GLENDALE COMMUNITY COLLEGE NORTH

Employee & Faculty Resource Guide

2013-2014

5727 W Happy Valley Road
Phoenix, AZ 85310
623.845.4000
gcn@gccaz.edu
http://www.gccaz.edu/gccnorth

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GCC Vision

Glendale Community College fosters student success by providing innovative, quality learning experiences for all members of the community.

GCC Mission

Glendale Community College prepares students for further higher education, employment and advancement, and successful participation in a global society.

Maricopa Community College District and Glendale Community College's Values

Community. We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence. We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and integrity. We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

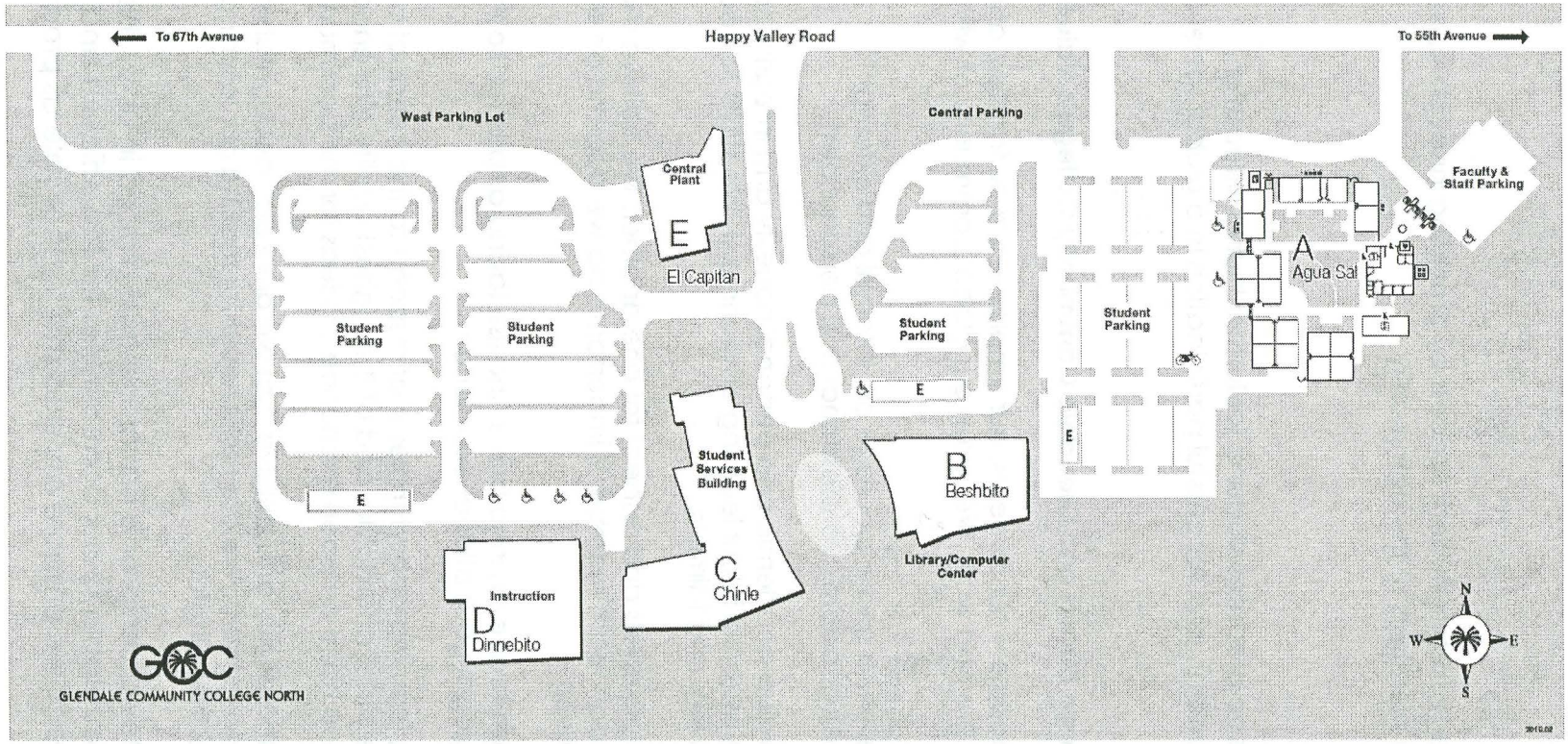
Inclusiveness. We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

Innovation. We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning. We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

Responsibility. We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

Stewardship. We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.



A – Agua Sal

A-Complex
- Public Safety
- Faculty Resources Center
- Copy Center
- Classrooms 101-119

B – Beshbito

Library/Computer Center
- Library, Media and Computer Services

C – Chinle

Student Services Building
- Bookstore
- Community Room
- Enrollment Center
- Fitness Center and Activity Room
- Food Services

D – Dinnebito

Instruction
- Classrooms 120–125
- Tutoring
- Administrative Services

E – El Capitan

Central Plant
- Facilities
- Maintenance
- Receiving

Administration, Glendale Community College North
Dinnebito Building (D)

Building Hours of Operation:
7:00 AM to 10:00 PM, Monday through Thursday
7:00 AM to 5:00 PM, Friday *(Closed Fridays during summer sessions)*

Charles Jeffery Dean, GCC North	623.845.4001 charles.jeffery@gccaz.edu	D-104
Monica Castaneda Assoc. Dean, GCC North	623.845.4150 monica.castaneda@gccaz.edu	C-112
Crystal Cordova Administrative Assistant	623.845.4190	D-110

Advisement
Chinle Building (C)
623.845.4012

Hours of Operation:
8:00 AM to 7:00 PM, Monday through Thursday
9:00 AM to 5:00 PM, Friday *(Closed Fridays during summer sessions)*

Academic Advisement at GCC North is done as by appointments and walk-ins. Please contact the office for current schedule and availability.

Arroyo Café (Chartwells Food Service)
Chinle Building (C)
623.845.4027

Hours of Operation:
8:00 AM to 2:00 PM, Monday through Thursday

The Arroyo Café hours may vary each semester. Please check with the Café for updated hours of operation.

Bookstore
Chinle Building (C)
623.845.4023

Hours of Operation:
8:00 AM to 1:00 PM, Monday through Thursday
9:00 AM to 1:00 PM, Friday *(Closed Fridays during summer sessions)*
The Bookstore hours may vary each semester. Please check with the Bookstore for updated hours of operation.

Business Services / Cashiers
Chinle Building (C)
623.845.4020

Hours of Operation:
9:00 AM to 5:00 PM, Monday through Friday
(Closed Fridays during summer sessions)

Business Services / Cashiers also sells Scantrons™ during the hours that the bookstore is closed.

Counseling
Chinle Building (C)
623.845.4012

Hours of Operation:
Hours vary each semester.

GCC North has a Counselor available by appointment only. For more information on the types of counseling available to students and the community, visit www.gccaz.edu/counseling.

Disabled Student Resources (DSR)
Chinle Building (C)
623.845.3080

Hours of Operation:
Individuals must contact DSR at **GCC Main** *to make an appointment to meet with a representative at GCC North in the Student Services Office, building C.*

Faculty Resource Center
Agua Sal Building (A)

Hours of Operation:
7:00 AM to 8:00 PM, Monday through Thursday
7:00 AM to 5:00 PM Fridays
8:00 AM to 12:00 PM Saturdays

Faculty mail files, computer workstations, break room, conference room, and a convenience copier are located in this office and are accessible during the hours listed above

Fitness Center
Chinle Building (C)
623.845.4030

Hours of Operation (Fall & Spring Semesters):
5:00 AM – 8:00 PM, Monday through Friday
6:00 AM – 3:00 PM, Saturday (extended hours!)
8:00 AM – 1:00 PM, Sunday
The GCC Fitness Center is open 90 hours per week for your convenience. Our degreed and certified instructors will set up a fitness program to fit your needs, at no additional cost. The Fitness Center is available to employees at a discounted rate: $25 for one semester or $75 for one year! For more information on the Fitness Center visit http://www.gccaz.edu/fw/12712.htm.

IT / Computer Help Desk
Beshbito Building (B)
623.845.4124

Hours of Operation
8:00 AM to 8:00 PM, Monday through Thursday
8:00 AM to 3:00 PM, Fridays (*Closed Fridays during summer sessions)*
8:00 AM to 12:00 PM, Saturdays (*Closed Saturdays during summer sessions)*

- A Help Desk Technician is available to support the computer commons.
- The computer commons is not available for classroom reservations; it is available for student and community use.
- Instructor computer lab requests must be submitted to the Chinle Building Enrollment Center Staff.

Library & Media Services and Computer Center

Computer Help Desk: 623.845.4124
Library and Circulation: 623.845.4109
Reference (Faculty Librarian): 623.845.4112
Media/AV Help Desk: 623.845.4119
(http://lib.gccaz.edu/lmc/)

Hours of Operation: Fall and Spring semesters
8:00 AM to 8:00 PM, Monday through Thursday
8:00 AM to 3:00 PM, Fridays (*Closed Fridays during summer sessions)*
8:00 AM to 1:00 PM, Saturdays (*Closed Saturdays during summer sessions)*

Library & Media Services to Students include

- A GCC ID card and an activated MEID account are necessary for full access to services, including borrowing privileges and using databases.
- Librarians and staff available to assist with research.
- Access to over 90 databases to locate articles, reference material, images, etc.
- Access to online reference assistance – e-mail, telephone, 24/7 chat service.
- Access to online catalog to locate books and media in all MCCCD campuses.
- Four group study rooms.
- Workstations, study tables, carrels, and lounge seating for student use.
- Daily courier service to deliver books, videos, and other resources from GCC Main to North campus.
- Please note: the Library does not purchase textbooks for courses; instructors may place copies on reserve for class use at their discretion.

Library & Media Services to Faculty include

- Provide classroom instruction session for using the LMC's resources, including the catalog and subscription databases.
- Provide an online tutorial (Go! Gauchos) for overview of library concepts, services, and research methods.
- Library Faculty will work with you to design library assignments to meet your specific class requirements.
- Library Faculty will work with you to provide resources (books, periodicals, and media) to support student research.
- Please see our Library Instruction page for more information, including the scheduling process. (http://lib.gccaz.edu/lmc/help/instruction/index.html)
- Faculty can reserve specific books, periodical articles, videos, DVDs, etc. for student use. Photocopied materials are subject to copyright restrictions. Reserve loan periods vary, but typically are two hours for in-library use only. Please see "Reserve Materials Form" and additional information about our reserve policies. http://lib.gccaz.edu/lmc/circulation/resmatform.pdf
- Schedules and delivers A-V equipment to classrooms and departments.
- Provides instruction in use of multimedia equipment.
- Audio & Media duplication, laminating, and videotaping.
- Please see Media Services (http://lib.gccaz.edu/lmc/media/) and Media Services for Faculty (http://libgccaz.edu/lmc/media/mediaservfaculty.html) for additional information.

- Special events support requiring media services.
- Campus electronic bulletin board to post events.

Computer Center – 623.845.4124

- A Help Desk Technician is available to support the computer center.
- The computer center is not available for classroom reservations; it is available for student and community use.
- Instructor computer lab requests must be submitted to the C Building Enrollment Center Staff.

Library & Media Services and Computer Center

Computer Help Desk: 623.845.4124
Library and Circulation: 623.845.4109
Reference (Faculty Librarian): 623.845.4112
Media/AV Help Desk: 623.845.4119
(http://lib.gccaz.edu/lmc/)

Hours of Operation: Fall and Spring semesters
8:00 AM to 8:00 PM, Monday through Thursday
8:00 AM to 3:00 PM, Fridays *(Closed Fridays during summer sessions)*
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- Access to online catalog to locate books and media in all MCCCD campuses.
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Library & Media Services to Faculty include

- Provide classroom instruction session for using the LMC's resources, including the catalog and subscription databases.
- Provide an online tutorial (Go! Gauchos) for overview of library concepts, services, and research methods.
- Library Faculty will work with you to design library assignments to meet your specific class requirements.
- Library Faculty will work with you to provide resources (books, periodicals, and media) to support student research.
- Please see our Library Instruction page for more information, including the scheduling process. (http://lib.gccaz.edu/lmc/help/instruction/index.html)
- Faculty can reserve specific books, periodical articles, videos, DVDs, etc. for student use. Photocopied materials are subject to copyright restrictions. Reserve loan periods vary, but typically are two hours for in-library use only. Please see "Reserve Materials Form" and additional information about our reserve policies. http://lib.gccaz.edu/lmc/circulation/resmatform.pdf
- Schedules and delivers A-V equipment to classrooms and departments.
- Provides instruction in use of multimedia equipment.
- Audio & Media duplication, laminating, and videotaping.
- Please see Media Services (http://lib.gccaz.edu/lmc/media/) and Media Services for Faculty (http://libgccaz.edu/lmc/media/mediaservfaculty.html) for additional information.
- Special events support requiring media services.
- Campus electronic bulletin board to post events.

Computer Center – 623.845.4124

- A Help Desk Technician is available to support the computer center.
- The computer center is not available for classroom reservations; it is available for student and community use.
- Instructor computer lab requests must be submitted to the C Building Enrollment Center Staff.

Maintenance and Operations
El Capitan Building (E)

Hours of operation:
5:00 AM to 11:00 PM, Monday through Thursday
5:00 AM to 5:00 PM, Friday
All receiving will be managed by the Maintenance Supervisor and staff.
After hours please call 623.764.8165

Maintenance Supervisor, 623.845.4051

All **work orders** *must be submitted online (see link address below). Be sure to complete the work order form completely (there are two pages that need to be confirmed).*

http://www.gccaz.edu/facilities/docs/gccn_workorder_form.html

Public Safety and Faculty Resource Center

Public Safety: 623.845.4111
(www.gccaz.edu/ps)

Hours of Operation:
6:30 AM to 10:30 PM, Monday through Friday
6:30 AM to 3:00 PM, Saturday

The mission of the Public Safety Department is to provide a safe and secure environment for all staff, students, and visitors. The Department is responsible for the enforcement of campus rules and regulations pertaining to the safety and well-being of all who enter the college grounds.
The Public Safety Department provides services that include limited protection of college and personal property, visitor assistance, lost and found services, loss prevention and loss reporting; identification of safety hazards, and safety escorts.
In addition, Public Safety posts campus Clery Statistics for three previous years. To view these statistics refer to the Public Safety website (*see web address above*), and click on "Disclosure of Safety policies and annual crimes statistics.

Reporting Accidents (non-traffic related)

- Accidents resulting in injury should be reported to the instructor who will complete the college accident form. The Public Safety Department must also be notified immediately and a report will be taken by a Safety staff member.

Emergencies

- In the case of a serious injury or incident, first dial 911 and then contact Public Safety at 54111. Minor incidents should be reported to the Public Safety Department as soon as possible.

- If an emergency should arise on campus, please refer to the Quick Reference Guide for Handling On-Campus Emergencies. These Guides can be found in each classroom next to the telephone or at each workstation around campus.

Automated External Defibrillators (AEDs)

AEDs are located:

- in the A Building (occupied by Public Safety and the IKON Copy Center) as you enter the north main doors
- C Building in the Fitness Center
- D Building as you enter the north doors (Tutoring Center)

  Access to an AED is only permitted by those who have been trained in the use of AEDs.

Evacuation

In the event of an emergency situation (i.e. fire) that requires evacuation of a building, a fire alarm or ALERTUS will be activated. When the alarm is activated, all persons must leave classrooms and offices and report to their designated building assembly point. Building Coordinators will account for all personnel and report status when directed or requested by Public Safety. Persons will not be allowed to re-enter buildings until Public Safety or another designated authority verifies that the building is safe.

Safety of Person and/or Property

GCC North is not liable for thefts and/or damages occurring on campus grounds. The following suggestions are offered for your consideration:

- Immediately report all traffic accidents, criminal acts, incidents or suspicious activity to Public Safety
- Close vehicle windows and secure all doors,: Keep personal items out of plain view.
- Use the buddy system, especially after dark. Escorts are available from the Public Safety Department

Parking

- Students and staff are required to follow the campus parking rules and regulations. The rules/regulations can be found on the Public Safety website and there are also hard copies of the rules/regulations available at the Public Safety office.
- The west lots are designated for student parking.
- Motorcycle parking is only permitted in the Student Lot and West Lot in the designated assigned areas, which are labeled and marked by signs or stenciling on the ground.

- Employee parking is identified by signs and stenciling on the ground
- The east parking lot is designated for visitors, and employees.
- Student parking is permitted in all employee spaces between 6:30p.m. and until 7:00a.m. daily
- Students and staff are subject to being cited for violating parking rules/regulations

Animals and Pets

Animals and pets are not permitted on campus (service dogs are the exception). All stray and uncontrolled animals will be turned over to the nearest animal shelter. If you find an animal on campus report this information to Public Safety as soon as possible.

Wildlife

Poisonous snakes and scorpions have been REPEATEDLY seen on campus; therefore, be aware of your surroundings when walking in the campus interior and in the parking lots. If a snake or scorpion is observed, Public Safety should be notified immediately. Public Safety will arrange to have dangerous reptiles and insects safely removed to another desert locale.

Weapons

The possession or use of a firearm in campus buildings is strictly forbidden. The Maricopa Community College District Governing Board promulgated the weapons policy under ARS 13-2911 C. Anyone violating the policy is subject to arrest under ARS 13-2911 and/or subject to applicable college disciplinary procedures. For further information, please contact the Commander of Public Safety at 623.845.3535.

Lost and Found

Items found in classrooms and around campus should be turned in to the Public Safety Department located in the A building.

If you should find any type of bag, backpack or purse on campus, please do not pick it up. Instead, contact Public Safety immediately at 54111 and a Public Safety member will respond.

All other lost and found items should be brought to the Public Safety Office as soon as possible.

RICOH Copy Center and Mail Services
Agua Sal Building (A)
623.845.4118
copycenternorth@gccaz.edu
www.gccaz.edu/copycenter/14085.htm

Hours of Operation:
Fall and Spring
8:00 AM to 3:00 PM, Monday through Friday
Summer
7:00 AM to 2:00 PM, Monday through Thursday (mail run 2:00 to 2:30 PM daily)
Copy /Mail Center will be closed during mail and copy runs.

- All faculty members need to have an encoded employee photo ID card in order to access the copy machines. Please see an employee of the IT department in Building B to activate your card encoded for copying purposes. If you have not received a photo ID through Employee Services, please take your driver's license and employee number to the Student Services office, located in Building C, to acquire one.
- US Mail will pick up from this location daily. RICOH staff at North will conduct one daily mail and copy run to the Main Campus.

Student Services/Enrollment
Chinle Building (C)
623.845.4012

Hours of Operation:
8:00 AM to 7:00 PM, Monday through Thursday
9:00 AM to 5:00 PM, Friday (*Closed Fridays during summer sessions)*

The student/enrollment services staff can provide information and assistance with the admissions process; class enrollment; enrollment verification; graduation; residency requirements; registration, refunds, and transcripts. GCC North also has a Financial Aid representative to assist students.

Student Life
Chinle Building (C)
623.845.4025
(www2.gccaz.edu/student-life)

Student Life and Game Room hours vary each semester.

Testing Services
Chinle Building (C)
623.845.4015
(www.gccaz.edu/gccnorth/13079.htm)

Office Hours:
8:00 AM to 7:00 PM

Testing Hours:

Accuplacer
8:00 AM to 4:00 PM, Monday through Thursday
9:00 AM to 1:00 PM, Friday *(Closed Fridays during summer sessions)*

GED
Hours posted on website: *gccaz.edu/GCCN/GED.html*

Make Up Testing
8:00 AM to 6:00 PM, Monday through Thursday
9:00 AM to 3:00 PM, Friday *(Closed Fridays during summer sessions)*

All make-up tests must be accompanied by a Testing Services Make-Up Test Form. Please see a staff member in the testing center for more information.

The Testing Services Department provides a make-up test service to all faculty members at Glendale Community College North. Make-up test services are limited to students who missed a scheduled examination in class and have approval (name of student must be listed on the "Make-Up Test Form") of the appropriate faculty member to test in the facility. A make-up test is defined as an examination that has been missed during a regular class period. A make-up exam is not an additional test or assignment to bring student scores up, adding time to the test because it was not completed in class, or an individual who just prefers to test in our facility. We are unable to accommodate Hybrid or online class testing; that service is available at GCC Main's HTC-143 testing room.

Tutoring Services
Dinnebito Building (D)

Tutoring services (subjects, dates, times, etc.) vary each semester. Tutoring hours will be posted at the tutoring center D-109.

Veterans Services
Chinle Building (C)
623.845.4012

Please call to schedule an appointment with our VA representative.

Academic Calendars

GLENDALE COMMUNITY COLLEGE

Fall 2013
Class Roster Calendar

Monday - Friday, August 12-16	View class rosters on-line at My.maricopa.edu. Officially enrolled students will appear on the roster.
Saturday, August 17	Fall 2013 semester begins. Use the on-line class roster in your Faculty Center at My.maricopa.edu, to verify officially enrolled students. During the first week, use the grade roster in your Faculty Center at My.maricopa.edu to drop students who never attended (no shows, drop code 43). Dropping students during the first week will ensure that students are not inappropriately receiving federal aid if the student is not in attendance. It will also ensure the student is not charged for the class.
Friday, August 30	Deadline to report grade type (A-F) (P/Z) for each student enrolled in 16 week classes. Refer to Important Deadlines for Students for deadlines for classes meeting fewer than 16 weeks. Submit via e-mail to classrosters@gccaz.edu.
Monday, September 2	Observance of Labor Day.
Monday - Monday, September 23-30	Clean-up Activity for 45th Day. Per State statute, students who are not actively participating in classes must be dropped by the 45th day (September 30th). Use the grade roster in your faculty center at My.maricopa.edu to withdraw students who have not been actively attending classes.
Monday, September 30	**Official 45th Day** – Deadline for submitting all enrollment corrections that affect 45th day certification. Withdrawals submitted on September 30th **must** be entered in the Faculty Center no later than **7:00 p.m.**
Tuesday, October 1	**Official 45th Day Electronic Roster Certification** The electronic roster will be a snapshot of your class enrollment as of the 45th day. All faculty must electronically certify student attendance and participation as of the 45th day of the semester.
Friday, October 5	Last day for Student Initiated Withdrawals with a guaranteed grade of "W", for 16 week classes. Withdrawal deadlines vary based on the length of the class and the class start date.
Tuesday, October 8	Deadline to complete certification of Electronic 45th Day Roster.
Monday, November 11	Observance of Veterans' Day
Thursday - Sunday, Nov 28- Dec 1	Thanksgiving Holiday
Monday, November 25	Deadline for Student Initiated Withdrawal for 16 week classes. Withdrawal deadlines vary based on the length of the class and the class start date.
Monday - Thursday, December 9-12	Final Exams. Use the grade roster in the faculty center at My.maricopa.edu to submit final grades.
Monday, December 16	Deadline to Submit Final Grades for Fall 2013 classes.

Enrollment Services ▪ 623.845.3333 ▪ Enrollment Center rev 7/2013

GLENDALE COMMUNITY COLLEGE

Fall 2013
Roster Calendar

Please report the names of students who never attended ("no shows") the first week of class, and submit Grade Type changes to Enrollment Services by **Friday, August 30th**. Refer to the instructions that accompany class rosters for information on how to handle enrollment situations.

OCTOBER

U	M	T	W	R	F	S
		1 45th Day Electronic Roster Certification available	2	3	4 *Last Day for withdrawals with grade of "W"*	5
6	7	8 **DEADLINE** to certify the **45th Day Roster**	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

U	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17 **Classes Begin**
18	19	20	21	22	23	24
25	26	27	28	27	30 **DEADLINE** Grade type changes (A-F,P/Z) and "no shows"	31

NOVEMBER

U	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11 Veterans' Day Campus Closed	12	13	14	15	16
17	18	19	20	21	22	23
24	25 **DEADLINE** Student Initiated Withdrawal*	26	27	28 Thanksgiving Recess Campus Closed	29 Thanksgiving Recess Campus Closed	30 Thanksgiving Recess Campus Closed

SEPTEMBER

U	M	T	W	R	F	S
1	2 Labor Day Campus Closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 45th Day **DEADLINE** for enrollment corrections					

DECEMBER

U	M	T	W	R	F	S
1 Thanksgiving Recess Campus Closed	2	3	4	5	6	7
8	9 Final Exams	10 Final Exams	11 Final Exams	12 Final Exams	13	14
15	16 **DEADLINE** to Submit Final Grades	17	18	19	20	21
22	23	24	25 Midyear Recess Campus Closed	26 Midyear Recess Campus Closed	27 Midyear Recess Campus Closed	28 Midyear Recess Campus Closed
29 Midyear Recess Campus Closed	30 Midyear Recess Campus Closed	31 Midyear Recess Campus Closed				

**** Date will vary based on class start date and length of the class. See Important Deadlines for Students to determine specific date.***

GLENDALE COMMUNITY COLLEGE

Spring 2014
Class Roster Calendar

Monday - Friday, January 6-10	View class rosters on-line through the faculty center at My.maricopa.edu. Officially enrolled students will appear on the roster.
Saturday, January 11	Spring semester begins. Use the My.maricopa.edu on-line roster to verify officially enrolled students. During the first week, use the My.maricopa.edu grade roster to drop students who never attended (no shows, drop code 43). Dropping students during the first week will ensure that students are not inappropriately receiving federal aid if the student is not in attendance. It will also ensure the student is not charged for the class.
Monday, January 20	Observance of Martin Luther King Birthday.
Friday, January 24	Deadline to report grade type (A-F) (P/Z) for each student enrolled in 16 week classes. Refer to Important Deadlines for Students for deadlines for classes meeting fewer than 16 weeks. Submit via e-mail to classrosters@gccaz.edu.
Monday, February 17	Observance of Presidents' Day
Tuesday - Monday February 18-24	Clean-up Activity for 45th Day. Per State statute, students who are not actively participating in classes must be dropped by the 45th day (February 24th). Use the grade roster in your faculty center at My.maricopa.edu to withdraw students who have not been actively attending classes.
Monday, February 24	**Official 45th Day** – Deadline for submitting all enrollment corrections that affect 45th day certification. Withdrawals submitted on February 24th **must** be entered in the Faculty Center no later than **7:00 p.m.**
Tuesday, February 25	**Official 45th Day Electronic Roster Certification** The electronic roster will be a snapshot of your class enrollment as of the 45th day. All faculty must electronically certify student attendance and participation as of the 45th day of the semester.
Friday, February 28	Last day for Student Initiated Withdrawals with a guaranteed grade of "W", for 16 week classes. Withdrawal deadlines vary based on the length of the class and the class start date.
Tuesday, March 4	Deadline to complete certification of Electronic 45th Day Roster.
Monday - Sunday, March 10-16	Spring Break
Monday, April 21	Deadline for Student Initiated Withdrawal for 16 week classes. Withdrawal deadlines vary based on the length of the class and the class start date.
Monday - Thursday, May 5-8	Final Exams. Use the grade roster in the faculty center at My.maricopa.edu to submit final grades.
Monday, May 12	Deadline to Submit Final Grades for Spring 2014 classes.

Enrollment Services ■ 623.845.3333 ■ Enrollment Center rev 7/2013

GLENDALE COMMUNITY COLLEGE

Spring 2014
Roster Calendar

Please report the names of students who never attended ("no shows") during the first week of class, and submit Grade Type changes to Enrollment Services **by Friday, January 24th.** Refer to the instructions that accompany class rosters for information on how to handle enrollment situations.

MARCH

U	M	T	W	R	F	S
						1
2	3	4 **DEADLINE** to certify the **45th Day Roster**	5	6	7	8
9	10 Spring Break	11 Spring Break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break
16 Spring Break	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

JANUARY

U	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11 **Classes Begin**
12	13	14	15	16	17	18
19	20 MLK Birthday Observance Campus Closed	21	22	23	24 **DEADLINE** Grade type changes (A-F,P/Z) and "no shows"	25
26	27	28	29	30	31	

APRIL

U	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 **DEADLINE** Student Initiated Withdrawal*	22	23	24	25	26
27	28	29	30			

FEBRUARY

U	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Presidents' Day Campus Closed	18	19	20	21	22
23	24 45th Day **DEADLINE** for enrollment corrections	25 45th Day Electronic Roster Certification available enrollment corrections	26	27	28 *Last Day for withdrawals with grade of "W"	

MAY

U	M	T	W	R	F	S
				1	2	3
4	5 Final Exams	6 Final Exams	7 Final Exams	8 Final Exams	9 Commencement	10
11	12 **DEADLINE** to Submit Final Grades	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**** Date will vary based on class start date and length of the class. See Important Deadlines for Students to determine specific date.***

GCC North Phone Directory

Employees

Achtziger, Nathan (Public Safety Lieutenant) 623.845.4004
Bates, Margo (Fitness Center Coordinator, C-103A) 623.845.4031
Laila Farhood (Librarian Assistant, B-116) 623.845.4101
Carrillo, Mike (Building/Maintenance Tech, E-111) 623.845.4057
Castañeda, Mònica (Assoc. Dean, GCC North, C-112) 623.845.4150
Cordova, Crystal (Administrative Secretary, D-110) 623.845.4190
Chao, Jose (Grounds) 623.845.4052
Davila, Rene(Fiscal Technician II) 623.845.4019
Delgado, Baldemar (Utility Worker) 623.845.4052
Gordon, Galena (Science Lab Tech) 623.845.4187
Greenwell, Connie (Director, Student Life & Leadership, C-141) ..... 623.845.4025 or 623.845.4474
Holt, Courtney (Public Safety Officer) 623.845.4111
(Audio Video Technician) 623.845.4119
(Custodian II) ..... *eve only* 623.764.4980
Jeffery, Charles (Dean, GCC North, D-104) 623.845.4001
Lovings, Patrick (Coordinator of IT, B-119) 623.845.4107
Mayorga, Rosa (Custodian I) 623.845.4052
McCort, Lois (Student Services Tech) 623.845.4003
McCoy, Amanda (Student Services Specialist, C-117) 623.845.4002
Merkley, David (Testing Center Coordinator, C-118) 623.845.4005
Miller, Loretta (Financial Aid Tech, C-122) 623.845.4018
Moke, Tony (Comp Equipment Lead Tech, B-111) 623.845.4007
Morris, Terry (Lab Prep Coordinator, D-127) 623.845.4187
Moses, Mary (Student Services Tech) 623.845.4039
Nguyen, Hung (Custodian I) 623.845.4052
Pineda, Marco (Audiovisual Technician B-109) 623.845.4119
Rosas, Mayne (Student Services Specialist, C-114) 623.845.4011
Rutherford, Jake (Network Technician, B-111) 623.845.4104
Serna, Jackie (Enrollment Services Coordinator, C-113) 623.845.4006
Shaughnessy,Tom (Maintenance Supervisor, E-111) 623.845.4051
Torres, Isaac (Student Services Specialist, C-111) 623.845.4013

Faculty

Aguiñaga, José (Librarian, B-117) 623.845.4105
Bednorz, Dr. Joseph (Counselor, C-121) 623.845.4017
Business Faculty(Business, A-160) 623.845.4047
Clark, Christina (Chemistry, D-107) 623.845.4196
Communication Faculty (A-152) 623.845.4046
Desoto, Marla (English, D-101) 623.845.4197
Díaz-Lefebvre, Dr. René (Psychology, D-103) 623.845.3736
Grima, John (Mathematics, D-108) 623.845.4193
Jacobs, Dr. Elizabeth (Psychology, A-120) 623.845.4188
Labuhn, Connie (Fitness and Wellness, A-122) 623.845.4191
Linton, Rebecca(Biology D-102) 623.845.4198
McKintosh, Andrew (Mathematics, A-123) 623.845.4048
Mitio, Betsy (Mathematics, A-121) 623.845.4085
Physical Science Faculty (D-106) 623.845.4192
Wood, Karrie (Geology, D-106) 623.845.4192

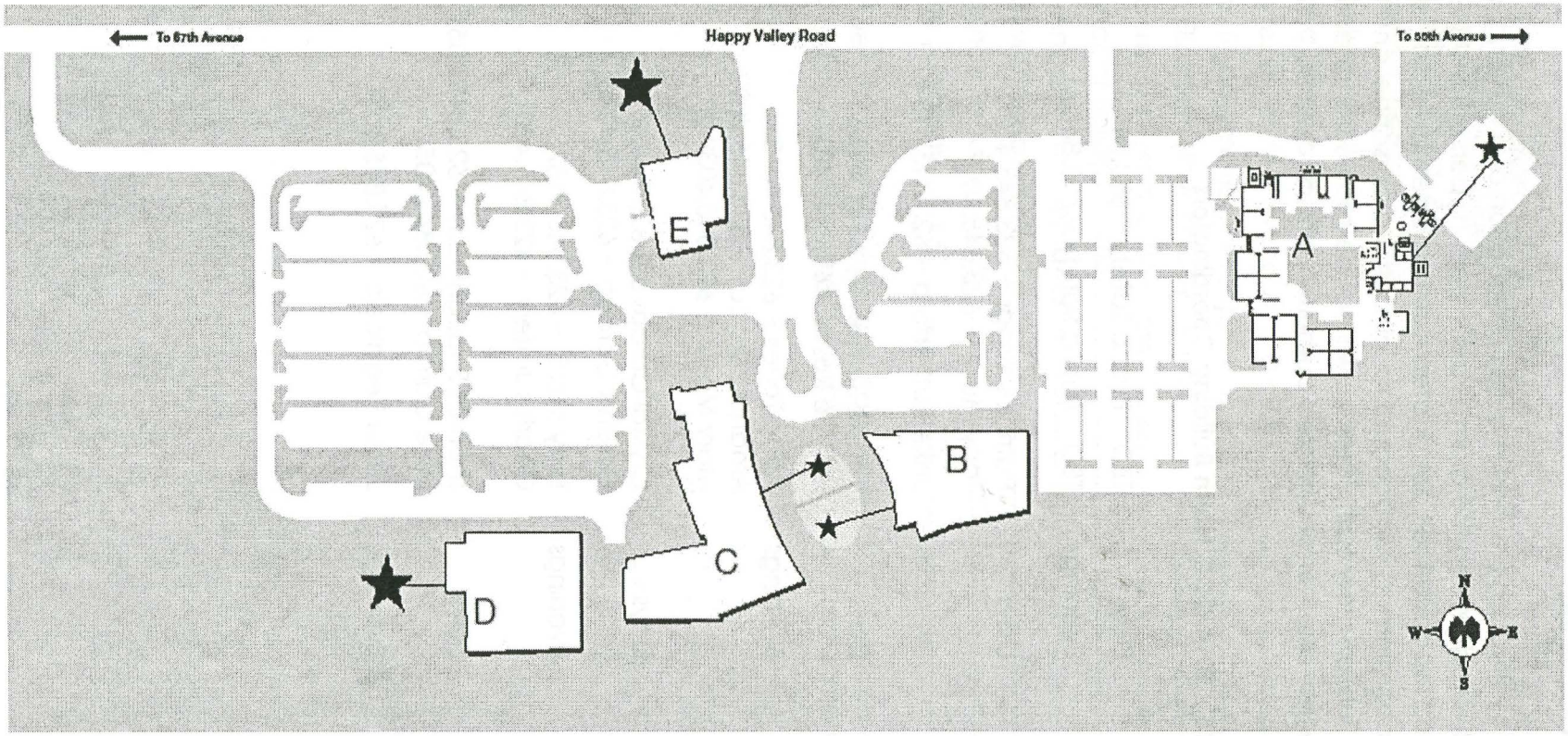
Phone numbers for faculty not assigned offices at GCC North may be obtained by visiting http://dial.gc.maricopa.edu/ or by calling your department secretary.

Emergency Situations at GCC North

In the event an emergency situation (i.e. fire) requires evacuation of a building, a general alarm will be activated. When the alarm is activated, all persons must leave classrooms and offices and report to their designated building assembly point (see map on next page). Building coordinators will account for all building personnel and report status when directed by Public Safety staff. Persons will not be allowed to re-enter buildings until Public Safety or another designated authority permits re-entry.

2013 - 2014 GCC North Building Coordinators

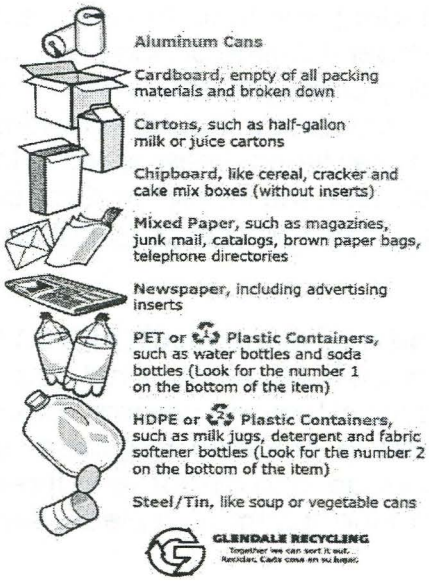
A Building:	Days	TBD ~ Public Safety ~ 623.845.4111
	Evenings	TBD ~ Public Safety ~ 623.845.4111
B Building:	Days	Patrick Lovings ~ 623.845.4107 Tony Moke ~ 623.845.4007
	Evenings	Jake Rutherford ~ 623.845.4104
C Building:	Days	Jackie Serna ~ 623.845.4006 Mayne Rosas ~ 623.845.4011
	Evenings	Isaac Torres ~ 623.845.4013 Amanda McCoy ~ 623.845.4002 Mary Moses ~ 623.845.4039
D Building:	Days	Crystal Cordova ~ 623.845.4190 Galena Gordon ~ 623.845.4043
	Evenings	Terry Morris ~ 623.845.4187 Charles Jeffery ~ 623.845.4001
E Building:	Days	Thomas Shaughnessy ~ 623.845.4051 Mike Carrillo ~ 623.845.4057
	Evenings	Jesse Regalado ~ 623.845.4051



Building Evacuation Sites –
If the alarm sounds, all individuals need to evacuate to their building assembly points (designated by the stars) and wait for instructions from Public Safety or other appointed authority.

Going Green @ Glendale Community College North

GCC Facilities Management and the college's Green Efforts committee promote campus information on and efforts toward sustainability, recycling, and awareness of environmental issues.



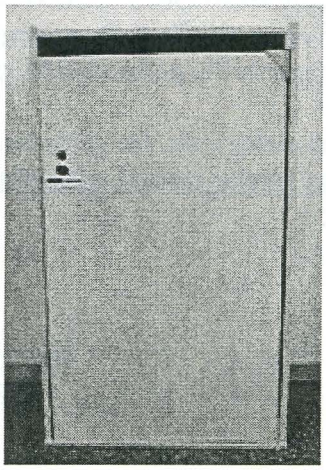
Commingled Recycling Stations

Go GREEN, $ave GREEN.

Your participation in the GCC Recycle Program saves money and helps reduce the carbon footprint of the college. Support campus recycling by utilizing the blue, commingled recycling stations on campus. Look for the blue recycling containers on campus.

Shredding Services

Document destruction services are provided by Cintas Document Management (Cintas). There are several shredding stations located throughout the campus (in the A, B, C, and D buildings) for sensitive document destruction/shredding of confidential documents. These stations are to be used for permanent document disposal only. Please see a staff member in the building for exact locations.



All stations are located indoors for added security and will remain locked at all times. The containers can only be unlocked by Facilities Management and Cintas.

Breatheeasy
Tobacco Free | Smoke Free

As of July 1, 2012, all district colleges and district-owned facilities are tobacco free. For more information please visit:
www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/print/4.21.pdf

Student Grievance for Academic Process

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 fifteen (15) days from the time the student knew or reasonably should have known about the unfair or unjust treatment. The Instruction Grievance Process can be found at: http://www.gccaz.edu/catalog/.

Academic Misconduct (AR 2.3.11)

Academic Misconduct includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive or threatening behavior.
For further information please see: http://www.gccaz.edu/studentlife/13909.htm

Disciplinary Removal from Class

A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

In all instances, for a downloadable copy of the *Disruptive Student Form, please* visit ***http://www.gccaz.edu/studentlife/13909.htm***. Forms should be completed and turned in to:

Tiffany Harvey
GCC Main
Manager of Student Rights and Responsibilities
(623.845.3567, tiffany.harvey@gccaz.edu)