

Glendale Community College  
@ the Communiversity

Employee & Faculty  
Resource Guide

**2013 - 2014**

15950 N. Civic Center Plaza  
Surprise, AZ 85374

480.384.9000

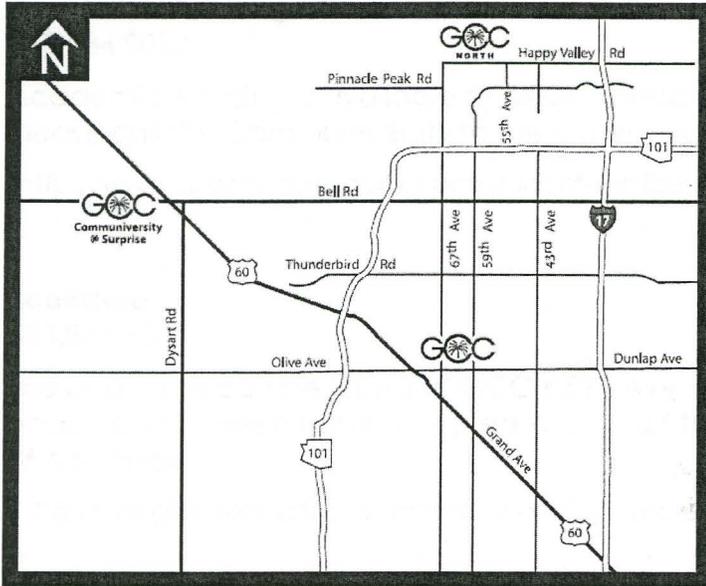
[communiversity@riosalado.edu](mailto:communiversity@riosalado.edu)

[www.azcommuniversity.com](http://www.azcommuniversity.com)



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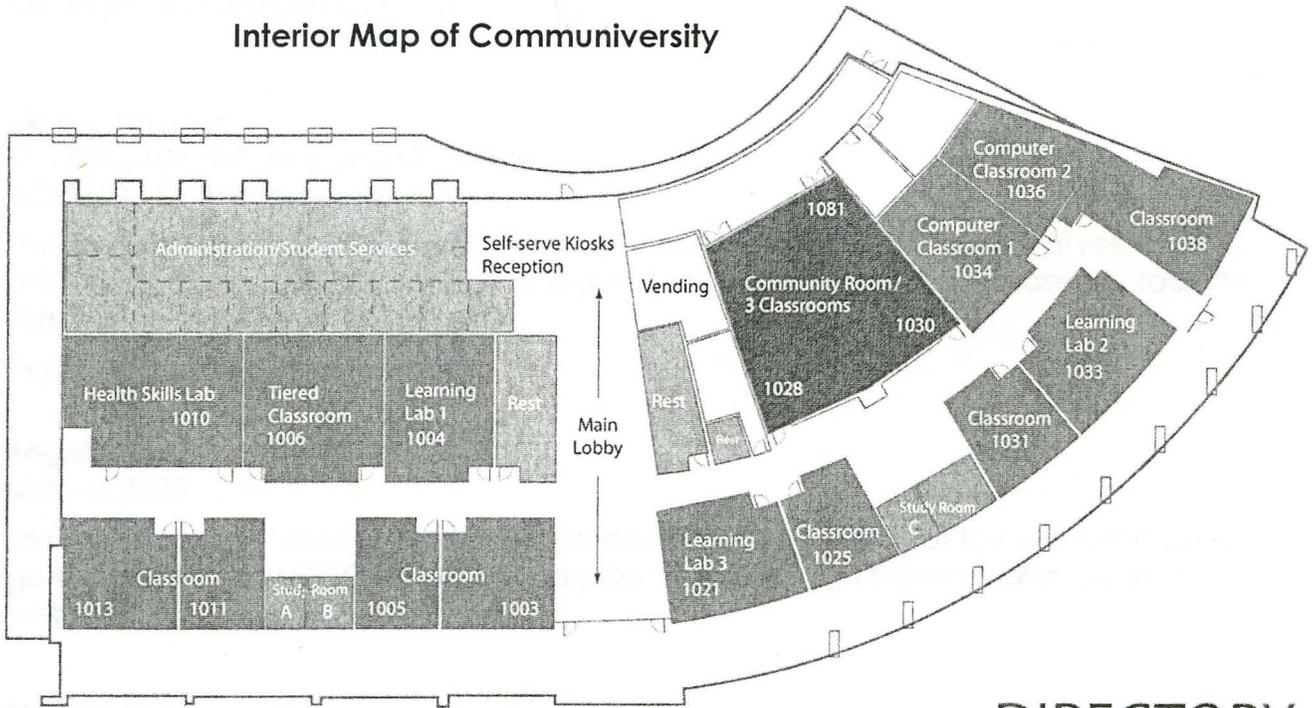




**Communiversiity @ Surprise**

**15950 N. Civic Center Plaza  
Surprise, AZ, 85374  
(West of Litchfield Road,  
between Bell & Greenway)**

**Interior Map of Communiversiity**



**DIRECTORY**

- Classroom/Lab
- Community Room/Classroom
- Office
- Study Room
- Restroom



**Academic Advising**

480.384.9022

Academic Advising is available at all GCC locations, including the Communiversitiy. Please call the Communiversitiy to the current advising schedule.

(<http://www.azcommuniversitiy.com/student-services/advisement/Pages/default.aspx>)

**Bookstore**

623.845.3545

The bookstore can be found at GCC's 59<sup>th</sup> Ave and Olive Ave campus. Bookstore hours vary between semesters; please contact the bookstore directly for current hours of operation.

(<http://live.glendale-cc.gotpantheon.com/bookstore>)

**Financial Aid**

1-855-622-2332

Financial Aid assistance is available by phone or in person at either the GCC campus at the 59<sup>th</sup> Ave and Olive Ave or the Happy Valley campus.

([www.gccaz.edu/finaid/1519.htm](http://www.gccaz.edu/finaid/1519.htm))

**Library Services**

623.845.3109 (59<sup>th</sup> Ave and Olive Ave)

623.845.4109 (Happy Valley Rd)

The library at Glendale Community College provides access to a variety of research and information material to enhance student educational success. Please contact the library for current hours of operation.

(<http://lib.gccaz.edu/lmc/index.html>)

**Registration**

623.845.3333

To register for GCC classes, students must contact the institution at the number above, go in-person to any GCC location, or register online through the [my.Maricopa.edu](http://my.Maricopa.edu) website.

**Student Services**

For more information on student services with GCC and other partner institutions, please visit <http://www.azcommuniversitiy.com/student-services/Pages/default.aspx>.

## Calendars

For more information, please visit the Communiversy website at <http://www.azcommuniversy.com/about/calendar/Pages/default.aspx>

<b>IMPORTANT DEADLINES FOR STUDENTS</b>						
Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college work day.						
Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw from a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal from the College	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A/F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class or Prior to the Last Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class
Two Weeks (8 to 14 days)	3 <sup>rd</sup> Calendar Day	6 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	1 <sup>st</sup> Day of Class	1 <sup>st</sup> Day of Class	3 <sup>rd</sup> Calendar Day
Three Weeks (15 to 21 Days)	6 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	12 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	1 <sup>st</sup> Day of Class	5 <sup>th</sup> Calendar Day
Four Weeks (22 to 28 days)	9 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	7 <sup>th</sup> Calendar Day
Five Weeks (29 to 35 days)	12 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	23 <sup>rd</sup> Calendar Day	4 <sup>th</sup> Calendar Day	2 <sup>nd</sup> Calendar Day	9 <sup>th</sup> Calendar Day
Six Weeks (36 to 42 days)	14 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	29 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	11 <sup>th</sup> Calendar Day
Seven Weeks (43 to 49 days)	17 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	35 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	12 <sup>th</sup> Calendar Day
Eight Weeks (50 to 56 days)	20 <sup>th</sup> Calendar Day	41 <sup>st</sup> Calendar Day	41 <sup>st</sup> Calendar Day	6 <sup>th</sup> Calendar Day	3 <sup>rd</sup> Calendar Day	15 <sup>th</sup> Calendar Day
Nine Weeks (57 to 63 days)	23 <sup>rd</sup> Calendar Day	46 <sup>th</sup> Calendar Day	46 <sup>th</sup> Calendar Day	7 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	17 <sup>th</sup> Calendar Day
Ten Weeks (64 to 70 days)	26 <sup>th</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	52 <sup>nd</sup> Calendar Day	8 <sup>th</sup> Calendar Day	4 <sup>th</sup> Calendar Day	19 <sup>th</sup> Calendar Day
Eleven Weeks (71 to 77 days)	29 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	58 <sup>th</sup> Calendar Day	9 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	21 <sup>st</sup> Calendar Day
Twelve Weeks (78 to 84 days)	32 <sup>nd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	63 <sup>rd</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	23 <sup>rd</sup> Calendar Day
Thirteen Weeks (85 to 91 days)	35 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	70 <sup>th</sup> Calendar Day	10 <sup>th</sup> Calendar Day	5 <sup>th</sup> Calendar Day	25 <sup>th</sup> Calendar Day
Fourteen Weeks (92 to 98 days)	38 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	76 <sup>th</sup> Calendar Day	11 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	27 <sup>th</sup> Calendar Day
Fifteen Weeks (99 to 105 days)	41 <sup>st</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	82 <sup>nd</sup> Calendar Day	12 <sup>th</sup> Calendar Day	6 <sup>th</sup> Calendar Day	28 <sup>th</sup> Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks

## Communiversiity Phone Directory

Front Desk Reception  
480.384.9001  
communiversiity@riosalado.com

### Glendale Community College Contacts

Blackwell, Mary (Dean, Enrollment Services)	623.845.3305
Cardenas-Adame, Patricia (Dean, Student Life)	623.845.3567
Castaneda, Monica (Associate Dean)	623.845.4150
Fessenden, June (Senior Mngr. Human Resources)	623.845.3406
Jeffery, Charles (Dean, GCC North and Satellite Locations)	623.845.4001
Shamoon, Naiema (GCC Studt Serv Spec)	480.384.9022

### Communiversiity Contacts

Aakhus, Todd (Director, Communiversiity)	480.384.9001
Holmes, Roxie (RSC Studt Serv Spec)	480.384.9008
Owens, Francis (Office Coordinator II)	480.384.9005
Pinzone, Caterina (PCC Coord Healthcare Programs)	480.384.9010

## Partner Institutions

The following partnering institutions provide a number of programs allowing students to advance from certificates to graduate level degrees in one convenient location:

Glendale Community College	<a href="http://www.gccaz.edu">www.gccaz.edu</a>
Northern Arizona University	<a href="http://www.nau.edu">www.nau.edu</a>
Phoenix Community College	<a href="http://www.phoenixcollege.edu">www.phoenixcollege.edu</a>
Ottawa University	<a href="http://www.ottawa.edu">www.ottawa.edu</a>
Rio Salado College	<a href="http://www.riosalado.edu">www.riosalado.edu</a>

For specific contact information on the partnership institution you are interested in, please call 480.384.9001.

## Degree Program Pathways

<http://www.azcommuniversiity.com/academics/Pages/default.aspx>

A total of 40 different certificate and degree programs will be offered in the following program pathways: Business/Management, Education, Healthcare, Information Systems, Liberal Arts, Public Safety.

### **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](mailto:tiffany.harvey@gccaz.edu))



