



## SUPPORT SERVICES

### ADMISSIONS AND RECORDS

**Komatke Hall**  
**(623) 935-8888**

The Admissions and Records Office provides the following services:

- Processes Student Information Forms as well as special admission;
- Determines residency for tuition purposes and processes changes in residency for tuition purposes;
- Processes class registrations and drop/adds;
- Monitors academic probations and suspensions;
- Processes refund appeals;
- Maintains official college transcripts for all students and responds to requests for transcripts and letters of enrollment verification;
- Evaluates transcripts; and
- Evaluates applications for degree and certificate completion

### Student I.D.s and Parking Stickers

In keeping with the commitment to making services convenient for you, Estrella Mountain's registration office issues parking stickers and I.D. cards at the time of registration.

### Student Insurance/Accident and Health

Duly enrolled students are automatically provided insurance coverage for college-related accidents. The plan provides secondary coverage when a student has individual insurance and will pay the remaining reasonable charges within the limits of the policy. For more information call: (623) 935-8922.

### BOOKSTORE

**Southwest Skill Center**  
**(623) 935-8875**

The Estrella Mountain Bookstore is managed by Follett College Stores and provides textbook and academic supplies required by students and staff at Estrella Mountain. Additional gift and Estrella Mountain specialty items are available. Students may purchase computer software through the Bookstore at a special discount. Call the Bookstore directly for current hours of operation.

### CENTER FOR TEACHING AND LEARNING

**Montezuma Hall**  
**(623) 935-8070**

The Estrella Mountain Center for Teaching and Learning was established to provide faculty a comprehensive set of support services focusing on good practices in teaching and learning. Programmatic support includes faculty orientations, forums on teaching and learning, faculty luncheon series, curriculum development projects and the teaching and learning resource center. The Center also offers faculty a new experimental learning space which is equipped with the latest in multimedia technology, along with space for developmental work. The Center for Teaching and Learning is located on the northwest corner of the Montezuma Hall.

**UNDECIDED? NEED HELP?**  
**CALL: (623) 935-8002**  
**for free advisement**

## CAREER EXPLORATION

**Komatke Hall**  
**(623) 935-8922**

Career services are available to assist both current and prospective students in exploring and evaluating career opportunities that are consistent with their interests and educational goals.

Available assistance includes:

- Career and educational life planning sessions
- Occupational Information System software and internet web searches
- Career assessments to explore job opportunities in the world of work
- Resume writing, interviewing, and job-seeking seminars
- Post secondary employment/training directory information

Students are encouraged to visit Estrella Mountain Online Career Center at <http://www2.emc.maricopa.edu/career/assess.html> to access information related to career development.

Appointments with qualified counselors are free of charge. Attendance at free workshops and seminars is encouraged.

## COUNSELING

**Komatke Hall**  
**(623) 935-8922**

Counseling services are provided to promote student development by helping you to define and achieve your personal, educational and occupational goals. At Estrella Mountain there is always access to a helping hand in times of difficulty. The counseling staff encourages you to visit, to share successes and to talk out problems whenever you need some encouragement in your college experience.

## FINANCIAL AID SERVICES

**Komatke Hall**  
**(623) 935-8940**

[http://www2.emc.maricopa.edu/FA/Home\\_page-main.html](http://www2.emc.maricopa.edu/FA/Home_page-main.html)

The increasing cost of a college education makes it rare that students can complete their coursework or degree program without needing to seek some form of financial aid. Estrella Mountain is sensitive to this issue and has organized several avenues for you to explore when seeking money to finance your college education.

Information and assistance is provided to help determine your eligibility for various forms of federal and state financial aid – grants, loans, and work study. Help is also available to assist you in obtaining scholarships.

**For more information on Financial Aid, please see page 156-158.**



## **FISCAL SERVICES**

**Komatke Hall**  
**(623) 935-8845**

The cashier for Estrella Mountain is located adjacent to both Registration and Student Services making it convenient for students to pay tuition and fees. Fiscal Services also processes refunds to students when appropriate, issues scholarship and financial aid checks, manages payroll distribution and provides mail services and a check cashing service for the campus.

## **FOOD SERVICES**

**Komatke Hall**  
**(623) 935-8948**

An on-site restaurant offers students an inexpensive place to grab a bite to eat. Located at the south end of Komatke Hall, the food services management encourages students to use both the indoor and outdoor eating areas whether they are customers of the restaurant or are carrying a lunch from home. For added convenience, vending machines are located on both floors of Montezuma Hall and in front of Komatke Hall.

## **INSTITUTIONAL ADVANCEMENT**

**Estrella Hall**  
**(623) 935-8058**

The Institutional Advancement Division is located on the second floor of Estrella Hall. The purpose of the Division is to advance the reputation of the college in the external community. It integrates the functions of marketing, public relations, fundraising, and alumni relations in order to recruit students, to build the Estrella Mountain Scholarship Endowment, and to support special initiatives that result in resources for the college.

## **JOB PLACEMENT**

**Komatke Hall**  
**(623) 935-8922**  
**<http://www.maricopa.edu/recruiter/>**

Listings of both part-time and full-time jobs are located in Komatke Hall in the Student Services area. On-campus interviews are held throughout the school year by employers around the valley who recruit and hire students. Students can also access the *Maricopa Recruiter*, <http://www.maricopa.edu/recruiter/> a job search engine that matches job candidates with employers based on measurable competencies. This is a free system, Internet accessible 24 hours a day.

## **MAINTENANCE**

**Physical Plant**  
**(623) 935-8294 or (623) 935-8297 (Heating/Air Conditioning)**

In addition to contact by telephone, the Safety & Security and Facilities Management offices can be reached about housekeeping issues via electronic communications at the Safety & Security BlitzMail Bulletin Board. Comments for improvements to these services are welcome as well.

## ONE-STOP ENROLLMENT

**Komatke Hall  
(623) 935-8002**

Student Services at Estrella Mountain has always focused on a commitment to offer quality and convenience to the students and community. To further this commitment, a new way of providing service has been created called One-Stop Enrollment. As the name implies, the One-Stop Model gives students “one-stop” service by having a Student Services Specialist provide assessment, advisement, financial aid, and registration all in one visit with one person.

An assessment of your existing skills may be required in order to assure a reasonable match between your existing skills and the academic demands of certain courses. For example, if you are enrolling in an English, mathematics or reading course, or enrolling in a course for which English, mathematics or reading is a prerequisite, you must have completed the required assessment test.

Academic advisement is designed to help you select courses that will assist you in achieving your educational goals. When you meet with your advisor, you will want to discuss the following: your previous academic preparation; your interests and goals; how courses will work toward fulfilling your program requirements; and what demands these courses will make on your time. Appointments are free of charge for both academic advising and for assessments.

## REGISTRATION

**Komatke Hall  
Telephone Registration - (623) 935-8888  
Touch-Tone Phone Registration - (480) 731-8255  
Internet - <http://www.emc.maricopa.edu/>**

Often the complexity of the registration process itself can discourage you from becoming a student at a college or university. At Estrella Mountain, there is a commitment to make the transition to student life smooth and hassle-free.

If you chose to register in person, our One-Stop Enrollment area can assist you. Or, if you chose to register from home or an off-campus site, Estrella Mountain offers a variety of registration methods, including operator-assisted, touch-tone telephone, or registration via the Internet -- the choice is yours. Detailed guidelines covering registration are included in this catalog beginning on page 160 in the MCCC Policies and Procedures section.

## SAFETY & SECURITY

**Komatke Hall**

Look for the orange awning on the north side of the building. Many dedicated staff members work behind the scenes to insure that your physical surroundings are pleasant and safe so that you can be comfortable to pursue your education. Anytime you need to contact Safety & Security or Facilities Management to request service call:

**Emergencies: (623) 935-8911  
Non-emergency: (623) 935-8915  
Pager: (623) 271-6415**

In the unlikely occurrence of an extreme safety emergency: **Go to one of the emergency (blue lighted) telephones on campus ...press the call button and it will automatically connect you with the Safety & Security Office ...state the nature of your emergency.**





## **SPECIAL ASSISTANCE**

### **Komatke Hall**

**(623) 935-8922**

If you are returning to school after a long absence, are challenged by a disability, or require some other form of special accommodation, Estrella Mountain stands ready to provide individualized support as needed. Contact one of the following areas to receive specialized support.

### **Disabled Student Services**

**(623) 935-8804**

Offering: Accommodation services  
Information and referral

### **High School Outreach Services**

**(623) 935-8905**

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

### **Re-Entry Services**

**(623)935-8922**

Offering: Skills building seminars  
Registration assistance  
Personal development seminars

### **High School Dual Enrollment**

**(623) 935-8443**

The high school dual enrollment program is for students under 18 years of age who would like to get a head start on their college education. Admission to the program requires written permission of parents, the high school counselor/administrator, and Estrella Mountain. Students taking advantage of dual enrollment should be advised that, as college students, they will be subject to all of the requirements, policies, and regulations described in this catalog. The courses they take will become a part of their official college transcripts, which must be reported when attending future colleges and universities.

## **TRANSFER INFORMATION**

### **Komatke Hall**

**(623) 935-8926**

Transfer information and resources are available to assist in transferring to another Arizona college or university. The Course Applicability System (CAS) is a web-based resource that is available to help you determine how your courses transfer to the state universities, and can assist you in matching your coursework with university degree requirements. Arizona State University (ASU) West has advisors on-site regularly and will schedule appointments on-site as needed; call (623) 935-8926.

## **VETERANS SERVICES**

### **Komatke Hall**

**(623) 935-8930**

**<http://www2.emc.maricopa.edu/FA/Home Page-10.html>**

Veterans Services office provides assistance to eligible EMCC students in applying for U.S. Department of Veterans Affairs (V.A.) Educational Benefits. Veterans Services is responsible for certifying your attendance and reporting changes in enrollment to the V.A. For additional information on Veterans Services, please see pages 167.



## CLUBS AND ACTIVITIES

Deciding to attend college can be the opportunity of a lifetime. It opens doors to new friendships, offers a different social life and can help build leadership and team skills that will impact students for the rest of their lives. In addition to the academic growth that students experience at Estrella Mountain, there is a myriad of student activities available to help build students' confidence and abilities as they contribute to both the campus community and the community at large.

### CLUBS

#### **Black Student Union**

Advisors: Linda Cutright (623) 935-8827  
Iris Love (623) 935-8828

The purpose of the Black Student Union is to stimulate education by providing an awareness, recognition of and appreciation toward contributions by the Black American culture to the United States of America and to the world.

#### **Christian Student Association**

Advisor: Iris Love (623) 935-8828

The Christian Student Association (CSA) is an organization that promotes and supports Christian values, leadership and awareness among Christian community college students. The CSA is not based on any particular religion or church affiliation, and is open to all community college students.

#### **Leo Club**

Advisors: Cheryl Bradshaw (623) 935-8470  
Dr. Milagro Escalona (623) 935-8463

The purpose of the Leo Club is to stimulate a strong interest in community services, to provide fellowship among community service enthusiasts and to promote leadership and communication skills among its members.

#### **Future Teachers of America Club**

Advisor: Debbie Pina (623) 935-8923

The purpose of the organization is to create a student network that will allow the students to bond, share knowledge and experiences. While participating in club activities we will develop excellent communications skills, volunteerism, and leadership skills. This club will be designed to enhance and work along side pre-existing organizations on campus such as America Reads and Inspire.Teach.

#### **M.E.Ch.A.**


Advisors: Natalie Rivera (623) 935-8467  
Reynaldo Rivera, Jr. (623) 935-8464

M.E.Ch.A. (Movimiento Estudiantil Chicano de Aztlan) is an organization that promotes and supports higher education for Chicano/Hispano students. M.E.Ch.A. also encourages student involvement in cultural and social issues, on and off campus, especially those affecting the Chicano/Hispano community.

#### **Masque and Gavel**

Advisors: Roselyn Turner (623) 935-8454  
Cheryl Bradshaw (623) 935-8470

The purpose of this organization is to stimulate a strong interest in communication activities, to provide fellowship among the communication and theater enthusiasts, and to promote performance, fellowship and community service among the members.





### **Native American Student Association**

Advisor: Becky Richey (623) 935-8187

The purpose of NASA is to encourage student awareness of Native American cultures; increase student involvement in all appropriate facets of college operations; provide opportunities where students may experience personal growth and development; provide a setting where intra- and interpersonal relationships can be strengthened through the interaction among a variety of people from diverse backgrounds; and to celebrate the richness of a traditional heritage.

### **ToraBudoKai Martial Science Club**

Advisor: Terri Propes (623) 935-8139

The purpose of the organization is to stimulate a strong interest in the studies of the martial sciences and allow networking between martial artists in the community on campus, to promote discipline, self-reliance and motivation among the members.

## **COMMITTEE ASSIGNMENTS**

The operation of Estrella Mountain Community College is driven by a belief in customer service. This often requires student representation on various campus committees...from catalog development to public art to institutional effectiveness. Students are often asked to volunteer time to contribute their ideas and to learn how their college plans and delivers service to students like themselves.

## **HONORARY GROUPS**

### **Phi Theta Kappa**

Advisor: Clay Goodman (623) 935-8456

Phi Theta Kappa, the International Honorary Society for Community Colleges, is committed to promoting scholarship, leadership, service, and fellowship among talented community college students. Beta Alpha Xi, the Estrella Mountain Chapter of Phi Theta Kappa, achieved an outstanding Five Star Ranking in its five years of existence. Each semester, students who have completed twelve (12) credit hours with a 3.5 grade point average receive an invitation to join the organization.

### **Honors Program**

Coordinator: Conrad Bayley (623) 935-8137

See page 167 of the catalog for a detailed description of the Honors Program.

## **SERVICE LEARNING**

**Komatke Hall  
(623) 935-8910**

We encourage all students to consider serving the community through Estrella Mountain's Service Learning Program. Check with your instructor to see if there is a Service Learning component in which you can participate to complete your class requirements.

Spend your energies where:

- ◆ You feel rewarded
- ◆ You gain satisfaction
- ◆ You feel responsible
- ◆ You feel growth



## INFORMATION COMMONS

The focal point of the campus is Estrella Hall, a building which houses the Information Commons, a national model for the integration of computing, library and learning enhancement services. The Information Commons offers an information-rich environment, which supports the entire campus community – students, faculty, staff, and community users. Students at Estrella Mountain have full access to this remarkable facility and the support services it provides to facilitate and enrich their college experience.



The Information Commons offers personal computing support for the entire campus. The Commons presently houses over 100-networked workstations, with each workstation offering access to local, regional, national and international instructional and information resources through the campus network and the Internet, on both the Windows and Macintosh platforms.

### Services offered (623) 935-8150:

- One-on-one support in the use of academic and application software
- Access to computing resources including the Internet
- Self-Paced Program: orientation, administration, and instructional support
- Training sessions: software application-training sessions are provided in a variety of formats, individual, small group, workshop, and as scheduled by instructors.
- Support in accessing and using information resources
- Assistance in accessing online resources
- Multimedia support for developing instructional materials
- Remote access options
- Reserving Electronic Training Classrooms (623) 935-8061

For more information regarding services or to schedule services for your students, please contact the Information Commons Desk at (623) 935-8150.



## INFORMATION RESOURCES

Information Resources provides access to and instruction in the retrieval of electronic, video and print-based resources. Instruction is provided to classes, small groups, and one-on-one. All instruction is integrated and coordinated with the teaching and learning program across the campus. Information Resources services are designed to increase students' academic success.

Electronic full-text databases are a major component of the Information Resources collection. These databases consist of general periodical databases, as well as specialized databases in the Sciences, Arts, Computing, and Literature. In addition to subscription databases, a carefully selected and organized collection of Web-based resources can be easily accessed from the Information Resources web site. The print-based collection includes approximately 10,000 monographs, 75 magazines and journals, and five daily and weekly national and local newspapers. The collection also includes approximately 200 videos and audio tapes to support instruction.

### Services offered:

- Instruction in accessing and using information resources
- Instruction in evaluating Web-based resources
- Assistance in accessing online resources
- Access to thousands of general academic and special periodicals
- Access to online library catalogs
- Access to an organized collection of Web-based resources
- Access to print, video and audio resources
- Assistance in the use of academic software
- Circulation of Reserve materials as requested by instructors
- Collaborative identification of resources for purchase
- Interlibrary Loan
- Photocopying
- Issue library cards to Community Borrowers

ADA hardware and software is available for accessing all resources.

For more information regarding services or to schedule services for your students, please contact the Consultation Desk at (623) 935-8190.



## LEARNING ENHANCEMENT CENTERS

The Learning Enhancement Center (LEC), 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 Estrella Mountain in 1992. The SSC 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 Estrella Mountains Learning Support Centers.

### Learning Enhancement Center (LEC) Services

The following services are provided in the LEC located in Estrella Hall:

- Make-Up testing for all college classes (except Math)
- Examination proctoring, including extended length of time (by appointment)
- Drop-in and individualized tutoring for English as a Second Language, Liberal Arts, Spanish, Social & Behavioral Sciences, Computer Science and Occupational content areas.
- Textbooks available for use in the LEC
- Individualized Tutoring (Early Alert, Formalized Assessment and Documentation)
- Scheduled study groups
- Electronic and classroom/instructional assistance in the classroom
- Scheduled study rooms
- Workshops and seminars for Student Success

### Math and Writing Center (MWC) Services

The following services are provided in the MWC located in Montezuma Hall, Room 119:

- Drop-in and individualized tutoring for Mathematics and Writing (all content areas)
- Requesting and scheduling SSC tutoring
- Phone tutoring for Mathematics
- Leasing graphing calculators
- On-line tutoring for writing
- Electronic and classroom/instructional assistance in the classroom for Mathematics and Writing
- Drop-in tutoring
- Make-up testing for Mathematics
- Textbooks available for use in the MWC
- Individualized tutoring (Early Alert, Formalized Assessment and Documentation)
- Scheduled study groups
- Workshops and seminars for Student Success

### Science Support Center (SSC) Services:

The following services are provided in the SSC, located in MON138:

- Drop-in and individualized tutoring for Biology, Chemistry, Geology, and Physics during specified hours or scheduled through the MWC.
- Textbook available for use in the SSC
- Anatomical models, bones and charts
- Workshops and seminars for Student Success

For more information regarding services, or to schedule services for your students, contact the MWC at (623) 935-8188 or (623) 935-8221.

## AGEC and Transfer Degree Programs

*If you are interested in transferring to a four-year college or university, Estrella Mountain offers you an array of Transfer Program opportunities. These include Associate in Arts (AA), Associate in Science (AS), Associate in Business (ABus) and Associate in Transfer Partnership (ATP) degree programs and the Arizona General Education Curriculum (AGEC).*



## General Education

*At Estrella Mountain, students experience a collaborative and stimulating environment which stresses a solid foundation of general education. Each facet of the Estrella Mountain experience is designed to provide students with the necessary information, knowledge, abilities, intellectual concepts, and the perspectives they need to achieve their academic and personal goals.*

*Our curricular patterns enhance critical thinking and communication skills. They reflect an emphasis on the study of composition, literacy and critical inquiry, numeracy, humanities, fine arts, the social and behavioral sciences, the natural sciences, as well as cultural diversity, global and/or historical awareness.*

*Recognizing the importance of breadth of knowledge, the ability to apply that knowledge, and a view of learning as a lifetime activity, faculty and staff are committed to providing all students with a teaching and learning environment in which everyone experiences growth.*

