s office, Dean of Student Services’ office, and the MCCD EEO/AA Office.

The college/center/MCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCD.

The MCCD EEO/AA Office phone number is (480) 731-8885.

Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCD’s legal obligation to investigate and resolve issues of sexual harassment.
Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCD policy. Disciplinary action by MCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

False Statements Prohibited

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

Retaliation Prohibited

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if evidence of retaliation exists.
Take I-10 West to Dysart Road - Go North to Thomas - Estrella Mountain Community College is on the left
Employee Services

The following resources are available to you as an EMCC employee:

Fiscal Office

- Check Cashing up to $50 per day
- Postage Stamps up to 10 per day
- Postal Service-Outgoing mail at 9:00am every morning
- Tuition waivers for Full-Time Board Approved Staff and their dependents.

Notary Public

- Angela Acuna-Estrella Hall Office of Administration (5-8025)
- Christina Izaguirre-Estrella Hall C & C (5-8074)
- Donna Oglesby-Komatke Hall Student Services (5-8818)
- Toni Diaz – Komatke Hall Student Services (5-8909)
- Linda Louise Keyes-Montezuma Hall Faculty Offices (5-8444)

Employee Policy Representatives-The following employees represent the various policy groups on campus:

- Professional Staff Association: Steve Brown-Estrella Hall (5-8120)
- Management, Administrative, and Technology: Polly Miller-Estrella Hall (5-8154)
- Faculty Senate: William Farrar-Montezuma Hall (5-8478)

Service Request Links

Information Technology Service Request:

http://helpdesk.maricopa.edu/desk/default.asp?mode=1

Facilities Service Request:

http://helpdesk.maricopa.edu/desk/default.asp

For Additional Information: Pages 17 through 19 of the Student Handbook will help you find much of the information that you will need.
**POST REGISTRATION INFORMATION**

Thank you for registering at Estrella Mountain Community College. This pamphlet provides information about ID cards, vehicle registration, financial aid, and other important policies. You may contact your instructor(s) by dialing 623.935.8282 and follow the verbal instructions. Additional information is contained in the Student Handbook, which is available at the Student Services Division in Komatke Hall. Again, welcome to Estrella Mountain Community College.

**Student Directory**
The college may publish a directory of students containing for each the name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students who do not wish to have this information released without their consent must inform the Admissions and Records Office in Komatke Hall within the first two weeks of the semester start date.

<table>
<thead>
<tr>
<th>Resource &amp; Service Directory</th>
<th>(Area Code 623)</th>
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<tbody>
<tr>
<td>Adjunct Faculty Office</td>
<td>Terri Propes MON119 935-8139</td>
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<tr>
<td>Admissions</td>
<td>Joe Ochap KOM131 935-8888</td>
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<td>Advisement</td>
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<td>ESL Students</td>
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<td>Juanita Parra KOM110 935-8885</td>
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<td>Carole Yoshida-Bacula KOM110 935-8826</td>
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<td>Assessment</td>
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<td>Bookstore</td>
<td>Joana Condra Skill Center 935-8875</td>
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<td>Career Information</td>
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<td>Cashier</td>
<td>Armida Ortega KOM138 935-8846</td>
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<td>Leda Johnson KOM138 935-8868</td>
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<td>Child Care Services</td>
<td>Mary Guriel KOM130 935-8802</td>
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<td>Clubs &amp; Organizations</td>
<td>Linn Taylor KOM116 935-8910</td>
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<td>Paula Ahles MON234 935-8443</td>
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<td>Counseling Services</td>
<td>Gary Kilduff KOM121 935-8906</td>
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<td>Disability Services &amp; Resources</td>
<td>Toni Diaz KOM121 935-8909</td>
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<td>Lauren Shellenbarger KOM124 935-8940</td>
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<td>Yolanda Noriega KOM124 935-8930</td>
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<td>Karen Whitney Estrella Hall 935-8068</td>
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<td>Becky Richey MON119 935-8187</td>
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<td>Debbie Pina KOM119 935-8923</td>
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<td>Re-entry Services</td>
<td>Charles Summers KOM147 935-8915</td>
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<td>Security Emergency</td>
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<td>Student Life</td>
<td>Joe Ochap KOM131 935-8808</td>
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<td>Student Success Coordinator</td>
<td>Stephanie Fujii KOM120 935-8908</td>
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CITY COLLEGES CENTER  
640 N. 1st Ave, Phoenix, AZ 85001  
(602) 223-4000 FAX (602) 223-4040

CHANDLER-GILBERT CC  
SUN LAKES EDUCATIONAL CENTER  
2626 E. Pecos Rd, Chandler, AZ 85225  
(480) 732-7090

CHANDLER-GILBERT CC  
WILLIAMS CAMPUS  
2105 S. Alma School Rd, Sun Lakes, AZ 85248  
(480) 857-5500 FAX (480) 988-8320

DISTRICT SUPPORT SERVICES CENTER  
2411 W. 14th St, Tempe, AZ 85281-6941  
Mail: P.O. Box 13349, Phoenix, AZ 85002  
(480) 731-8000 FAX (480) 731-8850

ESTRELLA MOUNTAIN CC  
3000 N. Dysart Rd, Avondale, AZ 85323  
(623) 935-8000 FAX (623) 935-8008

GATEWAY CC  
108 N. 40th St, Phoenix, AZ 85034  
(602) 392-5000 FAX (602) 392-5329

GLENDALE CC  
6000 W. Olive Ave, Glendale, AZ 85302  
(623) 845-3329 FAX (623) 845-3329

MARICOPA SKILL CENTER  
1245 E. Buckeye Rd, Phoenix, AZ 85034  
(602) 238-4300 FAX (602) 238-4307

MARICOPA SKILL CENTER  
SOUTHWEST CAMPUS  
3000 N. Dysart Rd, Avondale, AZ 85323  
(623) 535-2700 FAX (623) 535-2713

MESA CC  
1833 W. Southern Ave, Mesa, AZ 85202  
(480) 461-7000 FAX (480) 461-7804

MESA CC at Red Mountain  
2305 N. Power Rd, Mesa, AZ 85215  
(480) 654-7202 FAX (480) 461-7801

PARADISE VALLEY CC  
18401 N. 32nd St, Phoenix, AZ 85032  
(602) 787-6500 FAX (602) 787-6625

PHOENIX COLLEGE  
1202 W. Thomas Rd, Phoenix, AZ 85013  
(602) 264-2492 FAX (602) 285-7700

RIO SALADO COLLEGE  
2323 W. 14th St, Tempe, AZ 85281  
(480) 517-8000 FAX (480) 517-8149

SCOTTSDALE CC  
9000 E. Chaparral Rd, Scottsdale, AZ 85250  
(480) 423-6000 FAX (480) 432-6066

SMALL BUSINESS DEVELOPMENT CENTER  
702 E. Osborn Rd, Suite 150, Phoenix, AZ 85014  
(602) 230-7308 FAX (602) 230-7989

SOUTH MOUNTAIN CC  
7050 S. 24th St, Phoenix, AZ 85040  
(602) 243-8000 FAX (602) 243-8108
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<td>Computing and Communications</td>
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<td>Facilities/Maintenance</td>
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<td>Information Commons and Library</td>
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<td>Komatke Hall</td>
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<td>Southwest Skill Center</td>
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ADMINISTRATION

Dr. Homero Lopez, President 58010
Vicki Wingfield, Administrative Assistant 58015

Dr. Bryan Tippett, Dean of Instruction 58030
Nora Martin, Administrative Assistant 58035

Dr. Ernest Lara, Dean of Student Services 58812
Francie Parmenter, Administrative Assistant 58814

Nancy Greenlaw, Dean of Administrative Services 58020
Angie Acuna, Administrative Assistant 58025

ADMINISTRATIVE DIRECTORS

Business Services 58840
Ronnie Elliott, Manager

Facilities Planning and Development 58483
Randy Mauldin, Division Director 58482
Barbara Flores, Administrative Assistant

Information Technology Services 58075
Rich Marmon, Director 58074
Christina Izaguirre, Administrative Secretary

Institutional Advancement 58055
Joyce Jackson, Director 58058
Ellen Horton, Administrative Secretary

Institutional Planning 58069
Rene Willekens, Director 58067
Vernia Roseke, Administrative Assistant

Occupational Education 58456
Clay Goodman, Associate Dean 58492
Katie Brocker, Administrative Assistant

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Student Services
   Joe Ochap, Associate Dean                       58808
   Margaret Franco, Office Coordinator             58810

Southwest Skill Center
   Adolfo Gamez, Director                         52710
   Silvia Serrata, Administrative Assistant       52787

DIVISION CHAIRPERSONS

Counseling
   Gary Kilduff, Chair                            58906
   Toni Diaz, Office Coordinator                  58909

Developmental Education
   Pearl Williams, Chair                          58449
   Beth LaMasters, Administrative Secretary       58446

Information Resources
   Karen Whitney, Chair                           58068
   Donna Owens, Administrative Secretary          58061

Instructional Computing
   Betty Vickrey, Chair                           58081
   Donna Owens, Administrative Secretary          58061

Liberal Arts
   Rod Freeman, Chair                             58451
   Linda Keyes, Admin. Secretary                  58444

Occupational Education
   Steve Shriver, Chair                           58461
   Beth LaMasters, Administrative Secretary       58446

Science and Math
   Rey Rivera, Chair                              58464
   Kathy Whitney, Administrative Secretary         58491
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<td>Raymond Simpson</td>
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<td>Toni Diaz</td>
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DEPARTMENT LISTINGS

A

ADMISSIONS AND RECORDS
    Primary Extension  58888

ADVISEMENT
    Linda Scott, Coordinator  58926
    One Stop Desk  58002

AL’S DINER  58948

ASSESSMENT and TESTING
    Iris Love, Program Advisor  58860

ADJUNCT FACULTY
    Terri Propes, Admin. Secretary  58139
    Secondary Extension  58184

ADMINISTRATION
    Margie Denson, Admin. Secretary  58014

B

BOOKSTORE
    Joana Condra, Manager  58875
    Secondary Extension  58876

BUILDINGS and GROUNDS
    Randy Naughton, Director  58295
    Kendra Gazda, Administrative Secretary  58294

C

CAREER CENTER  58935

CASHIER’S OFFICE
    Primary Extension  58855

COLLEGE SAFETY
    Charles Summers, Director  58918
    Primary Extension  58915

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COUNSELING
    Gary Kilduff, Chair 58923
    Toni Diaz, Office Coordinator 58909
CISCO
    Patty Keener, Faculty 58066
    Jim Nichols, Faculty 58065
CENTER FOR TEACHING AND LEARNING
    Roger Yohe, Director 58070
    Primary Extension 58422
D
DISABLED STUDENT SERVICES
    Toni Diaz, Office Coordinator 58909
DUAL ENROLLMENT
    Paula Ahles, Coordinator 58443
F
FINANCIAL AID
    Lauren Shellenbarger, Director 58941
    Yolanda Noriega, Financial Aid Tech 58930
    Jennifer Kester, Financial Aid Tech 58940
FITNESS CENTER
    Lyle Bartelt, Coordinator 58401
    Front Desk 58400
FOOD SERVICE
    Al’s Diner 58948
G
GED
    Information 58002
    Classes-Skill Center 52764

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GENESIS WEST
Anne Williams, Coordinator  58900
Linda Cutright, Program Advisor  58827
Angie Kroll, Office Coordinator  58925

HELP DESK
Beth Trinh, Analyst  58999

HIGH SCHOOL RECRUITMENT
Daniel Meador, Multicultural Services  58905
Iris Love, Program Advisor  58828
Donna Oglesby, Office Coordinator  58818

HONORS
Conrad Bayley, Program Advisor  58137
Linda Keyes, Administrative Secretary  58444

HUMAN RESOURCES
Janet Harter, Analyst  58866

IKON-Copy Services
Primary Extension  58481

INFORMATION COMMONS
Primary Extension  58151

INSTITUTIONAL ADVANCEMENT
Primary Extension  58058

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<td>INSTITUTIONAL PLANNING</td>
<td>Rene Willekens, Director</td>
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<td>Sandy Hill, Research Specialist</td>
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<td>Vemia Roseke, Administrative Secretary</td>
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<td>NON-CREDIT CLASSES</td>
<td>Katie Brocker, Admin. Asst.</td>
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<td>RECEIVING</td>
<td>Marie Soto, Receiving Clerk</td>
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<td>REGISTRATION</td>
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<td>ROOM SCHEDULING</td>
<td>Debra Sheldon, Classrooms and laboratories</td>
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<td>Susan Staal, Community rooms</td>
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<td>STUDENT LIFE</td>
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12/11/01
S

SECURITY
  Charles Summers, Director
  Primary Extension
  Emergency

T

TDD PHONE
  (hearing impaired)

V

VETERANS AFFAIRS
  Financial Aid office

Ext.

58918
58915
58911

58928

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DISTRICT SUPPORT SERVICES

MAIN EXTENTION (480) 731-8000
BENEFITS OFFICE (480) 731-8427
EMPLOYMENT VERIFICATION (480) 731-8437
FAX (480) 731-8850
JOB HOTLINE (480) 731-8444
OGF SUPPORT (480) 731-8632
PAYROLL DEPARTMENT (480) 731-8430
PURCHASING (480) 731-8520
VOICEMAIL (480) 731-8866
WAGE and SALARY (480) 731-8429

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Arizona State University-Main 480.965.9011
Arizona State University-West 602.543.6000
Board of Certification 602.255.5582
Grand Canyon University 602.249.3300
Northern Arizona University-Phoenix Office 623.875.3822
University of Phoenix 602.254.5408

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