

Message From The President



Welcome to Palo Verde College!

The dedicated faculty and staff at PVC care about your success and we are here to help you in every way we can. We hope you will take advantage of the counseling, tutoring, scholarships, financial aid, and many other forms of assistance available to help make your educational experience successful and rewarding.

Being a student requires a great deal of planning. We hope this day planner will help you stay on track with your class assignments, exams, and papers. We also hope you will schedule time for the many cultural, athletic, and student activities on campus. Think of this day planner as a valuable tool to help with your studies and your social life.

To your success!

Donald G. Wallace, Ph.D.
Superintendent/President
Palo Verde College





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

2023-2024 Student Planner

Blythe Campus

One College Drive
Blythe, CA 92225
760.921.5500

Needles Educational Center

725 West Broadway
Needles CA 92363
760.326.5033

www.paloverde.edu

This planner belongs to:

Name _____

Street Address _____

City, State, Zip _____

Phone _____

THIS HANDBOOK IS NOT FOR SALE

The information in this handbook is subject to continual review and amendment in order to serve the needs of the College's students, faculty, and staff, and to respond to the mandates of the California legislature. Changes in policies, regulations, requirements, and activities may be made at any time without advanced notice.

The information in this book was the best available at press time. Watch for additional information and changes.



powered by sdi innovations

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form without getting prior written permission of the publisher.
© 2023. SDI Innovations. All Rights Reserved.

2880 OLD US HIGHWAY 231 S, LAFAYETTE IN 47909-2414 • 765.471.8883
www.schooldatebooks.com • sdi@schooldatebooks.com

Table of Contents

Message From the President

Getting Started

Mission Statement.....	6
Who’s Who on Campus	7
Reference Phone Numbers.....	8
Steps To Student Success.....	9

Calendar

3 Year Calendar	12
Fall 2023 Calendar	13
Spring 2024 Calendar	14
Summer 2024 Calendar.....	15

Student Services

Enrollment.....	66
Student Success and Support Program (SSSP).....	67
SSSP Appeals Procedure.....	68
Orientation	68
Placement.....	68
Counseling and Educational Planning	68
Petition for Graduation	69
Individual Student Educational Plan (SEP).....	69
Using “Search for Sections”	70
Key to Location Abbreviations	70
Financial Aid.....	71
Selective Service Regulations.....	71
Registration	71
Program Evaluation	71
Adding and Dropping Classes	71
Transfer Career Center/ Counseling	71
DSPS (Disabled Students Program and Services)	72
EOPS/CARE (Extended Opportunity Programs & Services/ Cooperative Agencies Resources for Educaiton)	72
CalWORKs (California Work Opportunities and Responsibility to Kids Act).....	72
Student Activities.....	72
ASG Jersey Day and 2023 Officers	73
Degrees & Certificates.....	74
Distance Education	75
Online Classes.....	75
Correspondence Education	75
Noncredit Programs	75
Student Fees/Enrollment Fees.....	75
Library/Student Learning Center.....	77
The Virtual Bookstore.....	77
Veteran Services.....	77

Campus Policies

Policies and Procedures	80
Admissions Eligibility	80
Course Repetition.....	80
Grades and Grade Points.....	81
Attendance	82
Probation, Disqualification and Readmission.....	83
Campus Security	84

Students’ Rights and Responsibilities

Students’ Rights and Responsibilities.....	86
Academic Honor Code.....	86
Academic Honesty in Online and Correspondence Courses.....	86
Student Conduct/Disciplinary Procedures	86
Complaint Procedures/ Due Process.....	89
Non-Discrimination	90
Sexual Harassment.....	90
FERPA (Family Education Rights and Privacy Act)	91
Release of Student Information	91

Financial Aid Handbook 94-108

Campus Map110-111

Getting Started

2023-2024 Student Handbook & Planner





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

Vision

Palo Verde College will be known for excellence—educationally, socially, economically, and culturally.

Mission

Palo Verde College provides opportunities for personal and professional growth to a diverse and unique community of learners in an academic environment committed to student success diversity equity and inclusion by supporting student achievement of basic skills, certificate, degree, university transfer, and career goals.

Values

Excellence

Palo Verde College is committed to excellence. The College expects quality instruction and services, and applauds the achievement of its students, faculty, and staff.

Learning

Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The College believes that knowledge, understanding, and their application are keys to a better future.

Integrity and Ethics

Palo Verde College maintains the highest standards of ethics and integrity. The College consistently demands respect, honesty and fairness in its educational programs, professional interactions, and community relations.

Diversity

Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.

Creativity

Palo Verde College supports and encourages creativity and innovation.

Civic Responsibility

Palo Verde College supports the continuous development of civic responsibility.

Who's Who on Campus

WHO'S WHO ON CAMPUS

Board of Trustees

Stella Camargo-Styers-President
Angel Ramirez-Vice President
Dr. George Thomas -Clerk
Stacy Davis-Trustee
Jon McNeil-Trustee
Brad Arneson-Trustee
Glenda Williams-Trustee
Albert Martinez-Student Trustee
Donald G. Wallace, Ph.D. –Superintendent/President
Carrie Mullion-Executive Assistant to Supt. / President & Board of Trustees

College Administration

Dr. Donald G. Wallace Superintendent/President	Irma Gonzalez Acting Dean of Student Services
Biju Raman Acting Assistant Superintendent/ Vice President of Instruction and Student Services	Maria Kehl Acting Dean of Instruction
Stephanie M. Slagan Assistant Superintendent/ Vice President of Administrative Services	Benjamin Marcus Dean of Research, Planning, and Institutional Effectiveness
Cecilia Garcia Assistant Superintendent/ Vice President of Human Resources	Dr. Theresa Becker Interim Associate Dean of Nursing and Allied Health
Jaelyn Randall Dean of Needles Center	Maria “Machi” Rivera Director of EOPS and CARE
	Ryan Cople Director of Athletics

Foundation

Marcella Thomas- President	Louise Alford	Denise Hunt	Eric Egan
Teresa Houston- Vice President	William Smith	Jon McNeil	Jennifer Arneson
Stephanie M. Slagan - Treasurer	Rachel Angel	Julene Marquez	Leslie Jessop-Watkins
Donald Wallace - Secretary		Lois Shaffer	Dawn Williams
Albert Martinez- Student Trustee		Lale Cilenti	Edward Singh
Vanja Velickovska-Faculty Rep.			
Ron Baker - Emeritus Director			

Reference Phone Numbers

Main Campus	# 760.921.5500
Needles Educational Center	# 760.326.5033
Associated Student Government Office	760.921.5519
Admissions and Record	760.921.5429
Basic Needs/ CalFRESH/ Pirates Chest	760.921.5503
CalWORKs Office	760.921.5514
Distance Education Office	760.921.5425
DSPS Office	760.921.5489
EOPS/CARE Office	760.921.5402
Financial Aid Office	760.921.5553
IT Help Desk	760.921.5556
Library/Student Learning Center	760.921.5487
Maintenance Department	760.921-5409
Palo Verde College Child Development Center	760.922.8714
Palo Verde College Foundation	760.921.5421
Security (Campus)	818.239.6456

EMERGENCY CALL 911



Steps to Student Success



Steps To Palo Verde College Student Success (A How-To Guide for New Students)



STEP 1 _____

APPLY online at www.paloverde.edu.

Applicant will be assigned a Student ID. The Student ID is required for the registration.
Request official high school and/or college transcripts.

STEP 2 _____

ORIENTATION (face-to-face or online at www.paloverde.edu)

STEP 3 _____

Complete **COURSE PLACEMENT** if required to meet Prerequisite.
Submit official transcripts to *Admission & Records*.

STEP 4 _____

Apply for **FINANCIAL AID**

Apply online at fafsa.ed.gov. Palo Verde College School Code: **001259**
To speak with a Financial Aid representative by calling **760.921.5553**.

STEP 5 _____

Meet with a **COUNSELOR** /complete a **Student Education Plan**,
Schedule an appointment:

Main campus students call **760.921.5500**.

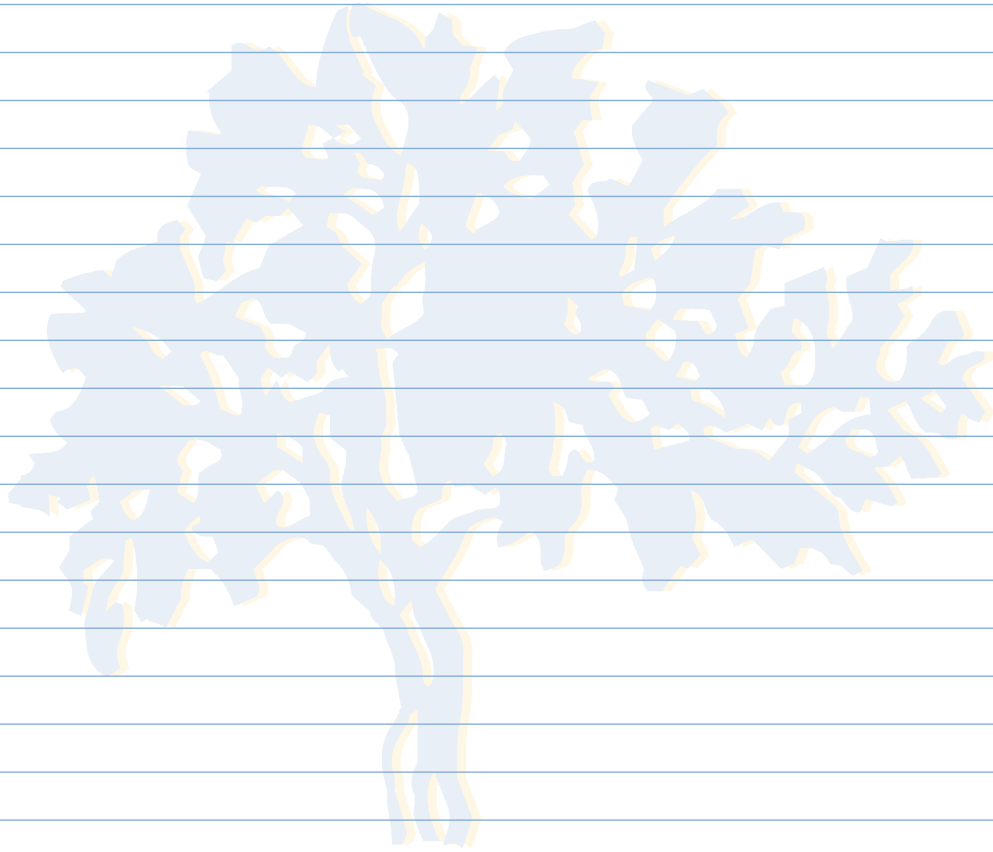
Needles Center students call **760.326.5033**.

Congratulations, you are fully matriculated!

STEP 6 _____

REGISTER for classes online at www.paloverde.edu

Notes



Calendar

2023-2024 Student Handbook & Planner



3 Year Calendar

2023

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		5	6	7	8	9	10	11		2	3	4	5	6	7	8
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		12	13	14	15	16	17	18		9	10	11	12	13	14	15
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	4		5	6	7	8	9	10	2		3	4	5	6	7	8	1		2	3	4	5			
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		9	10	11	12	13	14	15		6	7	8	9	10	11	12
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	3	4	5	6	7	8	9		1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9
	10	11	12	13	14	15	16		8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16

2024

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	4		5	6	7	8	9	10	3		4	5	6	7	8	9	1		2	3	4	5	6		
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		10	11	12	13	14	15	16		7	8	9	10	11	12	13
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	1	2	3		4	5	6	1	2	3									
	5	6	7	8	9	10	11		9	10	11	12	13	14	15		7	8	9	10	11	12	13		4	5	6	7	8	9	10
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	3	4		5	6	7	8	9	1	2		3	4	5	6	7		
	8	9	10	11	12	13	14		6	7	8	9	10	11	12		10	11	12	13	14	15	16		8	9	10	11	12	13	14

2025

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	2		3	4	5	6	7	8	2		3	4	5	6	7	8	1		2	3	4	5			
	5	6	7	8	9	10	11		9	10	11	12	13	14	15		9	10	11	12	13	14	15		6	7	8	9	10	11	12
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	1	2	3	4		5	6	7	1	2	3	4		5	1	2	3											
	4	5	6	7	8	9	10		8	9	10	11	12	13	14		6	7	8	9	10	11	12		3	4	5	6	7	8	9
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	5		6	7	8	9	10	11	2		3	4	5	6	7	8	1		2	3	4	5	6		
	7	8	9	10	11	12	13		12	13	14	15	16	17	18		9	10	11	12	13	14	15		7	8	9	10	11	12	13

Fall 2023 Calendar

PALO VERDE COLLEGE 2023-2024 ACADEMIC YEAR

Fall 2023 – Calendar

Open.....	* Orientation – Online or Library
April 24—28, 2023	EOPS, DSPS, Veteran’s & Foster Youth Priority Registration
April 29 – May 04, 2023.....	New & Continuing student Priority Registration – New students that have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units.
May 05—August 18, 2023.....	*Open Registration
August 01, 2023	Last day to petition for Special Admissions – Students below 9th Grade
August 01, 2023	*Needles New Student Orientation, 1:00 p.m.
August 01, 2023	New Student Orientation, 10:00 a.m. – Main Campus
August 03, 2023	New Student Orientation, 5:30 p.m. – Main Campus
August 10, 2023	CalWORKs Orientation, 10:00 a.m. – 11:00 a.m.
August 11, 2023	Last Day to Petition Co/Prerequisite Challenge Form
August 14, 2023	Classes Begin
August 18, 2023	Last Day to Register
August 18, 2023	Flex Day
August 23, 2023	*Needles Orientation, Make-Up, 4:00 p.m.
August 24, 2023	Make-up New Student Orientation, 5:30 p.m. – Main Campus
August 25, 2023	Last Day to Apply for a Refund
September 01, 2023	Last Day to Withdraw without “W” Showing on Permanent Record
September 04, 2023	Labor Day Holiday – Campus Closed
September 19, 2023	Last Day to Elect P/NP
October 05, 2023.....	Last Day to Petition to Graduate
October 20, 2023.....	Institute Day, no classes
November 10, 2023.....	Veteran’s Day – Campus Closed
November 17, 2023.....	Last Day to Withdraw with a “W” on Permanent Record (“W” will show on permanent record)
November 23-24, 2023	Thanksgiving Break – Campus Closed
December 11-15, 2023.....	Finals Week
December 15, 2023	Last Day of Classes

Education Plans & Orientation are **mandatory for New Students*

Spring 2024 Calendar

PALO VERDE COLLEGE 2023-2024 ACADEMIC YEAR

Spring 2024 – Calendar

Open.....	Online Orientation
November 08, 2023.....	New Student Orientation - 10:00 a.m. - Needles
November 21, 2023.....	New Student Orientation – 10:00 a.m. – Main Campus
November 20 – 24, 2023.....	EOPS, DSPS, Veteran’s, CalWorks, Student Parents & Foster Youth Priority Registration
November 25 – 29, 2023.....	New & Continuing student Priority Registration – New students that have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.
Nov.30, 2023 – Jan 19, 2024	*Open Registration
Dec. 22, 2023 – Jan 02, 2024.....	Christmas Break—Campus Closed
January 09, 2024	New Student Orientation - 10:00 a.m. – Main Campus
January 10, 2024	*Needles Orientation, 10:00 a.m.
January 11, 2024	New Student Orientation – 5:30 p.m. – Main Campus
January 12, 2024	*Last day to Petition - Co/Prerequisite Challenge Form
January 15, 2024	Martin Luther King, Jr. Day—Campus Closed
January 16, 2024	Classes Begin
January 17, 2024	*Needles Make-Up Orientation, 4:00 p.m.
January 19, 2024	Flex Day
January 19, 2024	Last Day to Register for Classes
January 25, 2024	Make-up New Student Orientation – 5:30 p.m. – Main Campus
January 26, 2024	Last Day for Enrollment Fee Refund
February 02, 2024	Last Day to Withdraw without ‘W’ on your transcript
February 16, 2024	Lincoln Day—Campus Closed
February 19, 2024	Washington Day—Campus Closed
March 07, 2024	Last Day to Petition to Graduate (First Thursday in March)
March 11 – 15, 2024	Spring Break – No Classes
April 29, 2024	Last Day to Withdraw - “W” grade will post on your transcript
May 27, 2024	Memorial Day—Campus Closed
May 28 – 30, 2024	Finals week
May 30, 2024	Last Day to Elect P/NP Grading Option
May 30, 2024	Last Day of Classes
June 01, 2024	Graduation/Institute Day

Education Plans & Orientation are **mandatory for New Students*

Summer 2024 Calendar

PALO VERDE COLLEGE 2023-2024 ACADEMIC YEAR

Summer 2024 - Calendar

Note: Campus will be closed every Friday throughout the summer

Open.....	* Orientation – Online or Library
April 22 – 26, 2024.....	EOPS, DSPS, Veterans, CalWorks, Student Parents & Foster Youth Priority Registration
April 27 - June 13, 2024.....	Open Registration
May 23, 2024.....	Last day to petition for Special Admissions (K – 8th grades)
June 06, 2024.....	Last Day to Petition to Challenge a Co/Prerequisite
June 10, 2024.....	Classes Begin
June 13, 2024.....	Last Day to Apply for a Refund
June 13, 2024.....	Last Day to Register
June 14, 2024.....	Last Day to Withdraw Without “W” grade on your transcript
July 4, 2024.....	Independence Day Holiday (observed)
July 10, 2024.....	Last Day to Withdraw “W” grade will post on transcript
July 19, 2024.....	Last Day to Elect P/NP
July 19, 2024.....	Last Day of Classes

Orientation is mandatory for New Students - dates/times are subject to change.



AUGUST 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	31	Palo Verde College E-mails will be your primary mode of communications and log in 10:00 AM - New Student Orientation-Main Campus 1:00 PM - Needles Orientation	1 2
6	7	8	9
13	Fall Classes Begin 14	15	16
20	21	22	4:00 PM - Needles Orientation- Make-up 23
27	28	29	30

THURSDAY

5:30 PM - New Student Orientation-
Main Campus **3**

11:00 AM - CalWORKs Orientation **10**

17

24

31

FRIDAY

4

11

18

25

1

SATURDAY

5

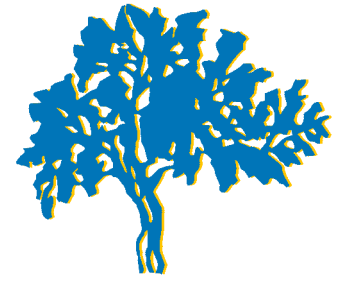
12

19

26

2

Last Day to Apply for a Refund
Pantry

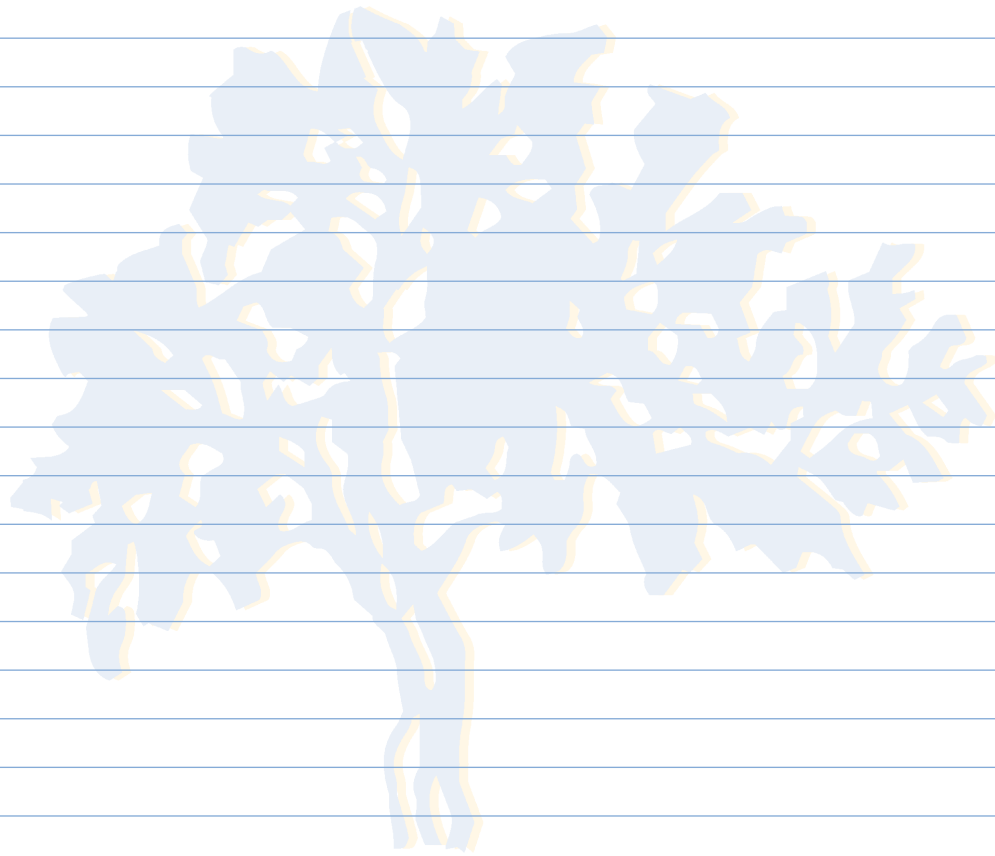


NOTES

Horizontal lines for taking notes.

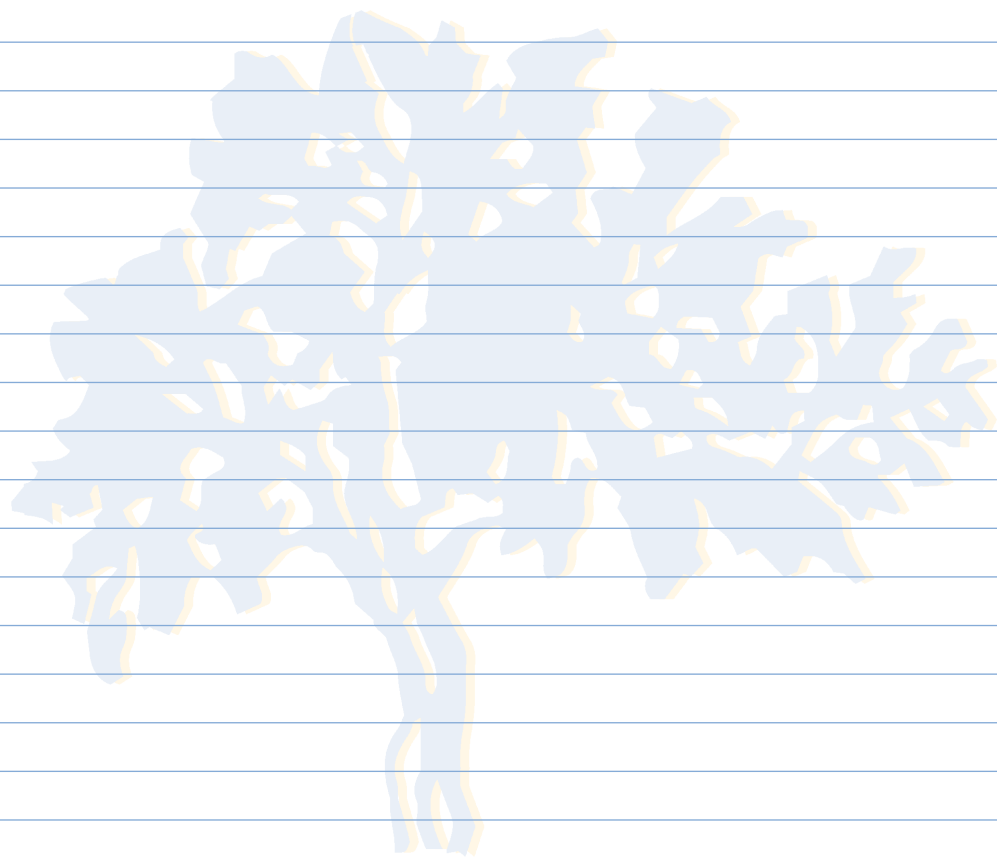
GOALS

Checkboxes and horizontal lines for setting goals.





A series of horizontal blue lines providing a writing area on a white background.



SEPTEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
27	28	29	30
3	LABOR DAY Campus closed 4	5	6
10	PATRIOT DAY 11	12	13
17	18	19	20
YOM KIPPUR BEGINS AT SUNDOWN 24	25	MAWLID AL-NABI BEGINS AT SUNDOWN 26	27

THURSDAY

FRIDAY

SATURDAY

31

1

2

7

8

9

CalWORKs Workshop

14

ROSH HASHANAH BEGINS AT
SUNDOWN

15

16

21

22

FIRST DAY OF AUTUMN

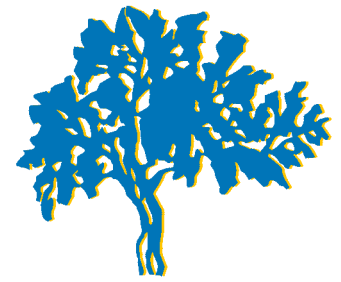
23

28

Pantry

29

30

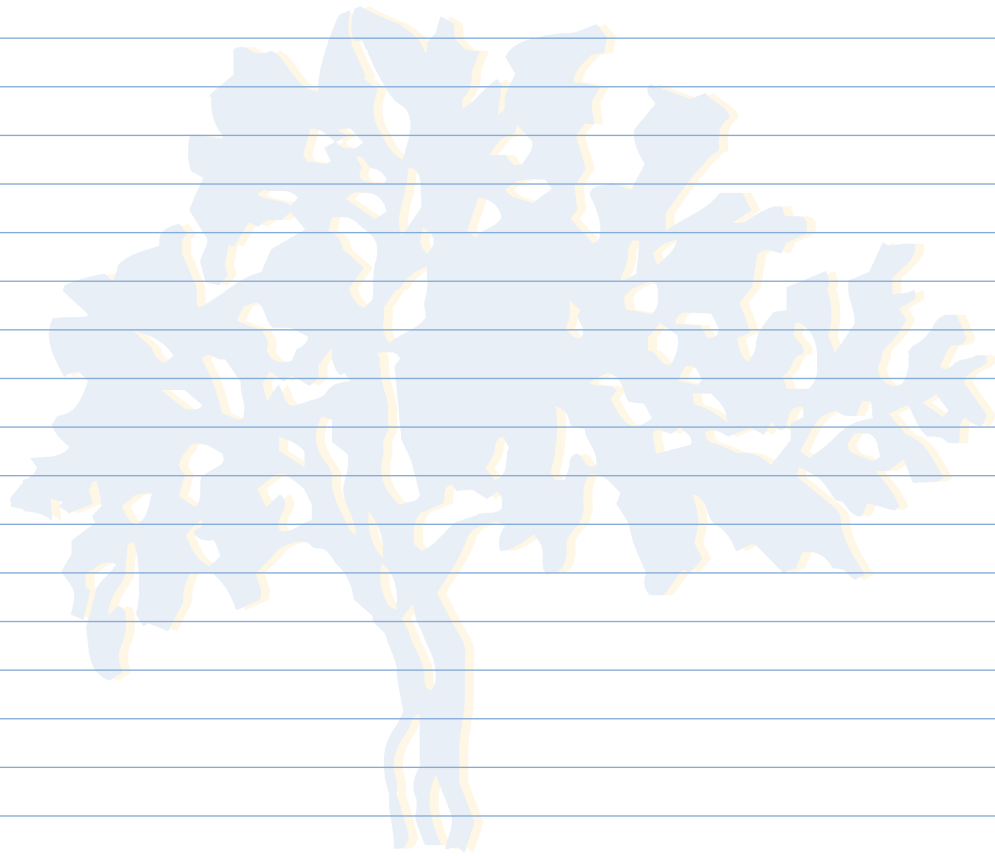


NOTES

Horizontal lines for notes.

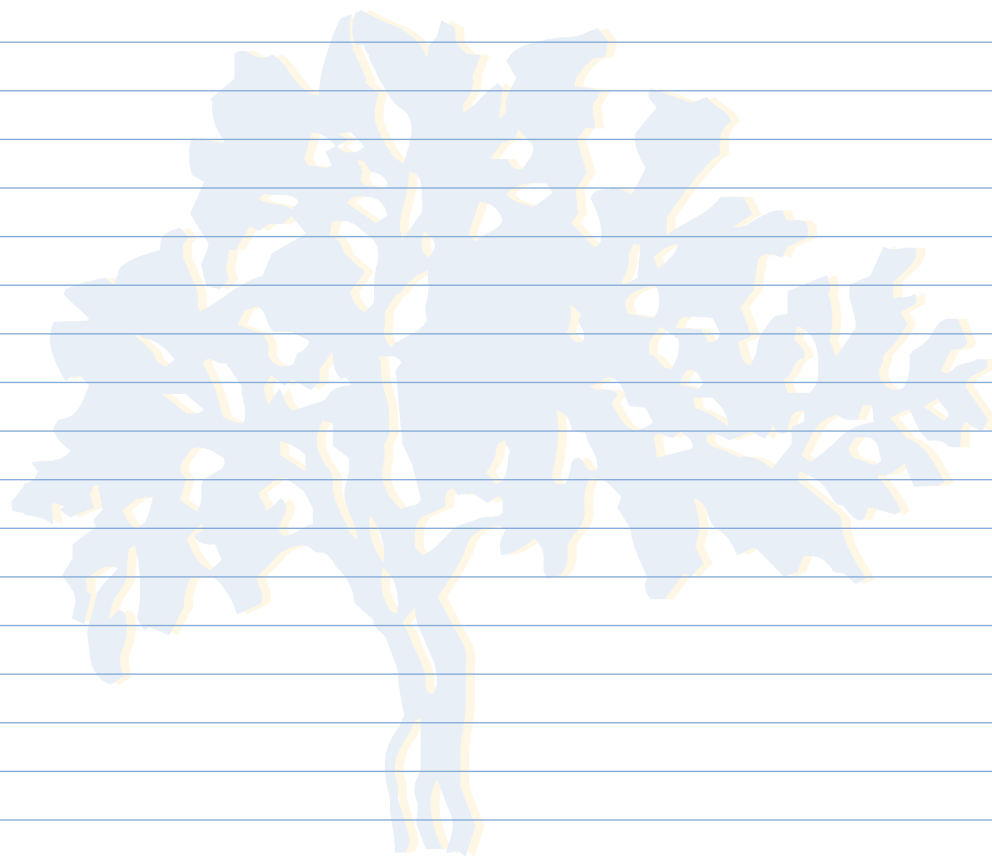
GOALS

Vertical lines with checkboxes for goals.





A series of horizontal blue lines spanning the width of the page, providing a guide for handwriting or drawing.



OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	COLUMBUS DAY 9	10	11
15	16	17	18
22	23	24	25
29	30	HALLOWEEN 31	1

THURSDAY

FRIDAY

SATURDAY

5

6

7

CalWORKs Workshop

12

13

14

19

Institute Day No Class

20

21

26

Pantry

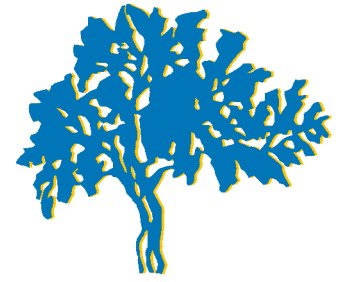
27

28

2

3

4

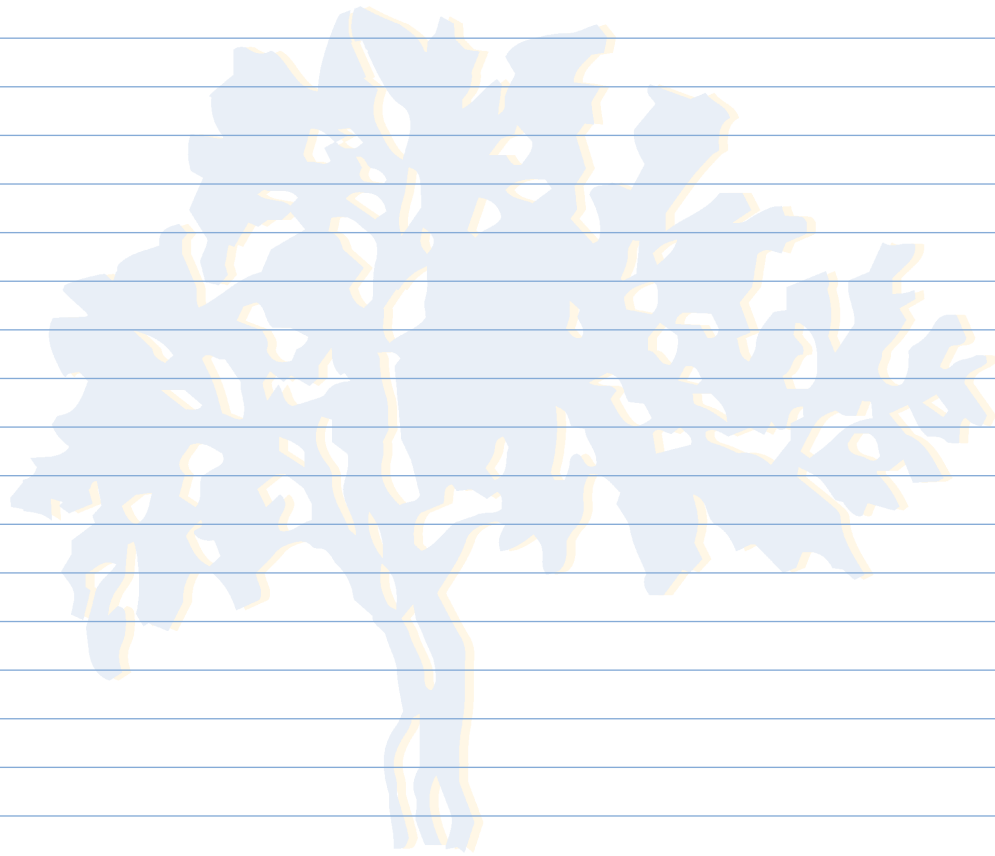


NOTES

Horizontal lines for writing notes.

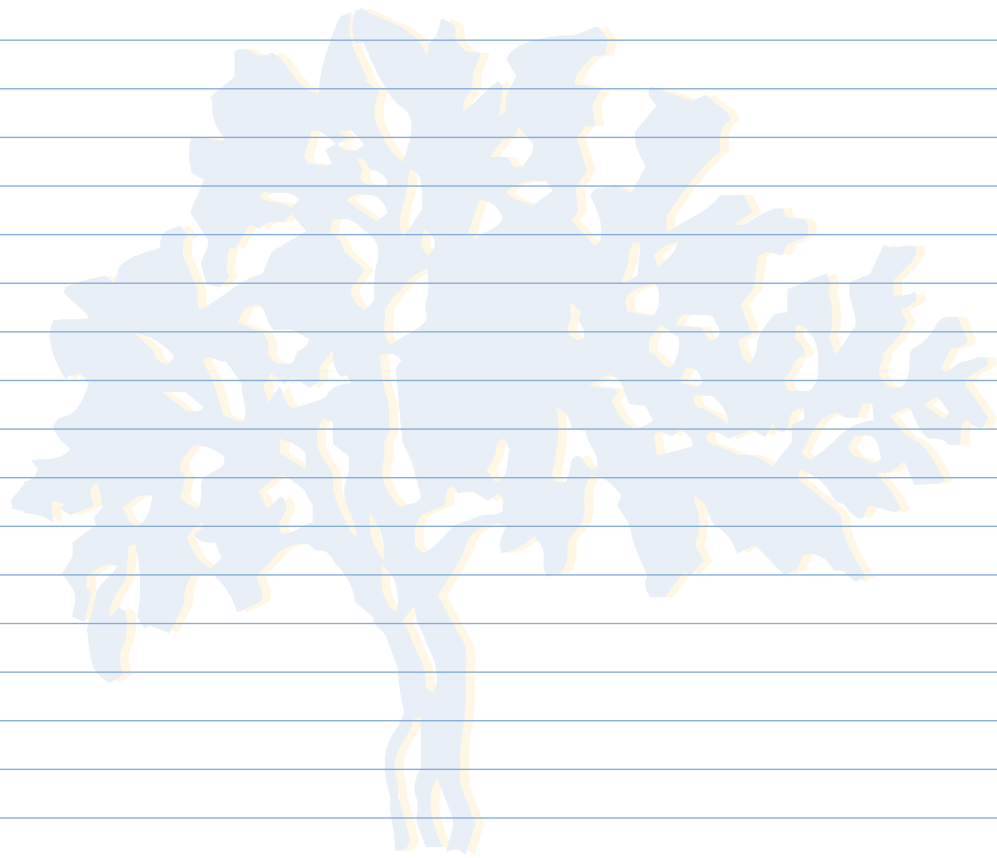
GOALS

Checkboxes and horizontal lines for writing goals.





Lined writing area with horizontal blue lines.



NOVEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
29	30	31	1
STANDARD TIME BEGINS 5	6	ELECTION DAY 7	10:00 PM - New Student Orientation Needles 8
12	13	14	15
19	20	10:00 AM - New Student Orientation Main Campus 21	22
New & Continuing Student Priority Registration 26	New & Continuing Student Priority Registration 27	New & Continuing Student Priority Registration 28	New & Continuing Student Priority Registration 29

THURSDAY

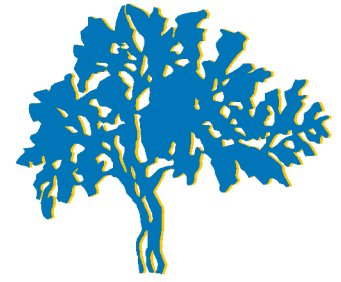
FRIDAY

SATURDAY

2

3

4



NOTES

CalWORKs Workshop

9

Campus Closed

10

VETERANS DAY

11

16

Pantry

17

18

THANKSGIVING
Thanksgiving Holiday

23

Thanksgiving Holiday

24

New & Continuing Student Priority
Registration

25

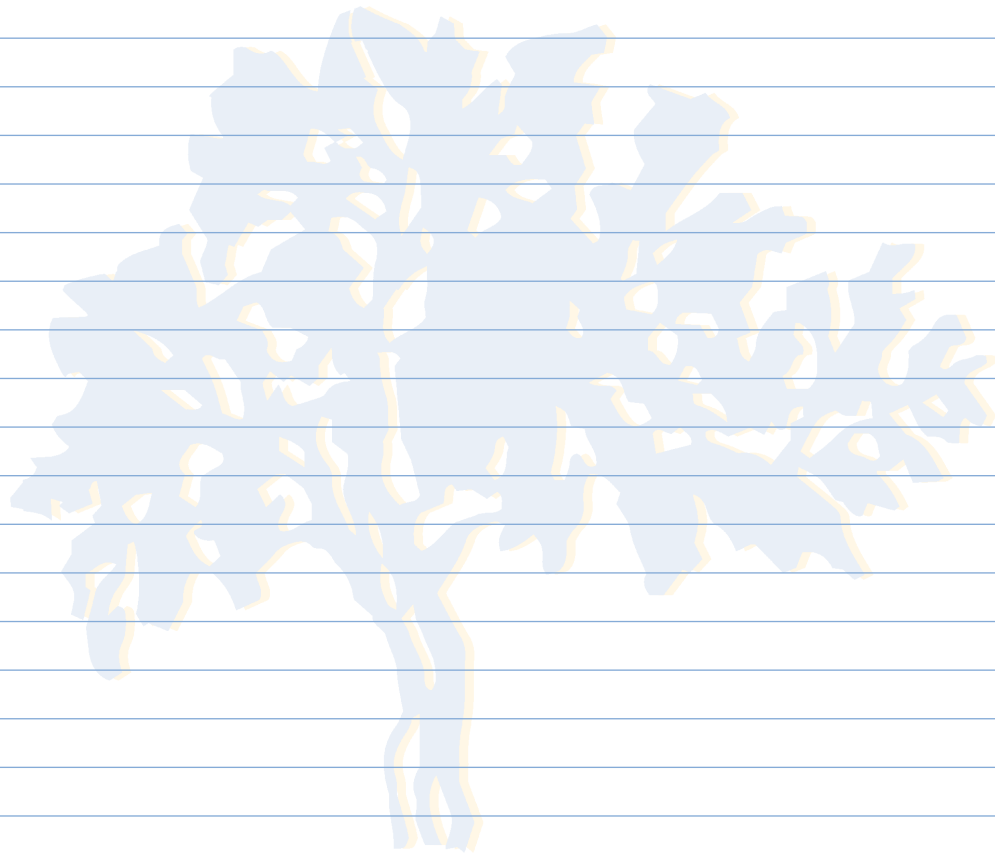
New & Continuing Student Priority
Registration
Open Registration

30

1

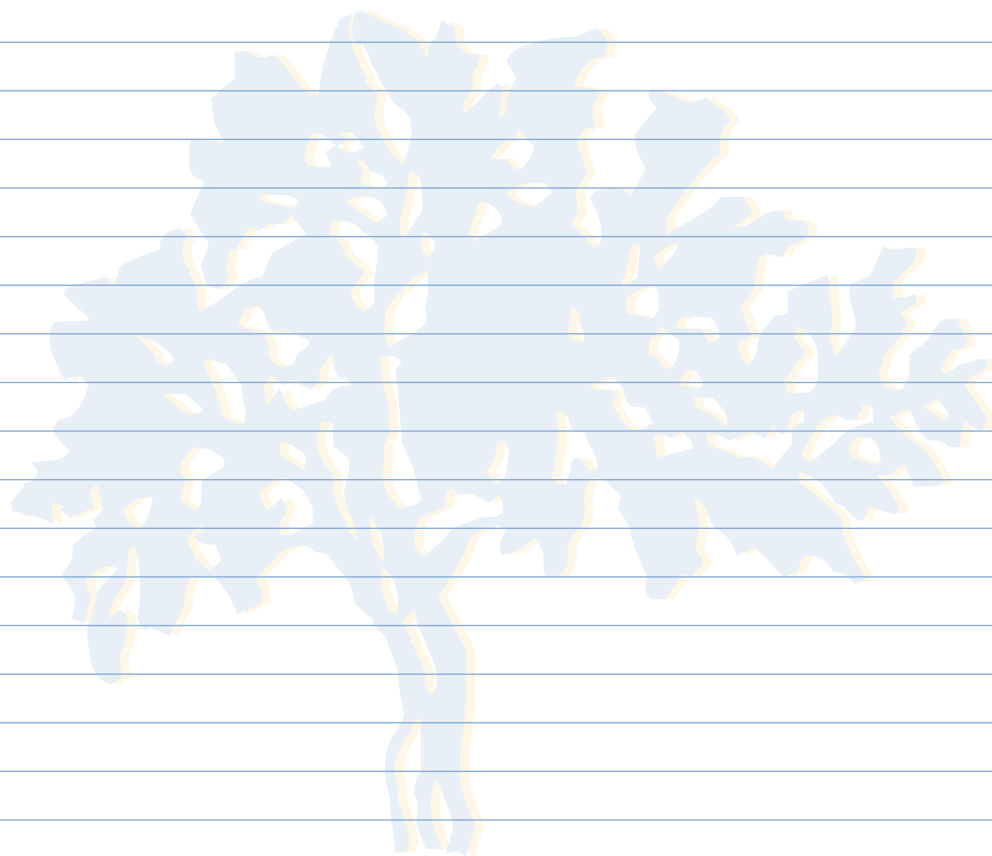
2

GOALS





A series of horizontal blue lines providing a writing area on a white background.



DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
3	4	5	6
10 Last Day to Withdraw with a "W" on Permanent Record	11 Finals Week	12 Finals Week	13 Finals Week
17	18	19	20
24 Winter Break Campus Closed	25 CHRISTMAS Winter Break Campus Closed	26 KWANZAA BEGINS Winter Break Campus Closed	27 Winter Break Campus Closed
31 Winter Break Campus Closed			

THURSDAY

FRIDAY

SATURDAY

30

1

2

HANUKKAH BEGINS AT SUNDOWN
CalWORKs Workshop Bringing Families Together

7

8

9

Finals Week

14

Finals Week
Last Day of Classes
Pantry
Spring Break No Classes

15

16

FIRST DAY OF WINTER

21

Winter Break Campus Closed

22

Winter Break Campus Closed

23

Winter Break Campus Closed

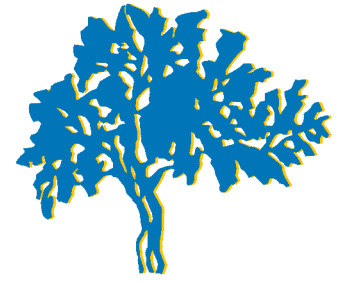
28

Winter Break Campus Closed

29

Winter Break Campus Closed

30

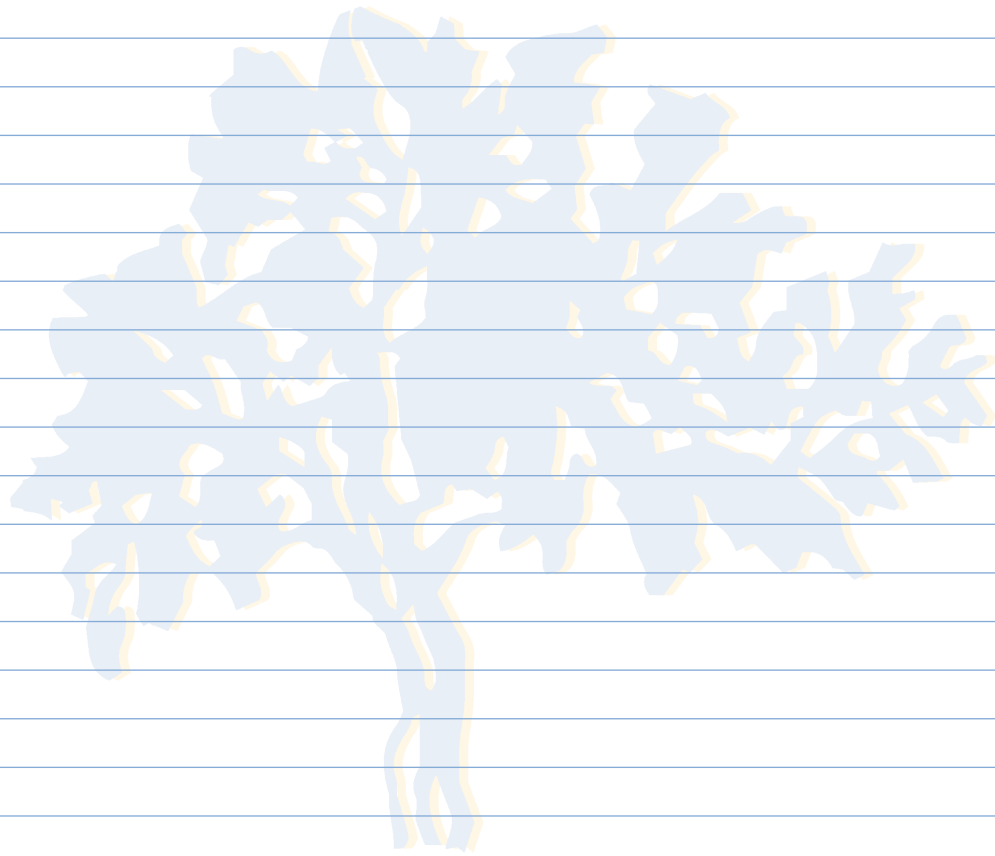


NOTES

Horizontal lines for taking notes.

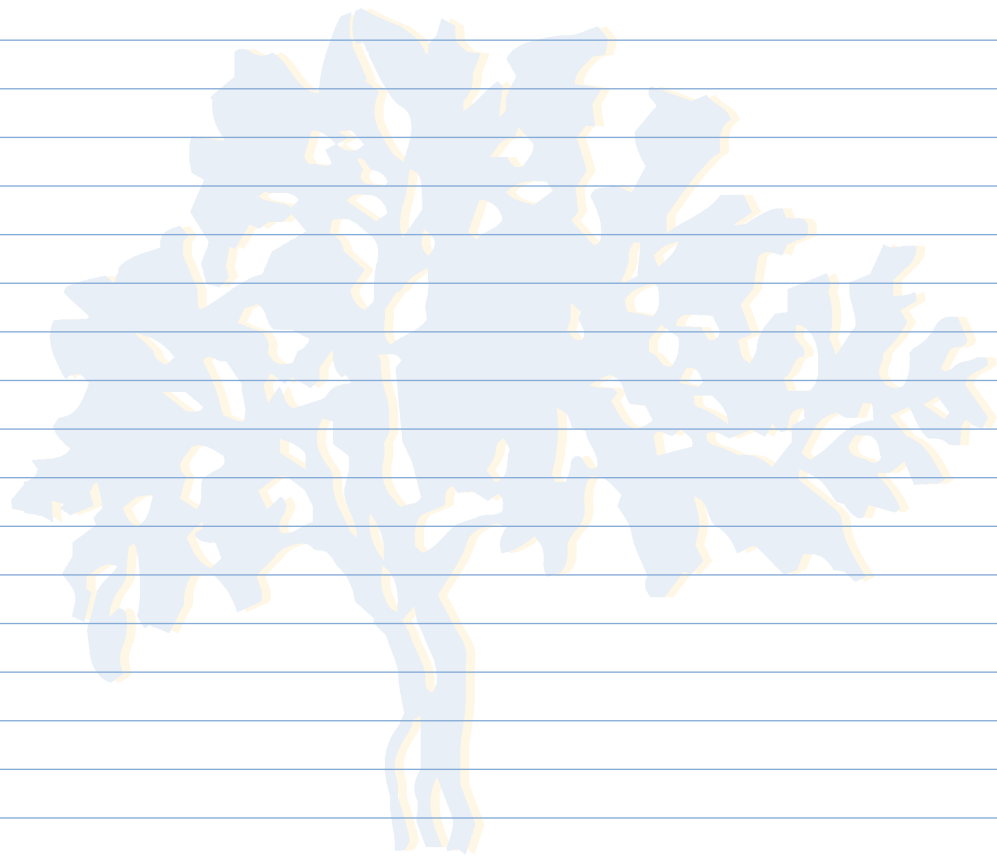
GOALS

Checkboxes and horizontal lines for setting goals.





A series of horizontal blue lines for writing, spaced evenly down the page.



JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	NEW YEAR'S DAY Winter Break Campus Closed	1 Winter Break Campus Closed	2 Winter Break Campus Closed
7	8	9 10:00 AM - New Student Orientation Main Campus	10 10:00 AM - New Student Orientation Needles
14	MARTIN LUTHER KING JR. DAY Martin Luther King Jr. Day Campus Closed	15 Spring Classes Begin	16 Spring Classes Begin
21	22	23	24
28	29	30	31

THURSDAY

FRIDAY

SATURDAY

4

5

6

CalWORKs Orientation
5:30 PM - New Student Orientation
Main Campus

11

12

13

18

Flex Day
Last Day to Register for Classes

19

20

5:30 PM - New Student Orientation
Make-Up/ Main Campus

25

Last Day for Enrollment Fee Refund

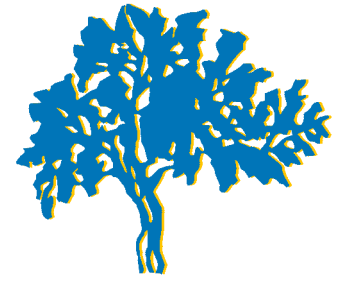
26

27

1

2

3

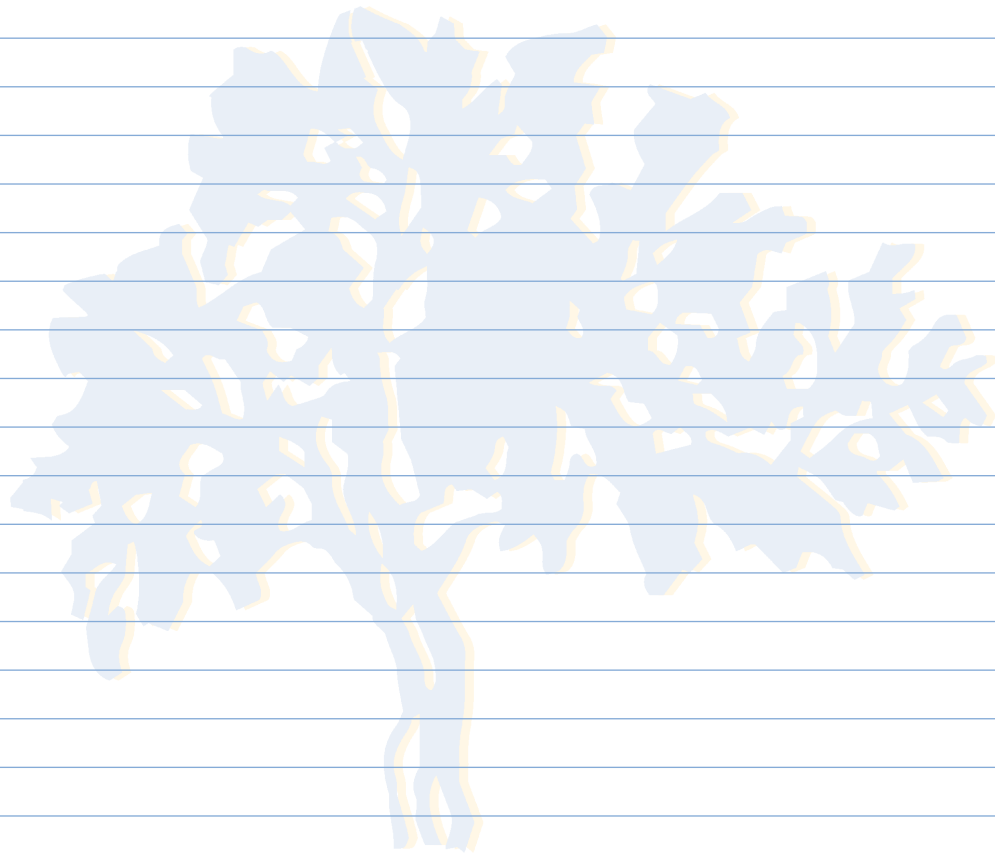


NOTES

Horizontal lines for writing notes.

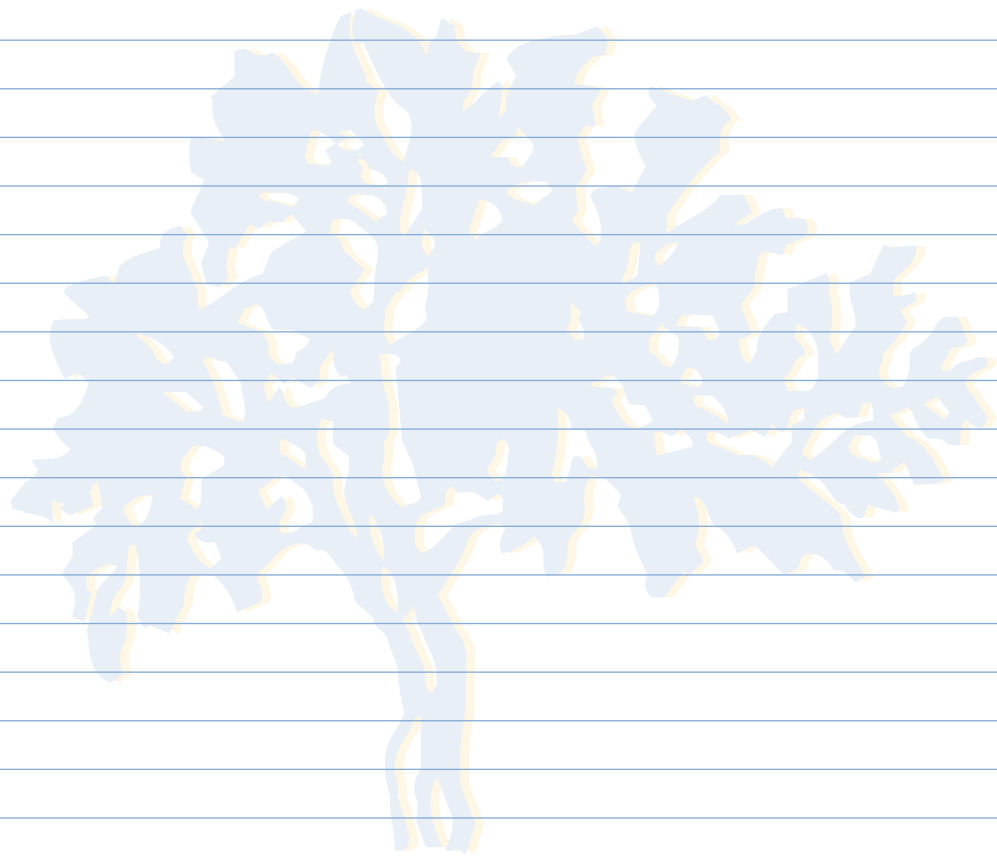
GOALS

Checkboxes and horizontal lines for writing goals.





A series of horizontal blue lines for writing, spaced evenly down the page.



FEBRUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	31
4	5	6	7
11	LINCOLN'S BIRTHDAY 12	13	ASH WEDNESDAY VALENTINE'S DAY 14
18	PRESIDENTS' DAY Campus Closed 19	20	21
25	26	27	28

THURSDAY

FRIDAY

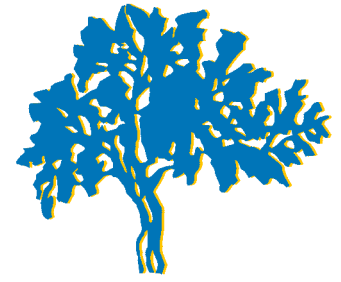
SATURDAY

1

GROUNDHOG DAY
Last Day to Withdraw without a "W" on your transcript

2

3



NOTES

CalWORKs Workshop

8

9

LUNAR NEW YEAR

10

15

Campus Closed

16

17

GOALS

WASHINGTON'S BIRTHDAY

22

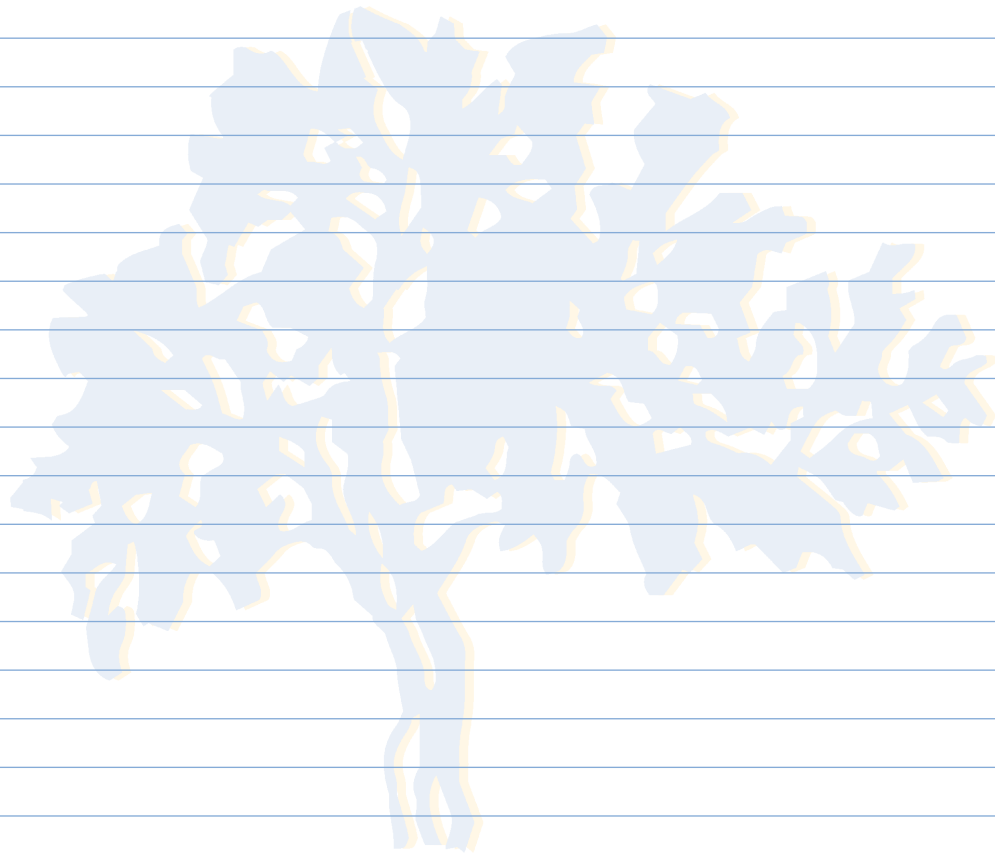
23

24

29

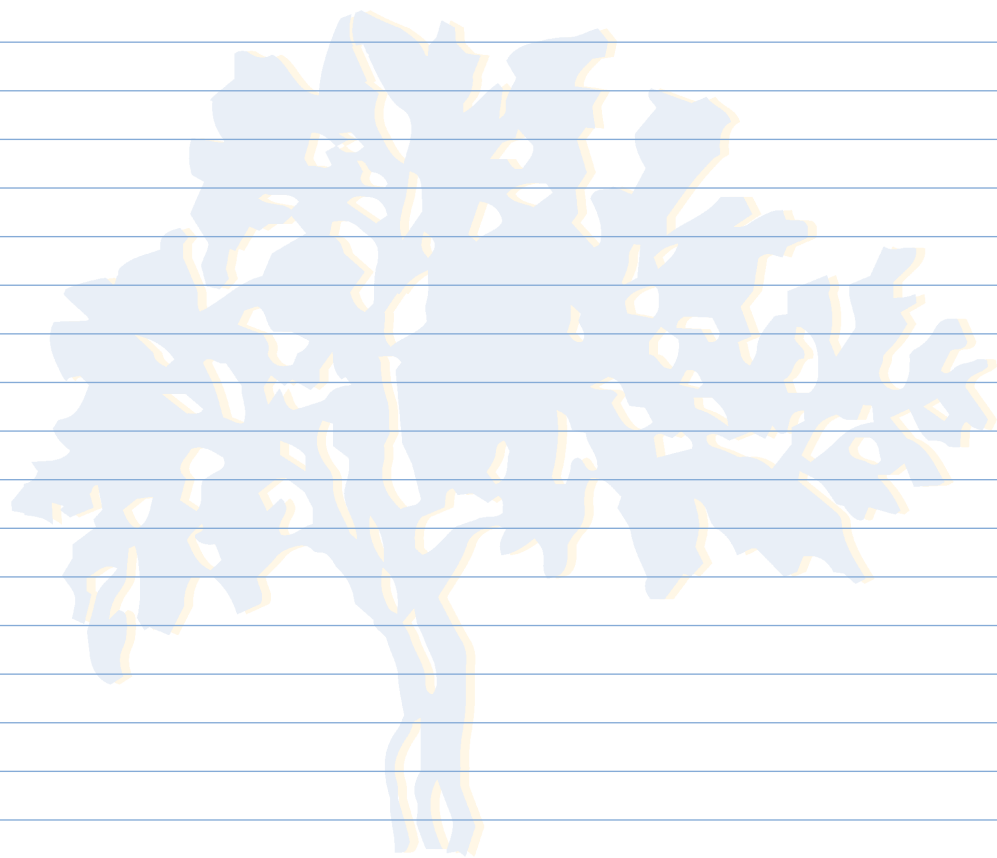
1

2





A series of horizontal blue lines providing a writing area for the page.



MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
25	26	27	28
3	4	5	6
DAYLIGHT SAVING TIME BEGINS RAMADAN BEGINS AT SUNDOWN 10	Spring Break No Classes 11	Spring Break No Classes 12	Spring Break No Classes 13
ST. PATRICK'S DAY 17	18	FIRST DAY OF SPRING 19	20
PALM SUNDAY 24	25	26	27
EASTER 31			

THURSDAY

FRIDAY

SATURDAY

29

1

2

Last Day to Petition to Graduate

7

8

9

Spring Break No Classes

14

Spring Break No Classes

15

16

21

22

23

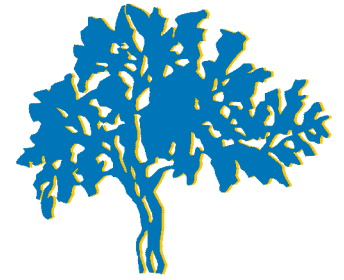
CalWORKs Workshop Bringing Families Together

28

GOOD FRIDAY

29

30

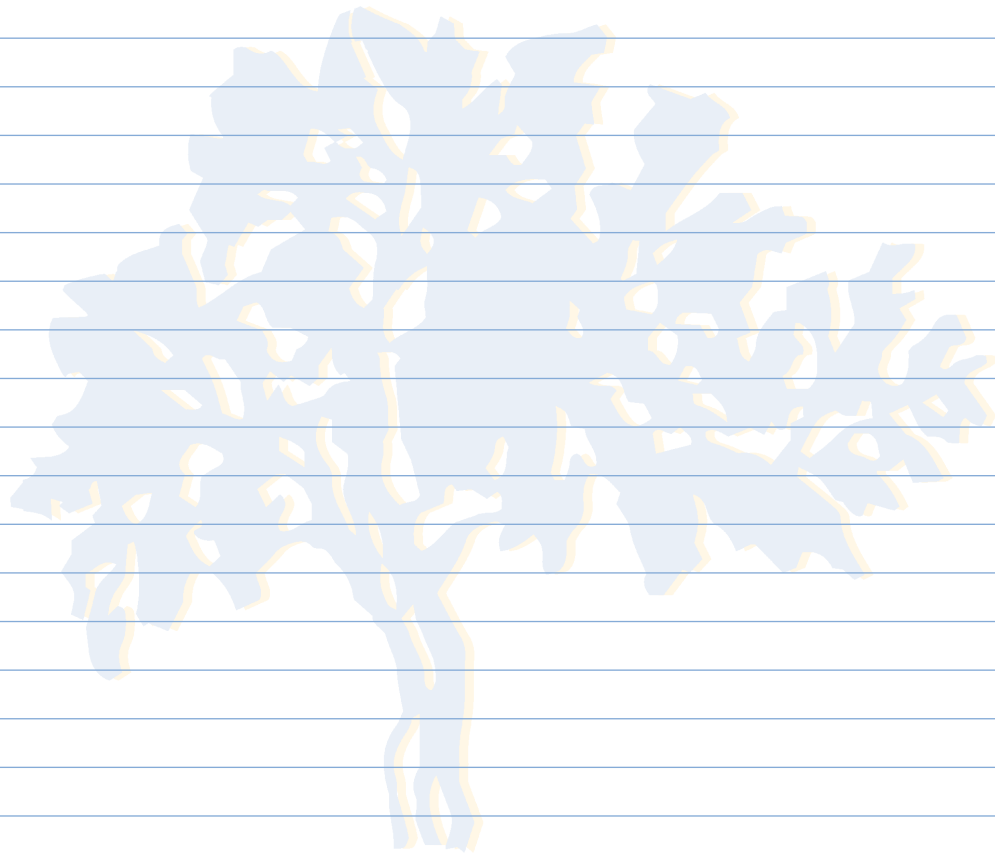


NOTES

Horizontal lines for writing notes.

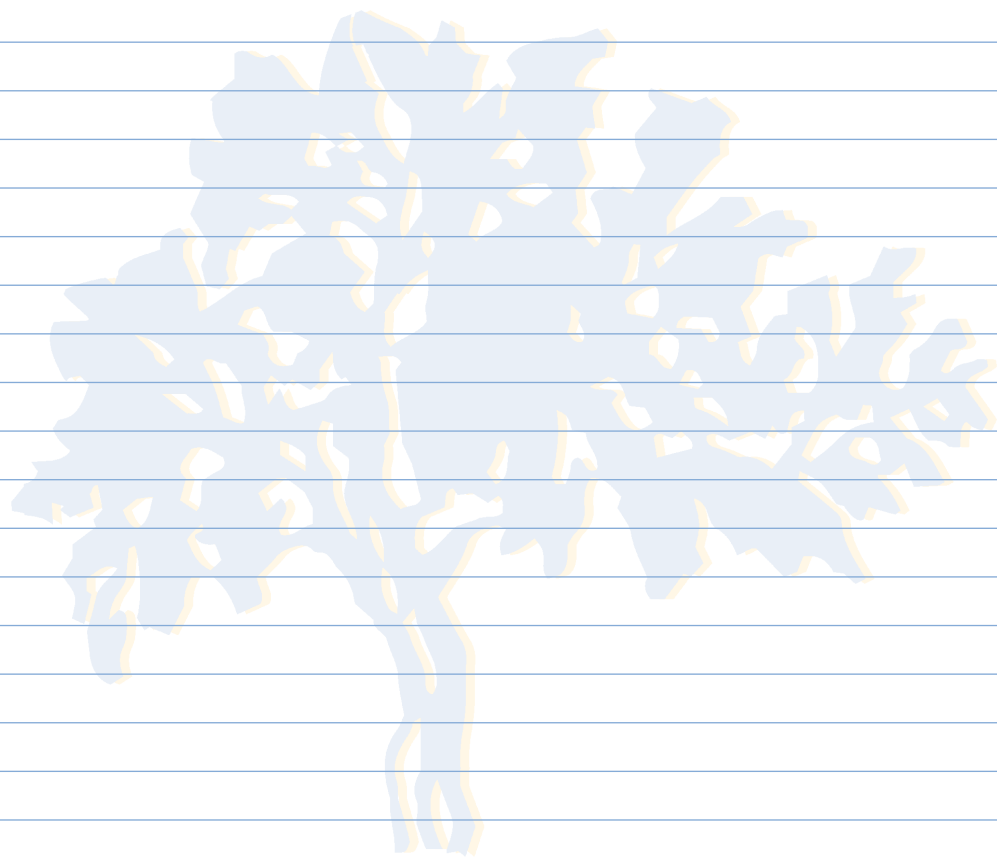
GOALS

Vertical lines with checkboxes for writing goals.





A series of horizontal blue lines providing a writing area on a white background.



APRIL 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	APRIL FOOLS' DAY 1	2	3
7	8	EID AL-FITR BEGINS AT SUNDOWN 9	10
14	15	16	17
21	EARTH DAY PASSOVER BEGINS AT SUNDOWN 22	EOPS, DSPS, Veterans, CalWORKs, Student Parents & Foster Youth Priority Registration 23 EOPS, DSPS, Veterans, CalWORKs, Student Parents & Foster Youth Priority Registration	EOPS, DSPS, Veterans, CalWORKs, Student Parents & Foster Youth Priority Registration 24
28	Last Day to Withdraw with a "W" on your transcript 29	30	1

THURSDAY

FRIDAY

SATURDAY

LAYLAT AL-QADR BEGINS AT
SUNDOWN **4**

5

6

CalWORKs Workshop **11**

12

13

18

19

20

25
EOPS, DSPS, Veterans, CalWORKs,
Student Parents & Foster Youth
Priority Registration
EOPS, DSPS, Veterans, CalWORKs, Student
Parents & Foster Youth Priority Registration

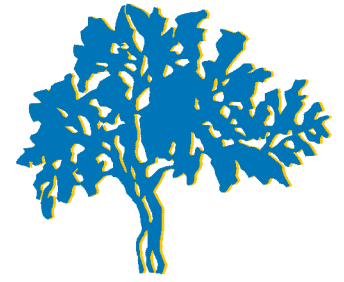
26
EOPS, DSPS, Veterans, CalWORKs,
Student Parents & Foster Youth
Priority Registration

Open Registration **27**

2

3

4

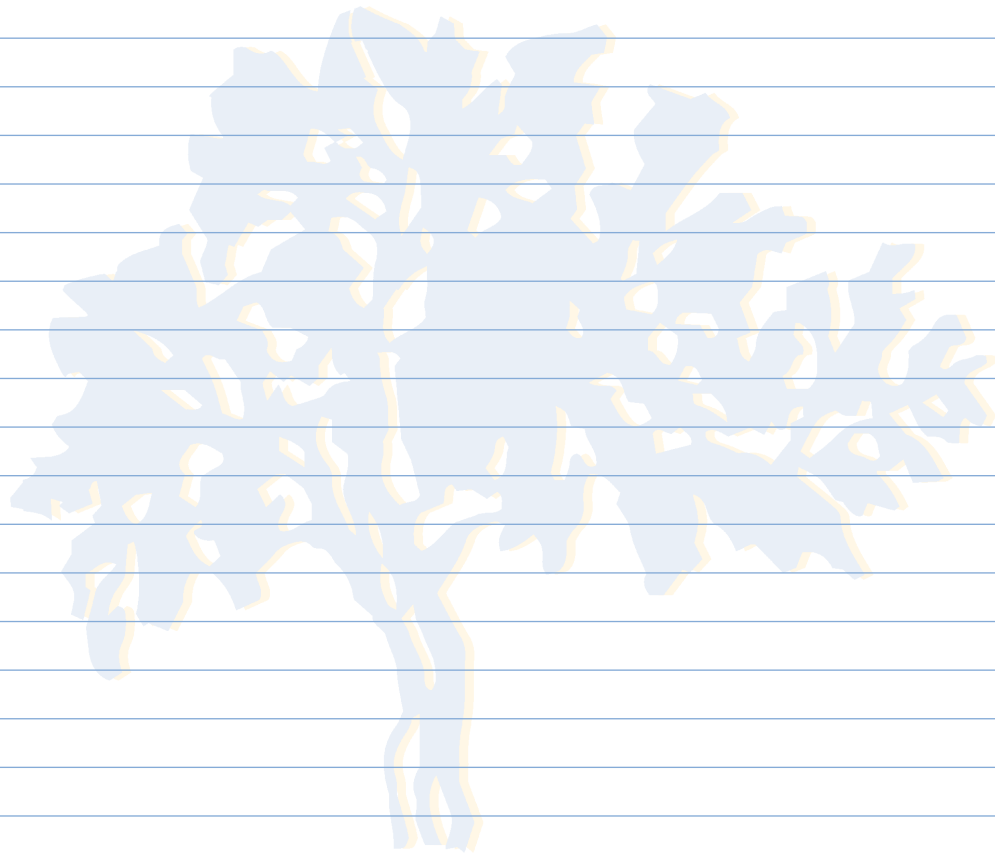


NOTES

Horizontal lines for taking notes.

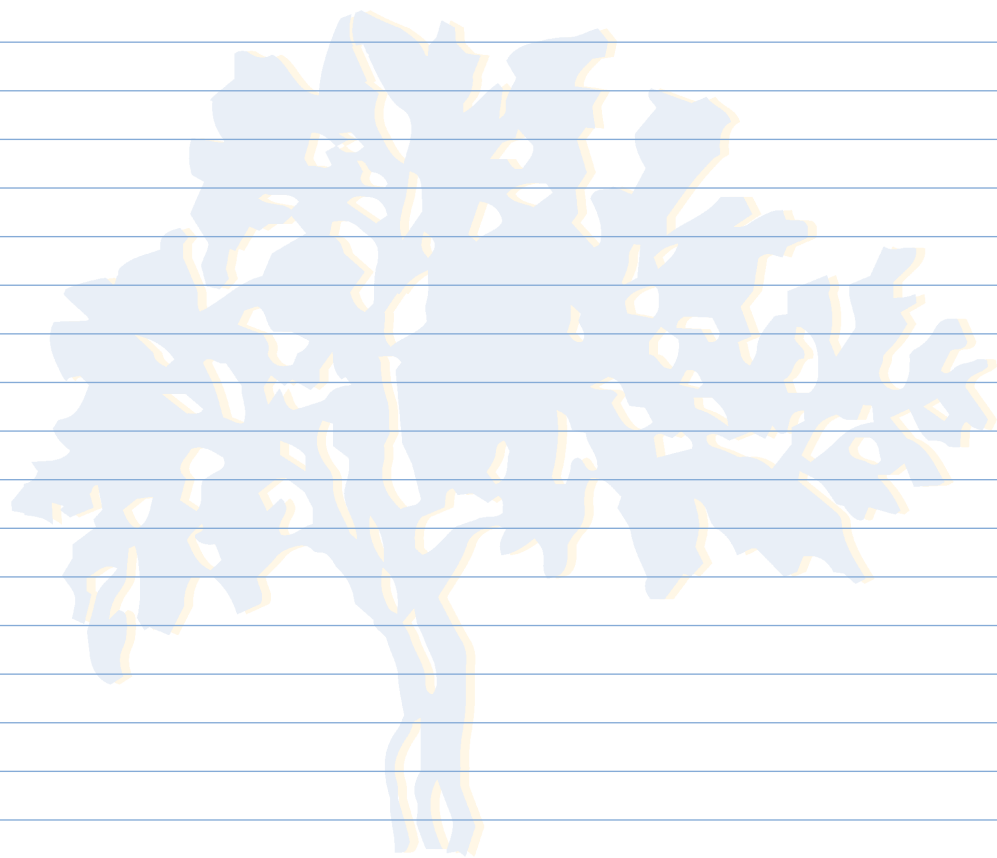
GOALS

Vertical lines with checkboxes for setting goals.





A series of horizontal blue lines for writing, spaced evenly down the page.



MAY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	1
CINCO DE MAYO 5	6	7	8
MOTHER'S DAY 12	13	14	15
19	20	21	22
26	MEMORIAL DAY Campus Closed 27	Finals Week 28	Finals Week 29

THURSDAY

FRIDAY

SATURDAY

2

3

4

CalWORKs Recognition Grab and Go

9

10

11

16

17

18

23

24

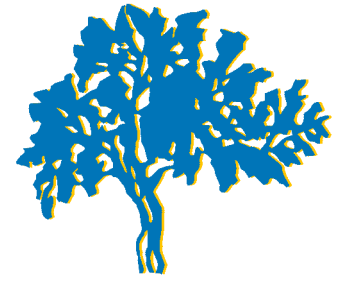
25

Finals Week
Last Day of Classes

30

31

1

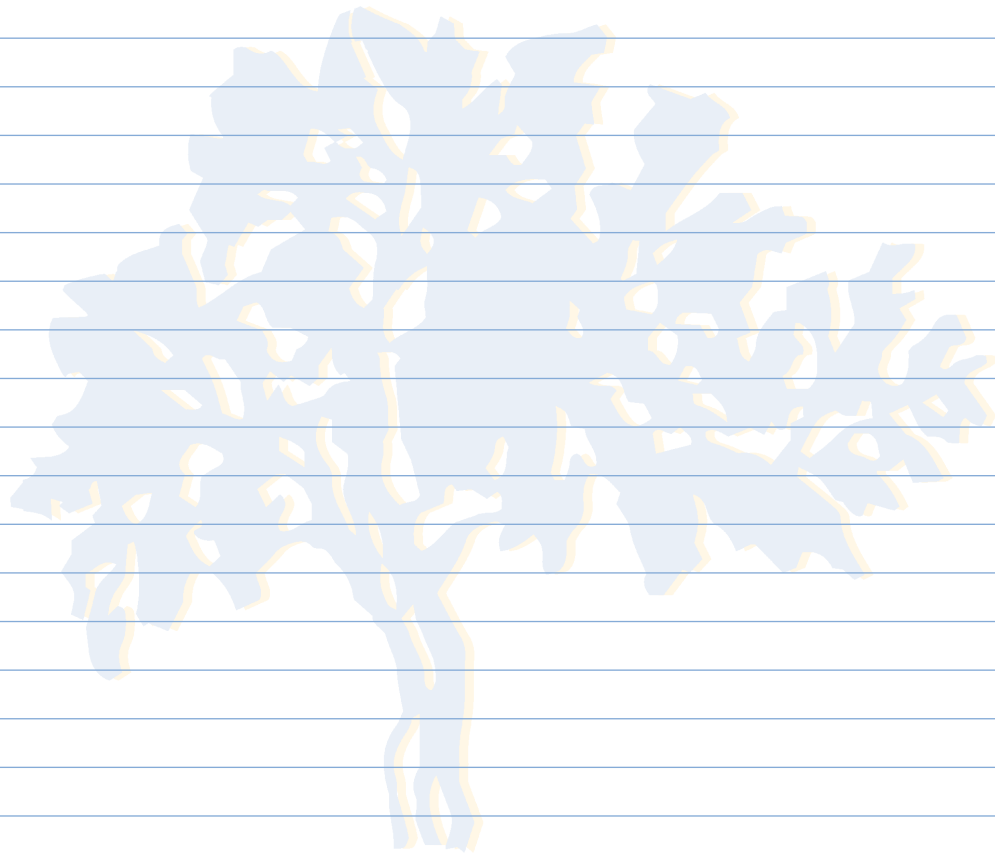


NOTES

Horizontal lines for taking notes.

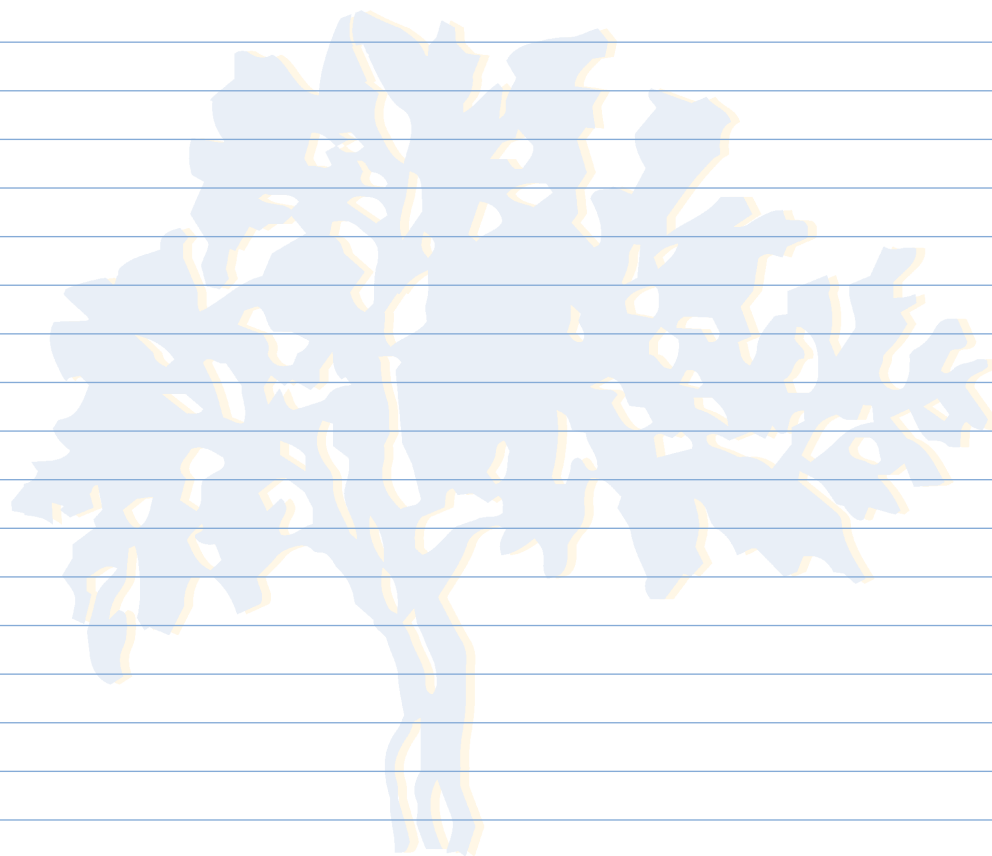
GOALS

Checkboxes and horizontal lines for setting goals.





A series of horizontal blue lines providing a writing area on a white background.



JUNE 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
2	3	4	5
9	Summer Classes Begin 10	11	12
EID AL-ADHA BEGINS AT SUNDOWN FATHER'S DAY 16	17	18	JUNETEENTH 19
23	24	25	26
30			

THURSDAY

FRIDAY

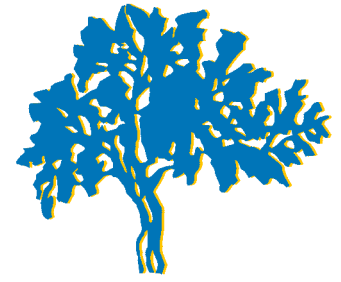
SATURDAY

30

31

Graduation

1



NOTES

6

7

8

Last Day to Apply for a Refund
Last Day to Register

13

FLAG DAY
Last Day to Withdraw without a "W" on
your transcript

14

15

FIRST DAY OF SUMMER

20

21

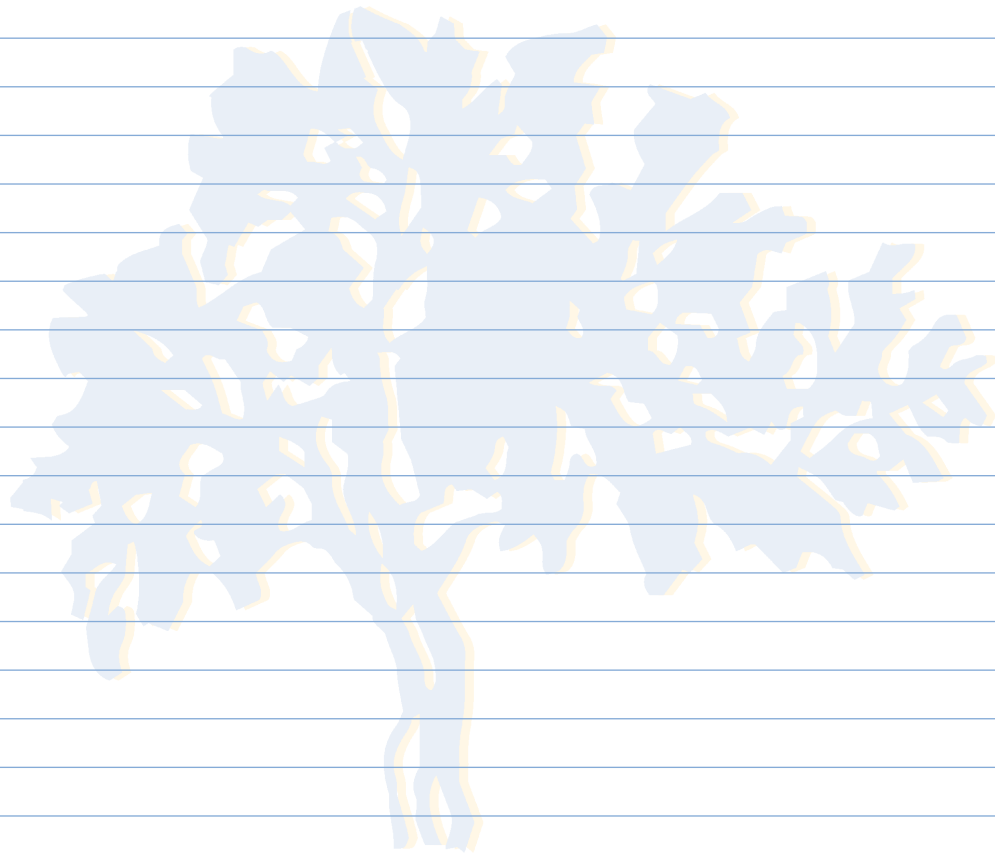
22

GOALS

27

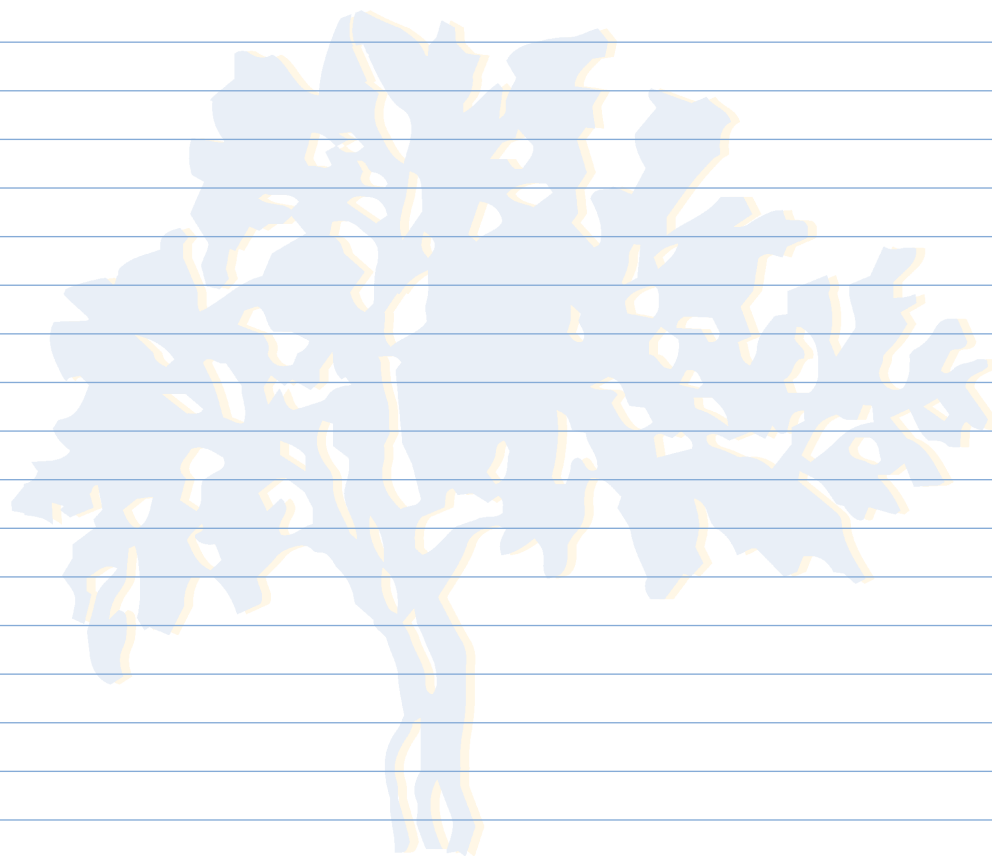
28

29





A series of horizontal blue lines providing a writing area on a white background.



JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	1	2	3
MUHARRAM BEGINS AT SUNDOWN 7	8	9	Last Day to Withdraw "W" grade on transcript 10
14	15	16	17
21	22	23	24
28	29	30	31

THURSDAY

INDEPENDENCE DAY
Campus Closed

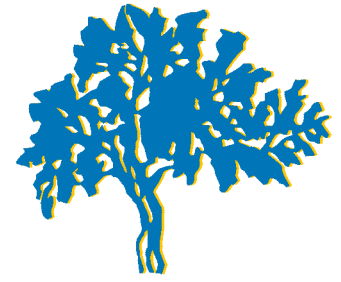
4

FRIDAY

5

SATURDAY

6



NOTES

Horizontal lines for taking notes.

GOALS

Vertical lines with checkboxes for setting goals.

11

12

13

18

Last Day of Classes
Last Day to Elect P/NP

19

20

25

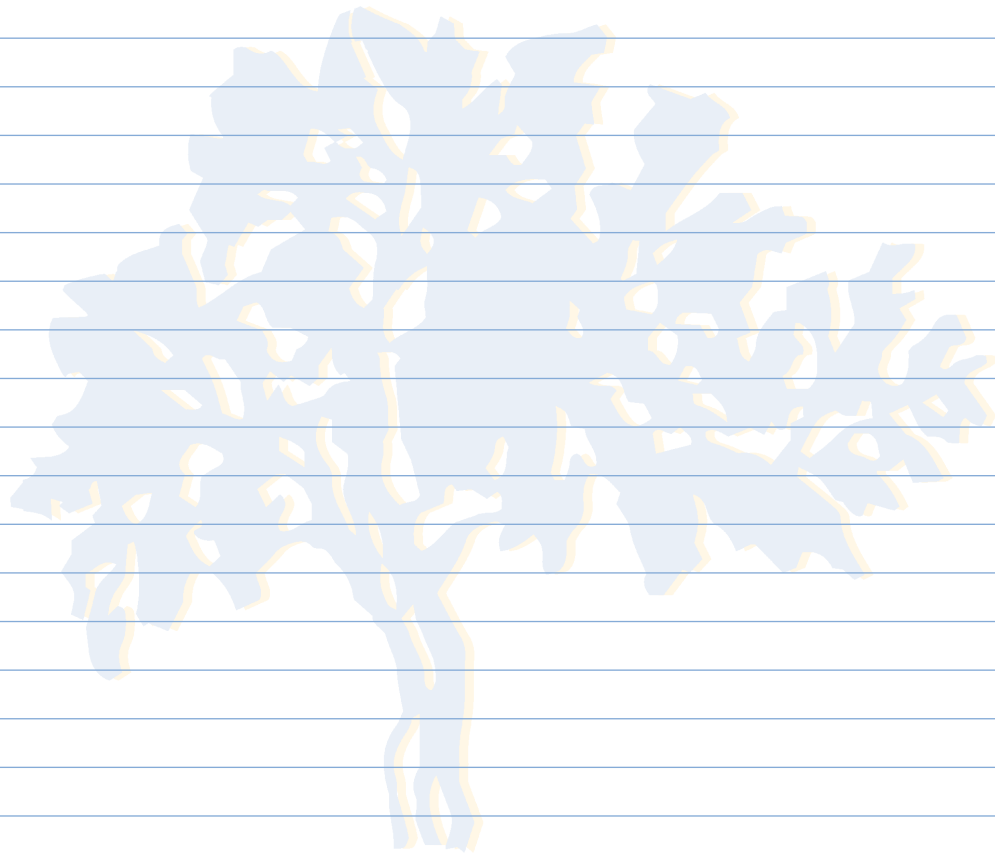
26

27

1

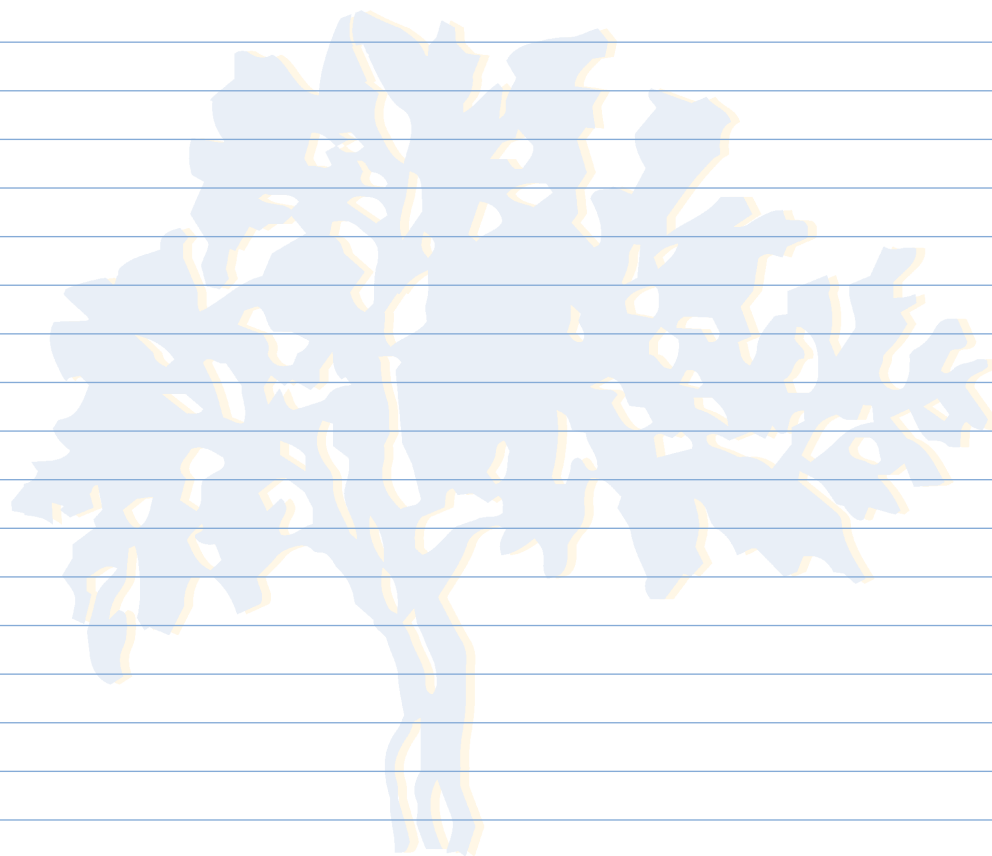
2

3

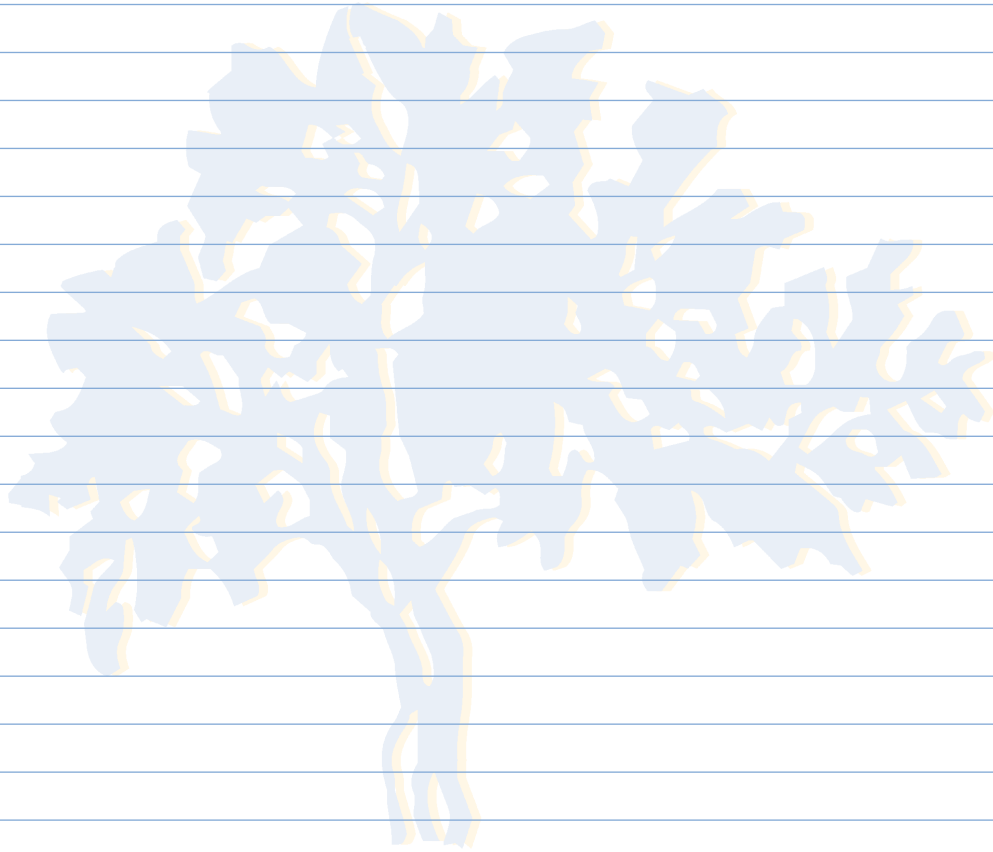




A series of horizontal blue lines providing a writing area on a white background.



Notes



Student Services

2023-2024 Student Handbook & Planner



STUDENT SERVICES



LIMITATIONS ON ENROLLMENT

Palo Verde Community College District has a curriculum policy regarding prerequisites and co-requisites that limits enrollment in courses for students who do not meet the prerequisite or co-requisite requirements. For purposes of this policy, the following definitions apply.

- A. “Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. Students must pass the prerequisite course with a grade of “C” or better.
- B. “Co-requisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.



PALO VERDE COLLEGE PIRATES

Student Services

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

Student Success and Support Program (SSSP) is designed to assist students in planning, selecting, and achieving education goals. Listed below are the basic components of the SSSP partnership shared between the college and the student

THE COLLEGE PROVIDES:

- an admissions application process;
- an orientation to the college's programs and services;
- English/Math course placement assistance, computational skills, goals, learning skills, career aspirations, academic performance, and need for special services;
- counseling and advisement to develop an educational plan and;
- follow-up evaluation of each student's progress in achieving an educational goal.

THE STUDENT AGREES TO:

- express at least a general education goal upon admission;
- declare an education goal before or during the term after which the student completes 30 units;
- attend class;
- work diligently to complete course assignments;
- demonstrate an effort to attain an educational goal and;
- notify a counselor of any specific needs he or she has or of any change in goals.

STUDENTS MAY BE EXEMPT FROM A SPECIFIC SSSP COMPONENT FOR ANY OF THE FOLLOWING REASONS:

- they have earned a college degree;
- they have been previously served through the matriculation process at Palo Verde College or at another college;
- they will be enrolled in less than six (6) units and do not intend to earn a certificate or degree;
- they will be enrolled for high school credit only.

BASIC NEEDS SUPPORT:

Palo Verde College operates a student food pantry, exclusively for enrolled, credit or noncredit students. Check the Pirates' Chest webpage for upcoming distribution dates. Monthly Pirates' Chest distributions occur at Blythe Emergency Food Pantry, 181 S. Main St., Blythe. Needles Center distribution will be at 725 W. Broadway, Needles.

Hygiene products are also available at the Main Campus and Needles locations. Main Campus students: Stop by the Basic Needs Center in the John O. Crain College Services Center; Needles students: Check in at the front desk.

For more information, call 760-921-5500 and ask for the Basic Needs Coordinator.

SSSP APPEALS PROCEDURE

A student has the right to challenge or appeal any step in the SSSP. A petition for the waiver of a specific matriculation service or requirement may be filed for any of the following reasons:

REVIEW OF PLACEMENT DECISIONS

The student shall make an appointment to see a counselor to discuss the results of the course placement.

CHALLENGING PREREQUISITES/COREQUISITES

You have the right to challenge all SSSP/matriculation requirements for any reason indicated on the co/prerequisite challenge form. You may appeal the requirement of a co/prerequisite. The process for challenging any co/ prerequisite is available on the challenge form located in the Student Services office. In the event a challenge is denied, the student may submit a petition to the Vice President of Instruction and Student Services for further consideration by the Petitions Committee. Students may be enrolled in the course pending the outcome of the process. If the challenge is denied, students will be administratively withdrawn from the course, all fees will be refunded, and no drop charges will be made.

COMPLAINT OF UNLAWFUL DISCRIMINATION

If a student feels that placement, orientation, counseling, or any other matriculation procedure or service is being applied in a discriminatory manner, a petition may be filed with the Affirmative Action Officer. The student will be notified within ten (10) working days of the receipt of the petition regarding the college's proposed response to the complaint and any additional steps which may be taken.

ORIENTATION

Orientation for new or returning students is a vital part of the SSSP. It provides many answers to prepare you for an education at Palo Verde College.

ORIENTATION WILL:

- Help build a more solid foundation for your education.
- Assist you with the transition to Palo Verde College.
- Stress the importance of knowing and understanding the college catalog.

Orientation is available in-person (refer to the current academic calendar online at www.paloverde.edu for dates, times and locations) and via online at <http://www.paloverde.edu/future-students/orientation.aspx>. This makes it possible for all students to participate.

PLACEMENT

Students enrolling in reading, writing, math, or other courses which require a particular skill level are asked to present high school transcripts and other supporting documents (i.e., AP Exams, SAT, ACT, etc.) to a counselor. These tools, along with other measures, to assist the counselor in determining an appropriate educational plan and course placement.

In compliance with the American with Disabilities Act (ADA) and other state and federal regulations related to disabilities is required by law, Palo Verde College will offer accommodations as prescribed by AB 705 - Placement and Title 5 regulations.

The Ability to Benefit (ATB) test shall be administered according to federal guidelines, which may or may not follow the policies described herein.

The district will use the approved Placement Guidelines and such additional information collected as may be appropriate, to facilitate a "multiple measures" placement system.

Palo Verde Community College District will accept unofficial and official transcripts from other accredited institutions to help determine appropriate placement into an English and/or Math course.

COUNSELING AND EDUCATIONAL PLANNING

Counselors may be available on a drop-in basis, but it is best to make an appointment. Counselors are located in the College Services building. Educational planning, career guidance, and personal counseling are the main services provided. The role of the counselor is to HELP YOU SUCCEED. Any time you encounter a problem, whether it is academic or personal, a counselor can help or direct you to the appropriate source for assistance.

PETITION FOR GRADUATION

All potential graduating students must file a petition to graduate by the following deadlines and follow these recommended procedures:

Fall – 1st Thursday in October – for upcoming Spring Commencement Ceremony

Spring – 1st Thursday in March – for current year Commencement Ceremony

Summer – 1st Thursday in June – for following year Commencement Ceremony

1. Students planning to graduate should meet with a counselor for a graduation evaluation during the fall semester. This will allow for the planning of any deficiencies to be satisfied in the following spring term.
2. Complete the “Petition to Graduate” form and indicate if you plan to participate in the graduation ceremony.
3. Make an appointment with the counselor to review and sign the “Petition to Graduate” form before the March deadline. The counselor will submit the petition to the Admissions & Records Office for final evaluation.
4. Make a follow-up appointment to verify that all degree requirements are met or can be met by the end of the academic year.
5. Potential graduates will receive an e-mail regarding graduation in early April (if you have not received a Graduation e-mail by mid April, please contact your counselor immediately). Be sure to check your e-mail regularly.
6. Students wishing to participate in the graduation ceremony are required to wear a cap and gown. Information about ordering caps and gowns, invitations and/or pictures may be obtained on the college website in early April (or you can inquire in the Student Services Department).
7. All grade changes, outstanding incomplete grade contracts, and course substitutions **must** be completed prior to submitting petition to graduate

It could take up to three (3) months to process degrees and certificates. Students will be able to pick up their degrees in the Admissions & Records Office once available.

Note: Degrees and certificates will not be conferred until after all degree requirements are met.

INDIVIDUAL STUDENT EDUCATIONAL PLAN (SEP)

Students need to formulate an educational plan. Each student has a reason for attending college. Your particular goals and objectives for attending college may be specific and very clear or they may be vague and undefined. Even if your wish is to experiment and explore a variety of courses to begin with, you can benefit from some tentative planning. Remember, any plans you make now are not etched in stone; they can be changed or modified as your goals change!



Student Services

USING “SEARCH FOR SECTIONS”

After you have given some thought to the classes you will need to take, you are ready to create your schedule for the semester. In order to do this, you need to consult “Search for Sections” under the PVC-Services link at www.paloverde.edu. This schedule is published each semester; it lists the days and times that, all classes are offered.

KEY TO LOCATION ABBREVIATIONS

CDC	Child Development Center	BNCC	Blythe Nursing Care Center
CL Rooms	Classroom/Lab Building	ONLINE	Online Course
CORRES	Correspondence	PA Rooms	Performing Arts Building
COURSE	Blythe Municipal Golf Course	PEC	Physical Education Center
CS Rooms	College Services Building	PVHS	Palo Verde High School
FA Rooms	Fine Arts Building	SITE	See instructor for location
FIELD	See instructor for location	TB	Technology Building
LBRY	PVC Library	TBA	To be announced
NDL	Needles Educational Center	TPHS	Twin Palms High School



Student Services

FINANCIAL AID

You may be eligible for financial assistance to help you meet your educational expenses. The Financial Aid Office is located in Student Services in the John O. Crain Building. Many different kinds of financial aid exist. To apply, complete the **FAFSA** (Free Application for Federal Student Aid) on-line at www.fafsa.ed.gov. For more information regarding Financial Aid, please refer to the Financial Aid Handbook located in the back of the Student Handbook.

SELECTIVE SERVICE REGULATIONS

Federal law requires men 18 through 25 years old, to be registered with the Selective Service System. The law applies to male citizens and immigrant aliens, but not to foreign students who hold valid student visas. Men must be registered with the selective service before they can receive Federal financial aid for school. Registration forms are available in the Student Services Office and at any post office. You can also register online by visiting the Selective Service at www.sss.gov

For more information regarding Financial Aid or Selective Services please stop by the Financial Aid Office or call 760.921.5553.

REGISTRATION

1. Consult with a counselor. The counselor will answer your questions and review your Student Education Plan with you. The counselor will let you know if the courses you have chosen will fit into your Student Education Plan. The counselor will advise you as to which level of mathematics and English will be appropriate choices for your program.
2. Please visit www.paloverde.edu to register and pay for your classes.
3. **FOR SCHEDULE CHANGES** (to add or delete classes), please see a counselor as the changes you make can affect your educational plan and your ability to receive your degree or certificate in a timely manner.

There are many important dates that you will need to know throughout the semester, please refer to the Calendar section in the handbook.

PROGRAM EVALUATION

Program Evaluation in PVC-SERVICES is program, which allows students to review proposed academic programs, and completed courses as they apply to proposed programs. From PVC-SERVICES, students can review their academic program by logging in and selecting [Program Evaluation](#) under the 'Academic Profile' menu.

This feature can be used by students to check their progress towards completion of graduation requirements, along with running "what-if" scenarios to evaluate how completed courses and planned courses might be applied towards a particular academic program. Student must consult with a counselor when planning to complete degrees or change their majors, to ensure accurate information.

Please use Program Evaluation as a guideline and consult with a counselor to ensure accurate information

ADDING AND DROPPING CLASSES

You may add and drop classes at www.paloverde.edu. The deadline for adding and dropping classes is located under important dates.

It is your responsibility to make sure you are officially dropped from courses you are no longer attending. If you do not officially drop, you may receive an "F" for the course.

TRANSFER CAREER CENTER/ COUNSELING

Information regarding careers, colleges, and resource materials necessary for career planning are available in the TCC Center.

Students may see a counselor for direction.

There are three university systems available in California - the University of California, California State University, and Private/Independent colleges and universities. For minimum admissions, requirements please speak with a counselor. They will help you plan and prepare to transfer from PVC to a four-year college or university.

Student Services

DSPS (DISABLED STUDENTS PROGRAM AND SERVICES)

The purpose of the Disabled Students Program & Services is to provide support services for those students who have a verifiable physical, learning or psychological disability. The Disabled Students Support Services (DSP&S) is a categorically funded program designed to assist those students with physical, psychological, or learning disabilities. Services are offered to help students circumvent their functional limitations and become active, productive members of the college community. The program emphasizes independence and self-reliance while providing the support necessary for individuals to achieve their goals.

The DSP&S program is open to any student who have a verifiable physical, psychological, or learning disability, either temporary or permanent, which causes one or more educational limitations.

For more information, please call the DSPS Office 760.921.5489.

EOPS/CARE

(EXTENDED OPPORTUNITY PROGRAMS & SERVICES/ COOPERATIVE AGENCIES RESOURCES FOR EDUCATION)

Qualified students must meet eligibility requirements to obtain these services. Students are encouraged to participate in an EOPS orientation and meet with a counselor to learn more about the benefits of obtaining EOPS services. These services are offered each year depending upon state budget funds. Services Offered:

- Priority Registration
- Book Vouchers
- One on One Tutoring
- Academic Counseling
- Caps and gowns for graduating students
- Transfer information & Assistance
- Transfer application fee waivers
- Breakfast and lunch snack packs
- Specialized Workshops & more

Under the EOPS umbrella, students who qualify are able to benefit from one added resource that is offered through our CARE Program. The program fosters students with CARE grants for childcare costs, transportation, book vouchers, and food grants.

For more information, please call EOPS/CARE 760.921.5402.

CALWORKS (CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS ACT)

We are a California Community College program serving CalWORKs students and their families by providing educational and career opportunities combined with an array of high-quality support services that enable students to complete their educational goals, find meaningful employment, and successfully transition into the workforce. Through collaboration and advocacy with our college and community partners, we prepare a segment of California's work force by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

For more information, please call CalWORKs 760.921.5514.

STUDENT ACTIVITIES

The Associated Student Government of Palo Verde College governs student Affairs. Students may work with ASG officers and the advisor to form clubs and organizations to serve their interests. A copy of the Student Activities and Organizations Policy and Procedure is available in the Student Activities Center (CS 133). For students interested in forming new clubs for additional information call the ASG Office at 760.921.5519.

Students are encouraged to purchase ASG identification cards each semester. The ASG card fees are \$10.00 for the semester and \$18.00 for the year. Membership entitles you to a variety of discounts on campus and within the community.

Student Services

ASG JERSEY DAY AND 2023 OFFICERS



YOUR EDUCATION

DEGREES & CERTIFICATES

Palo Verde College offers various options for your education. These include occupational degrees and certificates as well as programs that prepare students for transfer to 4-year colleges and universities.

PROGRAM/DECIPLINE	A.S DEGREE FOR TRANSFER (AST)	A.A DEGREE FOR TRANSFER (AAT)	A.S DEGREE	A.A. DEGREE	CERTIFICATES OF ACHIEVEMENT	CERTIFICATES OF CAREER PREPARATION
Agriculture						1
Alcohol & Drug Studies					1	2
American Sign Language						1
Arts & Humanities				1		
Automotive Technology			1		1	2
Building Construction Technology			1		1	1
Business & Technology				1		
Business Management/ Administration	1		1		1	3
Child Development	1		1		1	2
Computer Information Systems			1			7
Criminal Justice / Administration of Justice	1		1		1	
Fire Science Technology			1			2
Mathematics & Science				1		
Nursing & Allied Health					1	3
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				
Welding Technology			1		1	1

Student Services

ASSOCIATE OF ARTS DEGREE

The College also offers the Associate OF Arts Degree, a general studies curriculum transferable to a four-year college/ university or students wanting to concentrate in specific areas can choose from various occupational areas in a combined program of study with general education.

See the catalog for a description of the program of study and note the course requirements for your chosen major or certificate.

DISTANCE EDUCATION

Palo Verde College offers convenient, expanded access to higher education and learning opportunities via distance education. Distance education is defined, for the purpose of accreditation review, as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

All distance education students will have reasonable and adequate access to the full range of student services enjoyed by all of our students. For more information, call 760.921.5568. Contact the Financial Aid Office prior to enrolling in Distance education courses to determine if your financial aid eligibility will be affected.

ONLINE CLASSES

All instruction occurs online. Access to e-mail and the Internet is required. Students may be required to complete work using e-mail, chat rooms, discussion boards, and other instructional tools.

CORRESPONDENCE EDUCATION

This method of instruction allows students to receive lessons and exercises via the mail or electronic transmission and upon completion, return them for analysis, criticism and grading. Students are separated from the instructor and interaction between them is limited. Instruction may be wholly by correspondence or a combination of home study and residential training. Typically, correspondence courses are self-paced; however, there are usually deadlines that must be adhered to.

NONCREDIT PROGRAMS

Palo Verde College noncredit program links the community to the college and lifelong learning through affordable avenues to personal and career enrichment. The course offerings are designed to serve the diverse and changing needs of our community by cooperating with and implementing other offerings at Palo Verde College. We have a variety of tuition-free classes for you to choose from. Some of the noncredit classes can help you prepare for credit classes. If you have any questions about noncredit classes, contact the Instruction Office at 760.921.5500.

STUDENT FEES

The Board of Trustees is required to charge each student a state enrollment fee for credit classes. The enrollment fee shall be as specified by the Board of Governors of the California Community Colleges.

ENROLLMENT FEES

\$46 per unit and is payable when the student registers.

(Subject to change without notice)

ENROLLMENT FEE REFUNDS

When requested by a student on the appropriate form, a full refund shall be made for the class(es) s/he drops during the first ten (10) days of classes of each semester. No refunds shall be made after the first ten (10) days of classes of each semester, unless the program change is a result of action by the District to cancel or reschedule a class. One-day courses and short courses are fully refundable if the student withdraws before the course begins.

FINANCIAL ASSISTANCE TO OFFSET ENROLLMENT FEE

BOGW can waive enrollment fees! In order to prevent the enrollment fee from denying access to students who have limited financial resources, the Board of Governors Waiver (BOGW) is available for financial assistance to offset the enrollment fee (not out-of-state tuition). Application materials and documentation requirements for the program are available in the Financial Aid Office in Student Services.

Eligibility criteria are:

- California resident, and
- A student or student's family is receiving TANF/CalWORKs, SSI, or General Assistance/General Relief;
OR
- A student or student's family is low-income;
- If you do not qualify by either of the previously mentioned methods and you have received your Student Aid Report (SAR), you may be eligible for an awarded BOGW

Loss of BOG Fee Waiver eligibility

- Academic – If a student's cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters), you may lose your fee waiver eligibility.
AND/OR
- Progress – If the cumulative number of units you complete is not more than 50 percent in two consecutive primary terms (fall/spring semester), you may lose your fee waiver
- Students will be notified within 30 days of end of term; loss of eligibility shall become effective at the first registration opportunity.
- See counselor for information on how to appeal BOGW eligibility loss.

TUITION

There is no tuition for residents of California. Non-residents enrolling for credit classes at Palo Verde College will be charged tuition, which is due and payable upon registration.

Mohave, La Paz, and Yuma County (only) fees \$138 per unit

Nonresident fee - \$265.00 per unit (effective July 1, 2019)

State enrollment fee - \$46 per unit (subject to change)

TUITION REFUNDS

When requested by non-resident students, refunds for official reduction in courses or a complete official withdrawal shall be made according to the following schedule:

First three weeks of semester 75%

Fourth and fifth weeks of semester 50%

Refunds will be made after the fifth week of each regular semester unless the program change is a result of action by the district to cancel or reschedule a class. Workshops and one-day courses are fully refundable if the student withdraws before the 10% point of the length of the course.

In the case of students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses, upon petition of the student, a refund of the entire enrollment fee shall be issued unless academic credit is awarded. Military students must submit withdrawal form and refund requests to the Admissions and Records Office in Student Services.

Student Services

TRANSCRIPT FEE

How to Order Transcripts

Palo Verde College has partnered with Credentials, Inc. to accept transcript orders via the internet through a secured site. Transcript Plus® will facilitate your request 24 hours a day, 365 days a year.

Transcript request options and fees:

Regular Service: \$5.00 each – Online orders are processed within 1-2 business days - Written requests are processed within 7 business days

Rush Service: \$10.00 each – processed within 24 hours

Mailing:

1. Regular mail service through USPS is included with your transcript order
2. FEDERAL EXPRESS overnight mail is available for an additional fee for online orders only

NOTE: FedEx option should be chosen only with Rush Service request; processing time is not affected by mailing option.

Transcript Policies

Transcript orders will NOT be processed until all outstanding debts and/or holds are cleared.

If you need a transcript sent after a Grade Change is made, please confirm the grade in Web Advisor before ordering your transcript. The first two transcripts (lifetime) a student can request are FREE. However, FREE requests are not available through Transcript Plus®. FREE orders must be done in person at the Admissions & Records counter.

STUDENT OBLIGATION POLICY

Palo Verde Community College District may impose restrictions on those students and former students who fail to clear district obligations. The restrictions are that students or former students may not receive grades, transcripts, diplomas or other earned certificates, enrollment verification or any other services normally afforded students in good standing. Examples include but are not limited to: returned checks, unpaid loans, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation. All checks returned due to insufficient funds are subject to a fee of \$25.

ASG MEMBERSHIP FEE

The goal of the Associated Student Government (ASG) is to improve and expand services to students. In addition to other privileges, ASG membership entitles you to free or reduced price admission to various activities, and discounts for various food and merchandise with local merchants. ASG cards may be purchased in the Student Activities Center for a nominal fee.

LIBRARY/STUDENT LEARNING CENTER

The Harry A. Faull Library is a vital component of the educational experience at Palo Verde College. Located on the second floor of the John O. Crain College Services Building, Tutoring, and proctoring for correspondence exams takes place in the combined area. The Library provides a peaceful haven for studying or relaxation and contains approximately 21,000 books, and DVD's.

THE VIRTUAL BOOKSTORE

Students will find the required textbooks for each course for rent or purchase at www.paloverde.edu.

VETERAN SERVICES

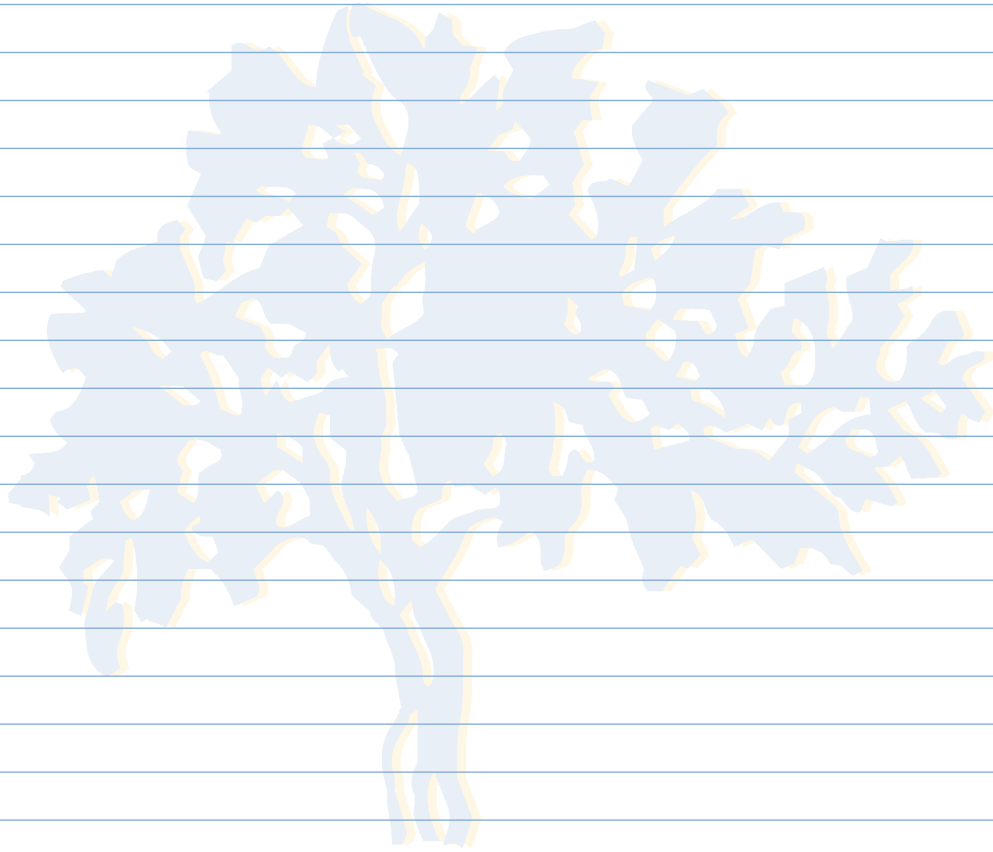
PVC will grant priority registration for enrollment to any member or former member of the armed forces of the United States for any academic term within 2 years of leaving active duty as verified by DD214 (check the current schedule of courses for priority registration dates).

Veteran services are provided to assist eligible Veterans and their dependents in obtaining their VA educational benefits and achieving their educational goals. The Veteran representative in the Financial Aid Office provides information on veterans' benefits and services, assists applicants with completing applications and forms necessary for VA benefits, and assists in resolving VA educational problems.

Veteran seeking enrollment certification to receive educational benefits under the G.I. Bill should contact the Financial Aid Office as soon as possible. Veteran who do not file for benefits 30 days before the opening of the semester should plan for an additional 6 to 8 week delay in receiving benefits.

Palo Verde College is approved for the training of Veterans and eligible persons under the Title 38, United States Code.

Notes



Campus Policies

2023-2024 Student Handbook & Planner



Policies and Regulations

POLICIES AND PROCEDURES

ADMISSIONS ELIGIBILITY

Admission to Palo Verde College is open to anyone who is a high school graduate, who possesses a GED certificate, or who holds a High School Equivalency Certificate. Those who are not high school graduates or do not have one of the equivalencies but are eighteen (18) years of age and show evidence of being able to benefit from instruction may attend the college. High school students in the 11th and 12th grades, with the recommendation of their high school principal, may attend. Those students below 11th grade may attend if they have parent consent and approval from their high school counselor or principal and the college governing board. Enrollment in some courses will be limited (some examples: classes are full, availability of equipment, safety regulations and enrollment in physical education courses not allowed).

The college admissions process requires that all high school students complete a special admissions request application. Students below 11th grade are also required to file a petition, stating the reasons why they should be enrolled in a college course. Once the application and the petition have been filed, a petitions committee will review the petition and forward a recommendation to the Vice President of Instruction and Student Services. The Vice President of Instruction and Student Services will forward a recommendation to the college president (or their designee). The president will then forward the recommendation to the governing board at the next scheduled board meeting asking for approval or disapproval of the student's request to enroll in college course(s). The student will be notified in writing of the board's decision within ten (10) working days following the board meeting. This process should be initiated at least two (2) weeks prior to the start of a semester to allow for processing time.

Students below 9th grade will only be admitted to credit courses under special circumstances.

NOTE: All courses are taught at college level and special admit students are expected to meet the same requirements and to be held to the same standards as all other college students in the

COURSE REPETITION

Course Repetition Definition

A "course repetition" occurs when a student attempts a course and receives an evaluative or non-evaluative symbol for the course (i.e. A, B, C, D, F, W, P/NP, RD, I) and wishes to enroll again in the same course. Course repetition includes the following components. (Title 5 Section 55040)

Course Repetition To Alleviate Substandard Work

A student who has earned a substandard grade (D, F, and NP) may repeat the course to improve the grade. A student may attempt a course a maximum of three times. To alleviate substandard work, a "course attempt" occurs when a student receives an evaluative or non-evaluative symbol for the course (D, F, W, or NP). All course attempts in a student's academic record count toward this enrollment limitation. The first or first and second substandard grades and units are excluded in computing the student's GPA. The grade and units for the third or final attempt are included in the student's GPA. (Title 5 Section 55042)

Course Repetition As A Result of a Withdrawal

A "W" counts as a course attempt. A student may attempt a course a maximum of three times. All course attempts in a student's academic record count toward this enrollment limitation.

1. A Student Earning A Satisfactory Grade May Not Enroll In The Same Course Again Unless One Of The Following Five Exception Applies

Significant Lapse of Time

A student may enroll for one additional attempt if he/she successfully completed the course and a significant lapse of time of more than 36 months has occurred since the student was awarded a grade in the course AND the district has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to the course. (Example: Biology 110 was completed with a grade of C in Fall 2011. In Fall 2013 the student is preparing to apply to a nursing program that requires Biology 110 to be completed within the last three years. The student is eligible to repeat the course in Spring 2015 with documentation of the recency requirement.) The grade and units from the first course completion will be disregarded in computing the GPA. (Title 5 Section 55043)

Policies and Regulations

2. Variable Unit Courses

A student may enroll in a variable unit course as many times as necessary to complete one time the entire curriculum and unit value of the course. However, a student may not repeat any portion of a variable unit course that has already be completed and evaluated. (Title 5 Section 55044)

3. Extenuating Circumstances

A student may enroll for one additional attempt only if documentable extenuating circumstances exist that match the dates of the course for the previous enrollment. Examples of extenuating circumstances are natural disaster, accident, illness, or other extraordinary documentable experience beyond the student's control. (Title 5 Section 55045)

Third, a student with a disability may repeat a special credit class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student (for reasons specified in Title V Section 56029) (Title V 55041 (d))

Fourth, repetition of credit courses for which the grades awarded were at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student (student must file a petition). Grades awarded for courses repeated under this subdivision shall not be counted in calculating a student's grade point average. (Title V 55041 (e))

Fifth, the college may also require repetition of a credit course if the district determines that there has been a "significant lapse of time" (usually five or more years) since the student previously took the course. (Title V 55041 (f))

Sixth, students may repeat a variable credit course as many times as necessary to complete the entire curriculum of the course as described in the course outline of record. (However, students are not allowed to repeat any portion of the curriculum for the course unless they qualify for first, third or fourth reasons listed above). (Title V 55043)

GRADES AND GRADE POINTS

The Palo Verde College grading policies comply with the Board of Governors of the California Community College. The following symbols have been authorized.

<i>Evaluate Symbols</i>	<i>Meanings</i>	<i>Grade Point Values</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Passing (At least satisfactory – units awarded not counted in GPA. Has the same meaning as "CR" as that symbol was defined prior to June 30, 2007.	
NP	No Pass (Less than satisfactory, or failing – units not counted in GPA. NP has the same meaning as "NC" as that symbol was defined prior to June 30, 2007).	

REQUIRED GRADE POINT AVERAGE

To be graduated from Palo Verde College, a student must achieve at least a "C" (2.0) grade point average in all work attempted.

Policies and Regulations

WITHDRAWAL GRADES

W-Withdrawal A student may withdraw from any course or from the college with a “W” grade by the end of the 14th week (or 75% of a term, whichever is less) of the semester via www.paloverde.edu. After the 14th week, the student will be assigned a grade for the course. Students should consult the class schedule or counselor for the last day to withdraw from courses without responsibility for a grade. Any student requesting an extenuating circumstances waiver may obtain the form from the Admissions and Records office. This would allow the student to withdraw without penalty after the last withdrawal date. Extenuating circumstances are limited to verification of prolonged illnesses, accidents, or other circumstances beyond the control of the student. It is the responsibility of the student to provide documentation to support the petition.

WITHDRAWALS AND GRADE RESPONSIBILITY

Students are expected to plan their schedule carefully with the aid and approval of the advisor/counselor and endeavor to maintain that schedule throughout the semester.

Students are held accountable for every course for which they have registered and are responsible for their own class schedule and any changes made via PVC SERVICES (Web Advisor). Although faculty may drop students for non-attendance, students should not expect the faculty to drop them for non-attendance. It is the student’s responsibility to formally withdraw from all coursework and take care of all financial obligations. If a student fails to drop or withdraw from a course by the established deadlines, the student will receive a final grade for that course. To assure transactions are correct, Palo Verde College recommends that students print out a class schedule after completing registration and/or after adding or dropping a course. The designated student grade responsibility date shall occur at the 75 percent point of a semester or session. Students who do not withdraw by the deadline indicated in the class schedule will receive a grade of A, B, C, D, F, P, or NP. All grades become a part of the student’s permanent record.

MILITARY CIRCUMSTANCES

Students called to military duty should notify instructors and make arrangements for completion of their course(s). Extenuating circumstances would permit instructors to allow an “incomplete”. If an incomplete is an unfeasible solution, the student may be permitted to withdraw from class without penalty even after the final withdrawal date. Students must file the appropriate forms with the registrar prior to the military leave to avoid a failing grade.

ATTENDANCE

A student in a California public community college is expected to attend all sessions of each course. Failure to do so may result in a lower grade. Absence due to illness or strictly unavoidable circumstances may be excused if the cause is explained to the instructor. An absence excused or otherwise, in no way relieves the student of the responsibility for completing the work of the course to the satisfaction of the instructor.

ATTENDANCE AT FIRST CLASS MEETING

Students who do not attend the first class meeting may be dropped as a “no show.” Students should not, however, assume they will be dropped. It is the student’s responsibility to officially withdraw from a course through Admissions & Records or online at www.paloverde.edu. Refund and drop deadlines for courses are available online.

If a student is unable to attend the first class meeting, it is the student’s responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

AUDITING COURSES

Auditing of courses is not permitted

Policies and Regulations

PROBATION, DISQUALIFICATION AND READMISSION

Reference: Education Code Section 709(b) (3); Title 5, Section 55754, 55755, 55756, 55759, 55764

ACADEMIC PROBATION

1. Once a student has attempted a total of 12 semester units, he or she shall be subjected to academic probation if the student has earned a cumulative grade point average below 2.0.
2. Once placed on academic probation, the student has the current semester and one (1) additional semester, meaning a total of two (2) semesters (Fall and/or Spring), in which to attain a cumulative grade point average of 2.0 or higher to be removed from academic probation.
3. A student on academic probation shall be subject to dismissal if his or her cumulative grade point average remains less than 2.0 through two (2) semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress.
5. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal may be necessary for students who are eligible for Financial Aid, EOPS or other educational benefit programs with the appropriate program coordinator.

PROGRESS PROBATION

1. A student who has attempted at least a total of twelve (12) semester units shall be placed on progress probation when the percentage of all units for which entries on “W”, “I”, and “NC” are recorded reaches or exceeds fifty percent (50%) of the total units the student has attempted.
2. A student on progress probation shall be removed from probation when the percentage of “W”, “I”, or “NC” units drops below fifty percent (50%).
3. A student on progress probation shall be subject to dismissal if his or her percentage of “W”, “I”, or “NC” units remains or exceeds (50%) after one (1) additional semester, for a total of two (2) semesters of attendance.
4. Students who are eligible for Financial Aid, EOPS or other educational benefit programs may be subject to more stringent standards for academic progress. If a student disagrees with his or her probation status or dismissal, he or she may appeal by submitting a Petition to the Vice President of Student Services. A separate appeal with the appropriate program coordinator may be necessary for students are eligible for Financial Aid, EOPS or other educational benefit programs.

DISQUALIFICATION/DISMISSAL

A student who is on academic probation shall be subject to dismissal if the student maintained a cumulative grade point average of less than 2.0 in all units attempted for two (2) semesters (fall and/or spring).

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Palo Verde College shall publish in the College Catalog its policy on academic renewal without course repetition. This policy shall not conflict with Education Code, Section 76224.

In order to graduate from Palo Verde College, students must have earned a minimum grade point average of 2.0. However, the College recognizes that students who have done poorly in the past can and do return to their studies with a determination to succeed. Therefore, a policy has been established to give them a reasonable opportunity

RESIDENCY

Palo Verde College defines a resident as a person who intends to make California her/his permanent home and has resided within the State for one year and one day prior to the residency determination date, which is the first day of classes of each semester, or summer session. The requirements necessary to demonstrate intent to become a California resident are available from the Admissions and Records Office.

Policies and Regulations

CAMPUS SECURITY

Palo Verde College provides for the safety of its students and employees. Our security personnel are here for you! Security Officers carry radio communications equipment for immediate access to individuals or agencies as needed for emergency situations. Some of the functions they will perform are:

1. Secure the campus.
2. Protect state property.
3. Respond to emergency situations.
4. Provide escort service between the classroom and your vehicle if needed during nighttime hours.
5. Prevention issues, crime report, and timely warnings about threats to the campus community will be reported to students.

Please help us out! Security is everybody's business. If you see something that appears suspicious or someone that does not seem right, please let the guard know so that it can be looked into as soon as possible.

STUDENT PARKING LOT

Students may park at no charge in designated Student Parking areas. Students who park in unauthorized areas will be issued two warnings by campus security. After two warnings, vehicles will be towed off the premises and students will be responsible for associated towing charges.

DRUG AND ALCOHOL-FREE CAMPUS POLICY

In accordance with the requirements of the U.S. Drug Free Workplace Act of 1989, the college is committed to maintaining a drug-free workplace; and in accordance with the requirements of the Drug Free Schools and Community Act amendment of 1989, the college maintains a drug and alcohol-free college environment for students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited at Palo Verde College. Violation of this policy by students will result in disciplinary sanctions up to and including expulsion. Violators may be prosecuted under applicable laws.

NON-SMOKING POLICY

Pursuant to Board Policy 3570, smoking is NOT prohibited in all enclosed facilities without exception.



Students' Rights and Responsibilities

2023-2024 Student Handbook & Planner



Students' Rights and Responsibilities

STUDENTS' RIGHTS AND RESPONSIBILITIES

ACADEMIC HONOR CODE

The faculty of Palo Verde College is committed to maintaining the highest ethical standards possible related to student academic performance in our online, correspondence, and face-to-face classes. We assume that students will pursue their studies with integrity and honesty. However, when students are caught cheating or plagiarizing, a process is begun which may result in severe consequences. Cheating is seeking credit for academic work through the use of dishonest, deceptive, or fraudulent means. Dishonesty consisting of cheating of any kind with respect to examination, course assignments, or illegal possession of examination papers, or any student helping another to cheat is subject to penalties. Any student who deliberately uses and appropriates another's work without identifying the source, passes off of such work as the student's own, or who fails to give full credit for ideas or materials taken from another, has plagiarized.

It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he or she may speak to his or her instructor. Depending on the seriousness of the infraction, the student may:

- have his/her course grade lowered;
- receive a failing grade on the paper, test, or course;
- be placed on probation or suspension;
- be expelled.

In cases of cheating or plagiarism, the instructor may take academic action as outlined in the Due Process section of this catalog. This may range from loss of credit for a specific assignment, examination, or project, to removal from the course with a grade of "F". The instructor should initially seek to resolve the problem with the student to their mutual satisfaction. In addition, the instructor or student may also request action through the Discipline Hearing Committee and/or the Appeals Procedure, which will adjudicate on the basis of College policy. The Office of the Vice President of Instruction and Student Services will maintain a record of students who have engaged in academic dishonesty. For additional information, contact the Office of Student Services.

ACADEMIC HONESTY IN ONLINE AND CORRESPONDENCE COURSES

As a Palo Verde College student, when you are given access to The Bridge, our online course software, you are expected to keep confidential your username and password and to never allow anyone else to log in to your account. Sharing access or passwords to The Bridge is considered a breach of academic integrity and could result in you being removed from your class.

When you login to The Bridge, you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. Please take time to review the following policy on Student Conduct. If you have questions about your work in an online course, be sure to ask your instructor.

STUDENT CONDUCT/DISCIPLINARY PROCEDURES

Palo Verde Community College District, as a tax-supported institution, is committed to compliance with state and federal laws. As an institution of high education, the college is committed to providing an orderly environment conducive to student learning. When the conduct of students transcends the bounds of law or interferes with the normal processes of education, the college must take appropriate action. It is in this spirit and toward these ends that the following procedures have been developed.

It is the policy of Palo Verde Community College District that students, staff, and visitors, alike, be informed of the specific acts and types of behavior considered unacceptable and prohibited. Such acts or behaviors are regarded as just cause for counseling referrals and disciplinary and/or criminal charges, when appropriate.

Written documentation pertaining to the disciplinary actions will be kept in a confidential file locked in the office of the Vice President of Student Services.

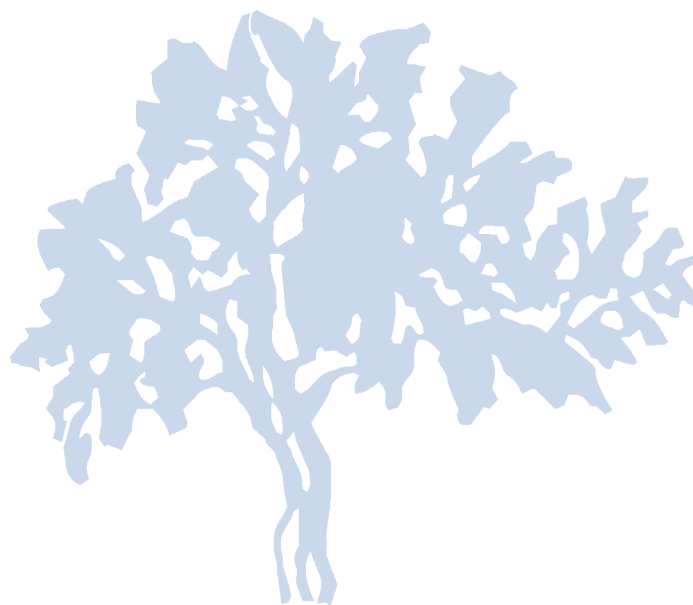
**PVCCD, BOARD POLICY 5500,
ADMINISTRATIVE POLICY 5500-0, 5500-1**

Students' Rights and Responsibilities

PRINCIPLES OF DISCIPLINE

College students are expected to assume responsibility for personal conduct appropriate to their age and maturity. In all cases, students must respect the authority of the instructors and such regulations as are necessary for the welfare of the college. Students who are unable to assume such responsibility may be subject to disciplinary action.

1. Palo Verde College is obliged to maintain order on campus, to ensure freedom of movement, and to take appropriate action against persons whose conduct is disruptive.
2. Palo Verde College is committed to the maintenance of its students' constitutional rights in all adopted policies and procedures.
3. Palo Verde College will restrict student conduct if any of the following conditions exist:
 - a. The benefits gained by the college and/or its students significantly outweigh the subsequent impairment of a student's constitutional rights of free access to higher education; and
 - b. The college has no alternatives at its disposal in restricting behaviors, which are subversive of the rights referred to above.
4. Palo Verde College views itself as the trustee of its students insofar as the students are involved with educational pursuits under the jurisdiction of the college.
5. Palo Verde College emphasizes the instructional and rehabilitation aspects of disciplinary action; the college will not involve itself in disciplinary action, which is only punitive.
6. A student charged with serious misconduct will be given a hearing consistent with procedural due process principles prior to taking any exclusion, suspension, and/or expulsion action. California Education Code, Section 66017.
7. An exception to this principle will be made by the Superintendent/President (or designee) when a student's continued presence on campus constitutes a clear and present danger to the student (himself or herself) or to others, college property, or to the orderly conduct of college business.
8. In instances where a student is a minor, by current legal definition, that student's parent(s) or guardian(s) shall have all of the rights and privileges guaranteed by the California Education Code, Sections 76031 and 76032 in all student disciplinary proceedings involving suspension or expulsion.



Students' Rights and Responsibilities

STUDENT CONDUCT

GENERAL GUIDELINES

1. The rules and regulations applying to the conduct of students on campus (or on any college-operated facility), shall apply to their conduct off campus only when the student is acting in either or both of the following capacities:
 - a. As a student employee, all or a portion of whose salary is paid by the college;
 - b. As a participant in a college-approved field trip, club activity, or any other college-sponsored event.
2. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used to duplicate the functions of general laws, except where such duplication is mandated.
3. The student who violates college rules and/or regulations in the course of college-related off-campus activities shall not be subject to any greater penalties than normally imposed on students who commit similar violations in the course of college-related on-campus activities.
4. Institutional action shall be independent of community pressure.

PROHIBITED CONDUCT

A student may be disciplined for “good cause” pursuant to the California Education Code, Section 76033. Disciplinary action will be taken in support of local, state, and federal laws relative, but not limited, to the following:

1. Theft, or willful defacing of college property or belonging to a member of the college community, Penal Code, Sections 484, and 486490.5;
2. Forgery, alteration, or submission of any document containing false information used to conduct transactions with the college, California Code of Regulations, Section 41301;
3. Cheating, plagiarism, or submitting work for a class that is not the product of a student’s own effort, California Education Code, Section 76037;
4. Failure to pay just debts, such as fines or loans, and failure to return borrowed property, following reasonable attempts by the college to retrieve same;
5. Failure to make good on returned checks cashed by the college, Penal Code, Sections 476 and 476a;
6. Criminal action, violence, or threat of such action against any person on college property, California Code of Regulations, Section 41301;
7. Disorderly, lewd, indecent, obscene, or offensive conduct (by current legal definition) on college property or at college-sponsored or supervised functions, California Code of Regulations, Sections 41301-41304;
8. Use, possession, distribution, or being under the influence of alcohol, narcotics, or other controlled substances or any poisons while on college property or at any college-sponsored event, California Code of Regulations, Section 41301, and Business and Professions Code, Section 4160;
9. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances, California Code of Regulations, Section 41301;
10. Obstruction or disruption of the college’s educational process, administrative process, or other college function, California Code of Regulations, Section 41301;
11. Failure to comply with directions of college officials acting in the performance of their duties, including disobedience and defiance of the authority of said officials;
12. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy, California Code of Regulations, Section 41301;
13. Hazing, California Education Code, Sections 32051 and 32052;
14. Gambling on college property, Penal Code, Section 330;
15. Reckless driving on college property, Vehicle Code, Sections 360, 670, 23103, and 23104;
16. False accusations or malicious charges against any other student, staff member, or governing board member of the district;
17. Violation of other state, federal, or local statutes, or district policies, rules, or regulations while on college property, or in defined college activities elsewhere.

Students' Rights and Responsibilities

PRELIMINARY PROCEDURES

When discussions and other informal methods of resolution between the student and instructor or staff member involved have proven ineffective, the Vice President of Student Services in consultation with that faculty or staff member shall determine within five (5) working days which of the following actions to take.

HEARING PROCEDURES

Hearings are required when a student's action warrants a recommendation for suspension or expulsion or when a student has received two (2) prior disciplinary actions.

CLASSROOM-RELATED DISCIPLINARY PROCEDURES

Discipline will be applied when a student is charged with plagiarism, cheating, or disruptive behavior, and the faculty/staff member has reasonable proof or documentation, and/or the student admits said violation. The instructor/staff member will complete the Classroom-Related Discipline Form in duplicate, give a copy to the student, and send the original to the Vice President of Student Services. The instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a failing grade (F) for the assignment in question.
3. Issue a failing grade for the course. If this option is selected the instructor must consult the Vice President of Student Services and Vice President of Instruction.
4. If the semester drop date for the course has not been exceeded, the student may choose to withdraw from class. It may be recommended that the student be issued an administrative withdrawal.
5. Refer the student in writing to the Vice President of Student Services for disciplinary action at the district level, i.e.: a letter of reprimand, full suspension, or expulsion.
6. Suspend the student from his/her class for the day and the next class meeting pursuant to the California Education Code, Section 76032. If the student is a minor, the college president or designee shall ask the student's parent or guardian to attend a parent conference regarding the suspension as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.

If a student does not agree with the disciplinary action taken, he/she may appeal the action by following the district's Hearing Procedures.

COMPLAINT PROCEDURES/ DUE PROCESS

The student is encouraged to pursue course work and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these goals, the students should be free of unfair and improper action by any member of the academic community.

Palo Verde College shall maintain a student grievance policy. The procedure whereby a student may file a grievance shall be specified in detail in the college catalog under the Complaint Procedures/Due Process section.

The grievance process and any forms needed to facilitate this process will be available in the offices of the Vice Presidents of Student Services, Administrative Services, and Instruction.

This policy shall not apply where other policies are applicable for the resolution of specific categories of student complaints or appeals, such as complaints relating to sexual harassment or discrimination.

Students' Rights and Responsibilities

NON-DISCRIMINATION

GENDER - Palo Verde College does not allow discrimination on the basis of sex in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted there under prohibit discrimination.

DISABLED - Palo Verde College does not discriminate on the basis of disability and is in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not Discriminate in admission or access to, or treatment or employment in its programs and activities.

Age, Race, Color, or National Origin - Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975 and the regulations adopted there under. No person shall on the grounds of age, race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of Palo Verde College.

Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the VP of Administrative Services) in Business Services.

The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Business Services, the Library, and Student Services. The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

SEXUAL HARASSMENT

The Palo Verde Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (**ADMINISTRATIVE POLICY 3410**).

Such behavior includes, but is not limited to, unwelcome sexual advances and verbal or physical conduct of a sexual nature when

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's educational progress or an individual's employment;
2. Submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting such individuals,
3. Such conduct has the purpose or effect of unreasonably interfering with one's educational or work performance or creating an intimidating, hostile or offensive educational or work environment;

OR

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, and services, honors, programs, or activities available at or through the Palo Verde Community College District.

Any student who feels sexually harassed should contact the Palo Verde College Affirmative Action Officer in the Business Services Office.

The procedures for filing a complaint are identified in **ADMINISTRATIVE POLICY 3410**. Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services.

The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

Students' Rights and Responsibilities

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented). Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information or, if denied, include a statement disputing the material, which was challenged.

Other provisions of the federal law restrict the people who have access to the information in student records. However, school personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be obtained without student consent pursuant to a court order.

The College policy regarding student records is available from the Admissions and Records Office in Student Services.

RELEASE OF STUDENT INFORMATION

Palo Verde College adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining student records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. Palo Verde College, based on FERPA regulations, designates as directory information the following: name, address, phone number, & electronic email address, date of birth, dates of attendance, enrollment status, and Degrees & awards received.

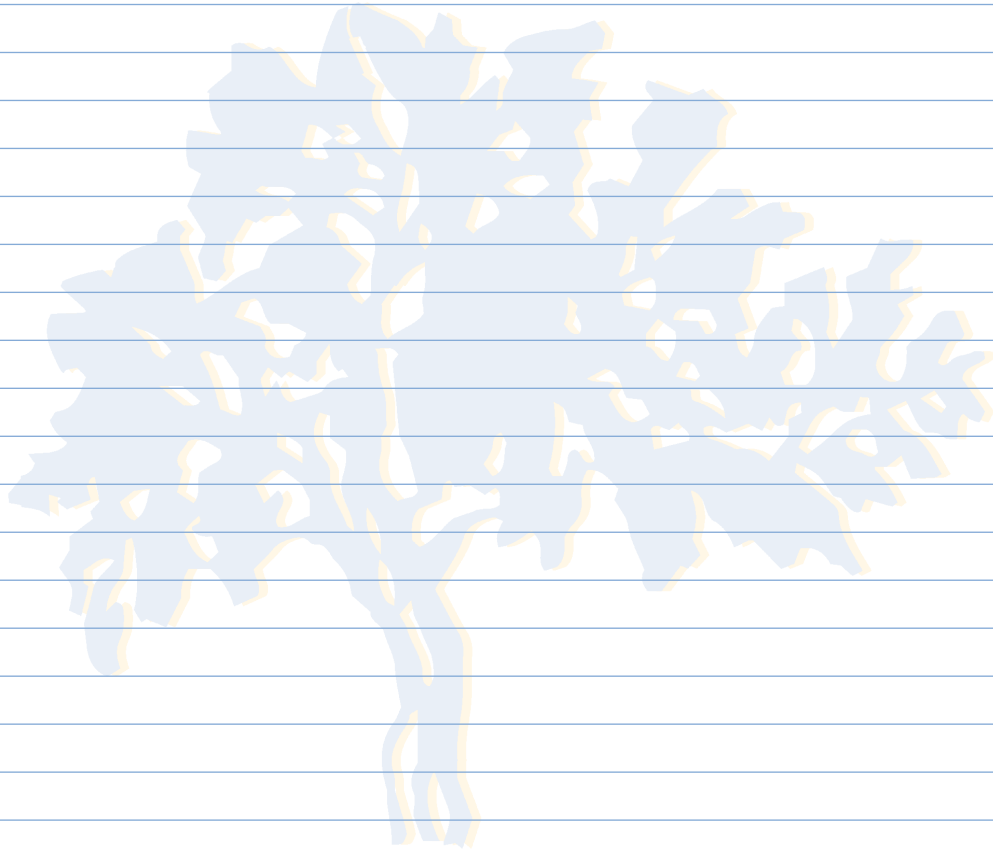
Degrees and awards received are published to recognize individual scholastic achievements. If a student attains scholastic honors or awards and does not wish public recognition, the student should notify the Registrar within ten (10) days.

Students have the opportunity to request that their directory information be maintained as confidential. The [Request to Prevent Disclosure of Directory Information](#) form is available on the Admissions & Records webpage. Contact the Admissions and Records Office for additional information at (760) 921-5356 or admissions@paloverde.edu.

Currently enrolled or former students have the right of access to all their own records maintained by the college.



Notes



Financial Aid Handbook

2023-2024 Student Handbook & Planner



Financial Aid Handbook

Dear Students and Parents,

The Palo Verde College Financial Aid Department at Palo Verde College strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs.

The Financial Aid Department will educate students on how to apply for several types of financial assistance and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, The Palo Verde College Financial Aid Department strives to provide an accurate and efficient environment for staff and students.

The Financial Aid Department will educate staff about new policies and procedures through on- and off-campus training and conferences as well as keeping open communication with other community colleges to learn best practices.

If students still have questions after reading this handbook, please feel free to call or visit with one of our staff members.

Sincerely,

Financial Aid Staff

Palo Verde College 760.921.5553

financial-aid@paloverde.edu

–Creating better futures for our students and our communities–

Financial Aid Handbook

Table of Contents

How to Apply for Financial Aid.....	96
Types of Financial Aid.....	96
Other Grants.....	98
Responsibilities and Requirements.....	98
Ability to Benefit.....	98
Student Educational Plan.....	98
Return of Title IV Funds.....	98
Satisfactory Academic Progress.....	99
Contact Information.....	99
Social Security Number.....	99
Disbursement and Deadline Information.....	99
Veterans.....	99
Attendance at First Class Meeting.....	99
Standard Student Budgets.....	100
2022-2023 Cost of Attendance.....	100
Student Rights.....	101
Release of Financial Aid Information.....	101
Approved Programs.....	101
Course Repetition.....	102
Correspondence Course.....	102
Additional Information.....	102
Financial Aid Reinstatement.....	102
Appeal Process.....	103
Financial Aid Probation.....	103
Reinstatement.....	104
Refunds and Return to Title IV Funds.....	104
Withdrawals.....	104
Student Eligibility.....	104
Order of the Return.....	104
School Owes Funds.....	105
Student Owes Funds.....	105
Student Fails to Meet Terms of Agreement Signed with the College.....	105
Glossary of Terms.....	105
Pell Grant Facts.....	107
Disbursement Dates.....	107
Useful References.....	108

Financial Aid Handbook

HOW TO APPLY FOR FINANCIAL AID

The application used in applying for financial aid is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at <https://studentaid.gov/apply-for-aid/afsa>. Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the California Dream Application online at <http://dream.csac.ca.gov>. Make sure to list the correct school code on the FAFSA/ Dream application.

College	FAFSA School Code	Dream School Code
Palo Verde College	001259	00125900

The FAFSA/Dream application is available for 2022-2023. The 2023-24 application will be available October 1, 2022. Complete the 2023- 2024 application by March 2, 2023, to meet the California state grant application deadline.

When completing the FAFSA application, the FSA ID is used to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Dream applicants can apply for a PIN number to sign the application through the Dream Application website.

Once the application is completed the results will be sent to PVC. Students must have an PVC Admissions application on file for the application to be received. An email is sent to the student personal email account outlining financial aid steps. Required actions must be completed at once.

Dependent students who cannot provide parents' information on the application must first complete the application and submit it online, then after completing the application, visit the Financial Aid office about a Petition for Independent Status (Dependency Override).

Financial Aid Disbursements are issued from the PVC Business Services by paper check. The disbursement dates are listed on our website for reference for reference about the 2022-23 disbursement schedule please view the PVC Financial Aid website link at <https://www.paloverde.edu/fin-aid/disbursement.aspx>

Please contact the Financial Aid Office if you would like to receive your check via US Mail

The FAFSA will decide eligibility for federal and state waivers, and grants. The Dream application will decide eligibility for the California College Promise Grant, formerly the Board of Governors Fee Waiver.

TYPES OF FINANCIAL AID

The California College Promise Grant (CCPG), formerly the Board of Governors Fee Waiver (BOGW), is a state program which waives enrollment fees for qualifying CA resident students and eligible AB 540 non-resident students. If eligible, the CCPG waives enrollment fees only. California residents complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/apply-for-aid/afsa> and list school code #001259, eligible students are awarded automatically. AB 540 students complete the California Dream Application online at <https://dream.csac.ca.gov>, list school code #00125900 and are awarded automatically if eligible. No separate application is needed.

Students on academic dismissal will not be eligible for the CCPG. The "Loss of CCPG" Appeal is available in the Counseling Department.

FEDERAL PELL GRANT (up to \$6,496 for the academic year, subject to change) is awarded to eligible undergraduate students to aid in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless students withdraw from courses and owe a refund or do not successfully pass courses). The information provided on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will decide eligibility for the Pell Grant and for how much. The number of units enrolled in, and college satisfactory Academic Progress also decide eligibility. Students enrolled less than half time (less than 6 units) may qualify for a Pell Grant. Once all application procedures are completed with the PVC Financial Aid office, Pell Grant eligibility will be decided. The award letter on Student Planning/Web Advisor will list how much financial aid has been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Students may not receive Pell Grant funds from more than one school for the same period of enrollment. Students have a "Lifetime Eligibility Usage" (LEU) limit on receiving the Pell Grant. Students are eligible to receive the Pell Grant for 12 full-time semesters. Each full-time semester counts at 50%, with a lifetime limit of 600%. For more information on your individual LEU percentage, log into your financial aid history at www.nsls.ed.gov.

Financial Aid Handbook

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) (up to \$910 for the academic year at PVC and is subject to change) is awarded first to students with exceptional financial need and have the lowest expected family contribution (EFC) granted on the FAFSA. Like the Pell Grant, FSEOG is a cash award that does not require repayment if students still are in courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by priority deadlines and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

CAL GRANTS (up to \$1,648 per academic year for Cal Grant B and \$1,094 for Cal Grant C.). Cal Grant students who have dependent children may be eligible for an access award of up to \$6,000. The Students with Dependent Children (SWD) Grant increases the Cal Grant award by up to \$6,000 for qualifying Cal Grant B recipients and up to \$4,000 for qualifying Cal Grant C recipients.

To qualify, the student must have dependent children that are under 18 years of age for whom they provide more than half of their financial support during the academic year.

The California Student Aid Commission (CSAC) determines initial eligibility for California residents or eligible AB 540 Dream applicants who graduated from a California high school and who will be attending a qualifying institution at least half time (6 or more units).

The deadline to apply for these is March 2 of every year. For students attending California Community Colleges, there is an **additional deadline of September 2**.

To apply for Cal Grant awards, complete the FAFSA or Dream application and have a GPA verified by the above deadlines. The student's financial aid file must be completed, an eligible academic program (major) on file with the Admissions & Records office, and Satisfactory Academic Progress (SAP) standard must be met to qualify.

Disbursement is contingent upon eligibility and funding. Cal Grant eligibility can be found online at <https://webgrants.csac.ca.gov>.

STUDENT SUCCESS COMPLETION GRANT: The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending a California Community College full-time (12 units or more). The purpose of the SSCG grant is to provide students with additional financial aid to help offset the total cost of community college attendance, and to encourage full-time attendance and successful on-time completion. Students enrolled in 12 – 14 credits receive \$649 per semester and students who are enrolled in 15 credits or more receive \$2,000 per semester. To be considered for this program students must apply for financial aid before March 2nd every year.

CHAFEE GRANT PROGRAM provides grants of up to \$5,000 to eligible foster youth. An Independent Living Coordinator with the Department of Public Social Services determines whether a student is an eligible foster youth. Students must be enrolled in college or vocational school at least half time (6 units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA application is required for PVC to verify eligibility for this grant.

Disbursement is contingent upon eligibility and funding. An application for this grant can be completed at www.chafee.csac.ca.gov. This grant will be renewed automatically by CSAC if the student meets specific criteria. Each Chafee grant disbursement is released by CSAC during the fall and/or spring semester at which time the Financial Aid office reviews the student's eligibility prior to the disbursement being released to the student. All disbursement(s) for Chafee grants must be picked up in person with a valid picture ID at your home college.

FEDERAL WORK STUDY (earn up to \$5,000 per academic year). The FWS program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (3 units for summer, 6 units for fall and spring) and a minimum 2.0 GPA (exceptions may be made on a case-by-case basis). To apply for Federal Work Study, students must complete the FAFSA application online at <https://studentaid.gov/apply-for-aid/fafsa> and list the PVC school code #001259. To apply for a FWS position, students must have a completed financial aid file. To view available jobs, view the PVC Current Employment Opportunities website at <https://www.paloverde.edu/about-us/employment.aspx> for the link to student employment job listings. Students not qualifying for financial aid may apply for Institutional district work study found at the same link.

Financial Aid Handbook

OTHER GRANTS

CalWORKs: CalWORKs is a program for parents receiving cash aid and interested in attending college. If you enroll in our on-campus

program, we might be able to assist you. Students enrolled in CalWORKs may be eligible for childcare funding while attending Palo Verde College and working. We can pay for childcare expenses for children up to 13 years of age. We also have jobs available both on and off campus as the opportunity arises based on your field of study. Other services are also available. For further information, contact the CalWORKs Clerk, Alice Dean at (760)921-5514 or CalWORKs Coordinator, Staci Lee at (760)921-5512.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE): CARE is an integral part of EOPS that offers grants to assist with children care costs to qualified CalWORKs/TANF recipients. It also offers monthly meetings with a support group, workshops designed to help the CARE students succeed in college, family oriented social activities and all other services that EOPS offers. Transportation grants may also be available to CARE students. For more information contact the CARE office at (760)921-5402.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS): Book vouchers are available and provided through the EOPS Program on a first come, first serve basis. Funds are available for books only, not supplies. Qualified students must meet eligibility requirements to obtain these services. Students are encouraged to participate in an EOPS orientation and meet with a counselor to learn more about the benefits of obtaining EOPS services. These services are offered each year depending upon state budget funds.

RESPONSIBILITIES AND REQUIREMENTS

Palo Verde College must follow federal, state, and institutional regulations in administering financial assistance programs. Students must adhere to all federal, state, and institutional guidelines when applying for and receiving financial assistance. If students do not follow the requirements, eligibility may be rescinded. Please review the following guidelines:

ABILITY TO BENEFIT

Beginning in 2012 -13, students must have met one of the following requirements to be eligible to receive financial assistance:

High school diploma or

GED certificate or

Completed an approved home School program or

Passed the California High School Proficiency Exam or

Were enrolled in an eligible program of study prior to July 1, 2012, and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online.

STUDENT EDUCATIONAL PLAN

You must enroll in and successfully **complete courses according to your Student Educational Plan (SEP)**. To develop your SEP, you should meet with an academic counselor. Appointments can be made via phone at (760)921-5500.

RETURN OF TITLE IV FUNDS

Students who drop or fail to successfully complete courses may need to REPAY a portion of financial assistance received. (See our consumer guide for more information regarding Return of Title IV Funds.) Students cannot receive financial assistance at two institutions at the same time (except for the California College Promise Grant [CCPG], formerly the BOGW). All students enrolled and receiving financial assistance at other colleges must notify the Palo Verde College Financial Aid Department to prevent any overpayment.

Financial Aid Handbook

SATISFACTORY ACADEMIC PROGRESS

All students must meet the PVC Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If the SAP standard is not met, the student will become ineligible for most types of financial assistance. If determined ineligible for financial aid due to SAP, students may appeal through the PVC appeal process. For additional information regarding our SAP standard and the related components, please review the Satisfactory Academic Progress chapter in our consumer guide

CONTACT INFORMATION

Be sure to keep mailing address, phone number, and email address current. This ensures information regarding financial aid is received in a timely manner. This information can be updated at the PVC Admissions & Records office. Check your personal email regularly, as all updates and communications are sent to the students' personal email account.

SOCIAL SECURITY NUMBER

Be sure that the Social Security number on file with PVC is provided and correct as it is not required on the Admissions application but is needed for ALL financial aid applicants. We cannot process most types of financial assistance without the Social Security number on file.

DISBURSEMENT AND DEADLINE INFORMATION

Deadlines for submitting all financial aid tasks are located on our disbursement schedule. Disbursement of financial assistance occurs after the student has completed the application, completed all financial aid tasks, and enrolled accordingly. For dates of deadlines and disbursements, please view our consumer guide on our website at <https://www.paloverde.edu/fin-aid/disbursement.aspx>.

VETERANS

Applying for financial assistance through the FAFSA application does not affect GI Bill benefits. All Veterans should apply for financial assistance by completing the FAFSA application online at <https://studentaid.gov/apply-for-aid/fafsa>.

The Palo Verde College Veteran Services Office is a liaison between the student and the Department of Veteran Affairs providing educational services to students, veterans, survivors, and dependents of a veteran that is eligible for Veteran Education Benefits. For more information on eligibility, how to apply, or other veteran benefits, resources and additional information visit the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building. Enrollment Certification and Limitations for Student Veterans.

Upon submission of a Veteran Statement of Responsibility and necessary documentation to the Veteran Services Office, eligible students will be certified for courses that fall within their Veterans Affairs approved program. The Veteran Services Office will only certify courses that are required for a student's program of study. Students wanting to take additional courses that are not required for his/her program of study can self-pay for the courses or use other funding, such as financial aid or scholarship, in such circumstances, students must notify the Veteran Services Office. Certification will be processed approximately a day after Census Date and not during the registration period. To submit a Veteran Statement of Responsibility, stop by the Palo Verde College Financial Aid Office located in Student Services in the John O. Crain Building.

ATTENDANCE AT FIRST CLASS MEETING

Students who do not attend the first-class meeting may be dropped as a "No Show". Students should not, however, assume they will be dropped. It is the student's responsibility to officially withdraw from a course through Admissions and Records or online at PVC Services. Refund and drop deadlines for courses are available from Admissions and Records or can be found in the current course Schedule of Classes. If a student is unable to attend the first-class meeting, it is the student's responsibility to notify the instructor before that class meeting and request that the seat be held. The instructor is under no obligation to honor this request.

Financial Aid Handbook

STANDARD STUDENT BUDGETS

The following chart allow students to estimate the cost of attending Palo Verde College for one school year (nine months). These budgets are intended to include enough money for students depending on lifestyle, priorities, and obligations. It is possible to reduce costs in some areas through careful planning.

2022-2023 COST OF ATTENDANCE

**FEES/TUITION ARE SUBJECT TO CHANGE

California Residents - Enrollment fees are \$46.00 per unit with no maximum

COST OF ATTENDANCE: BUDGET ALLOWANCES	LIVING WITH PARENTS	LIVING OFF CAMPUS	LESS THAN 1/2 TIME	DISTANCE LEARNING
In-State Enrollment Fees (Based on 14 units per semester)	\$1,288	\$1,288	\$1,288	\$1,288
Books and Supplies	\$1,152	\$1,152	\$1,152	\$1,152
Food and Housing¹	\$9,360	\$17,784	\$0	\$0
Transportation	\$1,026	\$936	\$936	\$0
Personal/Misc²	\$3,348	\$3,924	\$0	\$0
Totals	\$16,174	\$25,084	\$3,376	\$2,413

Includes food, snacks, meals on campus, rent, utilities, household supplies, etc.

Includes clothing, laundry, and dry cleaning, personal care, gifts, recreation, etc.

NON-RESIDENCE STUDENTS:

For students who are not a California resident, fees and tuition costs are:

Out of State/Non-resident Tuition Fees:	\$307 per unit (Plus, enrollment fees of \$46 per unit)
*Arizona Resident Guest Agreement Enrollment Fees	\$138 per unit

* Only LaPaz, Mohave, and Yuma Counties have Guest Agreement



Financial Aid Handbook

STUDENT RIGHTS

You have the right to ask the college:

- What it costs to attend and what its refund policies are if you drop out.
- How the college determines whether you are making satisfactory academic progress and what happens if you are not.
- What financial help is available, including information on all federal, state, and college financial aid programs, not just loans.
- About the deadlines for submitting applications for each financial aid program and how recipients are selected.
- How your financial need is determined, including how costs for tuition, fees, room, board, transportation, books, supplies, personal and miscellaneous expenses are considered in your cost of attendance.
- What resources (such as parental contribution, other financial aid, personal assets) are considered in the financial need calculation, and how much of your financial need, is determined by the college, is met.
- To explain the various programs in your financial aid package, and how and when you'll receive your aid.
- To reconsider your financial aid application if you believe you have been treated unfairly.
- How much of your financial aid must be paid back, and what portion is grant or gift aid?
- You have the right to know what the loan interest rate is, the total amount that must be repaid, payback procedures, when repayment begins and how long you must repay.
- How to apply for additional aid in the event your financial circumstances change.
- To disclose the percentage of its students who complete the college's programs, the percentage that transfer out and its job placement rates.
- About the effect outside scholarships may have on your financial aid award.
- For its statistics on crimes committed on and off camps and for its campus safety policies and procedures.

Please note that the college catalogs are available at www.paloverde.edu

RELEASE OF FINANCIAL AID INFORMATION

Due to the Federal Education Rights and Privacy Act (FERPA), written or verbal information cannot be released to any person or agency, other than the student, without written consent. To have information released to someone other than the student written consent must be given.

APPROVED PROGRAMS

Entitlement to federal and state student financial aid is subject to the requirement that the student maintain satisfactory progress in their approved program. The student's program and academic progress will be evaluated at the beginning of each semester.

An approved program is one that:

- leads to an Associate Degree; or
 - at least two academic years in duration that is acceptable for full credit toward a bachelor's degree; or
 - is at least a one-year program leading to a vocational certificate; or
 - certificate or diploma training program that is less than one year.
- and has been approved by the U. S. Department of Education.

In addition to the student's enrollment in an approved program, the student must complete the program requirements within a designated number of semesters.

Financial Aid Handbook

COURSE REPETITION

Beginning July 1st, 2011, the Department of Education changed the repeat rules for Title IV funding of Federal grants. This regulation is only regarding Title IV funding and does not impact the repeat rules defined under Title VI you have successfully completed a course at PVC you can only receive financial aid for that course 1 additional time. If you choose to repeat the course for a 3rd time, you will not be eligible for federal financial aid payment. If you choose to retake a course for a 3rd time, after passing it successfully once, your units for that course will not count towards your financial aid awards for that semester or future semester.

CORRESPONDENCE COURSE

Students enrolled in only correspondence courses are no more than half-time students, even if they are enrolled in enough units to be full time. Additionally, students who are enrolled in all correspondence courses will have a lower cost of attendance (budget will include fees/tuition and books and supplies). If correspondence courses are combined with regular, on-campus courses, the student's enrollment status might be more than half time. Please refer to the chart below:

Number of On-Campus Units	Number of Correspondence Units	Financial Aid Enrollment Status
3	3	½ time
3	6	½ time
3	9	½ time
2	6	½ time
6	3	¾ time
6	6	Full time
0	12	½ time *

*Full-time correspondence students are awarded at ½ time enrollment status and must turn in a progress report that has been completed by each instructor, to the Financial Aid Office prior to picking up any financial aid funds.

ADDITIONAL INFORMATION

Attempted and Completed Units

Attempted units are any units for which a grade of A, B, C, D, F, P, NP, CR, NC, I, IP or W is received after the last day to drop a class without a "W" grade. (Refer to your class schedule for specific dates).

Completed units are earned units with a grade of A, B, C, D, P or CR (Repeated, Audited, Transfer, Consortium or Remedial Coursework).

Financial Aid may be awarded for the cost of courses previously taken if the course is being taken to improve a sub-standard grade of D, F, NP or NC and any one class that was previously passed.

Repeated units count towards the 150% maximum units allowed.

All transfer courses from accredited institutions are considered toward academic progress.

Courses funded through a consortium agreement are included in determining academic progress and attempted units.

Up to 30 semester units of remedial courses will be accepted in determining eligibility.

FINANCIAL AID REINSTATEMENT

If your eligibility is terminated, you must meet the following requirements to re-qualify for the following semester:

- Enroll in at least six units and

- Complete 67% of your attempted units

- Achieve a minimum 2.0 cumulative GPA.

Reinstatement is not retroactive, and you will not receive aid for any semester that you are ineligible.

Financial Aid Handbook

APPEAL PROCESS

An appeal must be submitted to the Financial Aid Department with appropriate documentation, or it will not be processed.

Appeals for reinstatement are granted *only* if extraordinary circumstances are beyond the student's control and for which they could not plan. These must be documented in writing.

Also, there must be evidence they will make satisfactory progress in the future. Students approved for an appeal may not appeal a second time as appeals are only approved once per lifetime.

Students are notified by email of the decision. If the appeal is approved, the student will be placed on "Probation" status for a specific period.

FINANCIAL AID PROBATION

A financial aid probation period allows a student, who does not meet SAP but has successfully petitioned, to continue to receive aid.

An educational plan is required for a student on probation. The educational plan must be developed to ensure that a student will meet SAP. If a student does not adhere to the requirements their appeal will automatically be void.

AA/AS DEGREE OR TRANSFER PROGRAM							
Level of Enrollment (Units Attempted)	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year
Full Time (24 units)	16 units	32 units	48 units	64 units			
¾ Time (18 units)	12 units	24 units	36 units	48 units	60 units		
½ Time (12 units)	8 units	16 units	24 units	32 units	40 units	48 units	

VOCATIONAL CERTIFICATE PROGRAMS							
Level of Enrollment (Units Attempted)	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year
Full Time (24 units)	16 units	32 units	48 units				
¾ Time (18 units)	12 units	24 units	36 units	48 units			
½ Time (12 units)	8 units	16 units	24 units	32 units	40 units		

REINSTATEMENT

A student may be reinstated to “satisfactory” status once their GPA is at least a 2.0, and they have completed the minimum number of semester units for program progress.

REFUNDS AND RETURN TO TITLE IV FUNDS

Background:

In accordance with Higher Education Amendments of 1998 students who receive federal financial assistance and withdraw from all their classes before completing more than 60% of the semester will be required to return any unearned federal funds. The amount of the return will be calculated on a pro-rated basis. FWS earnings are excluded from the calculation. PVCC uses the aggregate matching method for FSEOG, so only the federal portion of FSEOG will be included in the calculation.

WITHDRAWALS

All calculations are based on the withdrawal date as determined by the Admissions and Records Office.

Since PVCC is not required to take attendance, a student’s withdrawal date for the return of Title IV calculation will be:

- The midpoint of the semester for students who do not officially withdraw. Or
- a report will be run at the end of each semester to determine those students who received all F’s.

The Financial Aid Office will return any funds due from the institution while simultaneously notifying the student of any funds they may owe or offer the student any unearned funds, which were not disbursed.

This process will occur within a thirty-day period. For students who do not officially withdraw, final transcripts will be used to determine the withdrawal date and PVCC will return funds and notify students within 30 days of receipt of final transcripts.

The percentage of Title IV aid earned will be calculated by counting the number of days from the beginning of the semester to the withdrawal date and dividing that number by the number of calendar days in the semester. Once that percentage is determined, the Return to Title IV calculation is performed using the districts Colleague program to determine any amount the institution may owe, and/or the student as well as any required offer of a post-withdrawal disbursement.

If the student owes any money or if they are entitled to additional funds, the appropriate letters are sent to the student (One indicating that the amount of funds they need to return and the way to do so, or one offering them a “post withdrawal” disbursement). The calculations and the letters are sent within 30 days of the date of the institution’s determination that the student withdrew.

STUDENT ELIGIBILITY

To determine if a student was eligible to receive Title IV funds even though none were disbursed, the cash management rules of §668.164 (g) (2) will be applied. To be an eligible student, PVCC must have a completed financial aid file, which will include a valid SAR/ISIR.

Once the amount of earned Title IV aid is determined, the sum will be subtracted from the total of the Title IV aid that was disbursed. If the student received more than the earned amount, the unearned portion will be returned by the college and by the student in accordance with the method prescribed in regulation. The institutional charges for the semester will be multiplied by the percentage of Title IV aid unearned and compared to the amount of the Title IV aid to be returned.

ORDER OF THE RETURN

The smaller amount will be returned by the college in the following priority:

- Pell Grant
- FSEOG

The amount the college returns will be subtracted from the total sum that must be returned and the balance will be due from the student. The student will be responsible to return unearned funds in the same priority listed above.

Financial Aid Handbook

SCHOOL OWES FUNDS

When the institution owes money back, a memo is given to the Manager of Administrative Services, a reverse transmittal of funds is done electronically through the Colleague system in the financial aid department. As soon as the reverse transmittal is done and the Administrative Services department receives it, they will return the appropriate amount to the federal programs no later than 45 days from the date of the withdrawal.

STUDENT OWES FUNDS

The student will have 45 days from the date they receive notice from the college to repay the unearned Title IV aid in full or to set up a satisfactory repayment arrangement with the Department of Education. Grant overpayments will be reported to NSLDS marked with the appropriate flag corresponding to the action taken by the student. This reporting will take place within thirty days after the student signs a satisfactory repayment arrangement; if the student fails to repay the overpayment and enter a repayment arrangement with the college within the 45-day period.

STUDENT FAILS TO MEET TERMS OF AGREEMENT SIGNED WITH THE COLLEGE

When the determination is made that the student did not receive all the earned Title IV aid and the withdrawal date has been determined, the Financial Aid Office will send the student a letter offering the undisbursed financial aid. The student will be instructed to respond to the letter within 14 calendar days indicating whether the student wants the funds if the student requests that the earned Title IV aid be disbursed, a check will be ordered and made available for the student to pick up in the Student Services Office within 90 days of the college's determination that the student withdrew. If the response from the student is received within 14 days, it will be honored. Any response received after 14 days will be late and a notice will be sent to the student advising him or her of the outcome.

GLOSSARY OF TERMS

CAHSEE State law, enacted in 1999, authorized the development of the California High School Exit Examination (CAHSEE), which students in California public schools would have to pass to earn a high school diploma. All California public school students must satisfy the CAHSEE requirement, as well as all other state and local requirements, in order to receive a high school diploma. The CAHSEE requirement can be satisfied by passing the exam or, for students with disabilities, receiving a local waiver pursuant to Education Code Section 60851(c) or receiving an exemption pursuant to Education Code Section 60852.3.

CITIZEN/ELIGIBLE NON-CITIZEN You must be one of the following to received Federal Student Aid:

- U.S. Citizen or National
- U.S. permanent resident who has an I-151, I-551 or I-551C (Alien Registration Receipt Card)
- Certain resident of Pacific Island
- Other eligible non-citizens (for details check with the Financial Aid Office)

COST OF EDUCATION The cost of education is the total amount it will cost a student to go to school. The total includes costs belonging only to the student for transportation and personal expenses.

DRN DATA RELEASE NUMBER A number located in the lower left corner of the SAR that is assigned to your application by the U.S. Department of Education.

EXPECTED FAMILY CONTRIBUTION (EFC) An amount, determined by a formula established by Congress, which indicates how much of your family's financial resources should be available to help pay for school.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) A Federal Financial Aid Online Application that collects financial data on a student and/or parents for applicant's aid need analysis. The website address is www.fafsa.ed.gov or you can apply by phone at 1-800-4-FED-AID (1-800-4333243).

Financial Aid Handbook

FINANCIAL AID AWARD LETTER An award letter contains information on the types and the amounts of aid being offered to a student. The amounts reflect what a student will receive during the period of enrollment. There is an area to accept or reject any or all the aid offered. The award letter lists the cost of education, expected family contribution and financial need.

FINANCIAL NEED The difference between what you (and your parents, if dependent) can contribute to the cost of your education and the cost of going to the college of your choice.

GRANT A grant is financial aid that you don't have to repay.

NEED ANALYSIS The calculation that the College Scholarship Services perform on the information contained in the students' FAFSA. These calculations help a college decide how much money is available from the students' resources to help pay for their education.

FSA ID/FEDERA- STATE AID IDENTIFICATION A username and password created by a student for the first time they apply for federal aid. If you fail to remember your FSA ID, a request to retrieve your FSA ID can be done at <https://fsaid.ed.gov/npas/index.html>.

REGISTERED DOMESTIC PARTNER Recent legislation extends new rights, benefits, responsibilities and obligations to individuals in domestic partnership registered to with the California Secretary of State under Section 297 of Family Code. These new provisions apply to state funded student financial aid ONLY, and not federal student financial aid.

RESIDENCY A California resident is one who has maintained a permanent residence in the state of California for the time of one year and one day or longer.

SATISFACTORY ACADEMIC PROGRESS To be eligible to receive federal student aid. You must maintain satisfactory academic progress towards your degree or certificate. You must meet the Financial Aid Department's standards of satisfactory academic progress.

STATEMENT OF EDUCATIONAL PURPOSE/CERTIFICATION STATEMENT ON OVERPAYMENT AND DEFAULT you must sign this statement to receive Federal Student Aid. By signing, you are stating that you do not owe a refund on a federal grant, and that you are not in default on a federal loan. You are also agreeing to use your student aid for **EDUCATIONAL RELATED EXPENSES ONLY**. (Both statements are on the Free Application for Federal Student Aid [FAFSA])

STUDENT AID REPORT (SAR) a report form indicating a student's eligibility for Federal Grants.

UNMET NEED A student's unmet need is determined by the following formula:

FINANCIAL NEED — AID AWARDED = UNMET NEED

UNTAXED INCOME All income received that's not taxed or may not be reported to the IRS, including Social Security benefits, welfare payments, untaxed capital gains, interest on tax-free bonds, clergy and military allowances and others.

VERIFICATION The procedure in which a college checks the information you report on the FAFSA, usually by requesting a copy of your (or your parents') signed tax return and a Verification worksheet.

VETERAN For the FAFSA, a person who has engaged in active duty in the U.S. Armed Forces or is a National Guard or Reserve enlistee called to active duty or was a cadet or midshipman at one of the service academies, and who was released under a condition other than dishonorable; or who'll be a veteran by June 30, 2010.

Financial Aid Handbook

PELL GRANT FACTS

To receive a Pell Grant at Palo Verde College you must have completed the FAFSA and have a completed financial aid file. If you have not completed these steps, you will not receive your Pell Grant disbursement on the scheduled dates.

Pell Grants are disbursed over the entire academic year: one-half in the fall and one-half in the spring. Each semester there are two disbursements. You must present a picture ID and your Social Security Card if you are picking up a physical check. If you forget to bring either ID, you will not be able to pick up your check.

Please do not send another person to pick up your check, as they will not be permitted to do so.

Not every student receives the same amount of Pell Grant money. Your award depends on the calculated EFC (Expected Family Contribution) indicated on your SAR (Student Aid Report) and whether you live with parents or on your own. It also depends on the number of units in which you are enrolled. If you enroll in Distance Education courses, as opposed to regular courses, your financial aid could be drastically reduced. Also, remember, if you decrease the number of units you are taking, your Pell Grant money will also be decreased. You must also maintain satisfactory academic progress to receive the Pell Grant.

DISBURSEMENT DATES

FALL 2023		SPRING 2024	
1st	Aug. 24, 2023	1st	Jan. 26, 2024
2nd	Nov. 21, 2023	2nd	May 08, 2024

***Disbursement dates are subject to change without notice.**

Not all students will receive a Pell Grant check on the first Check Disbursement Date



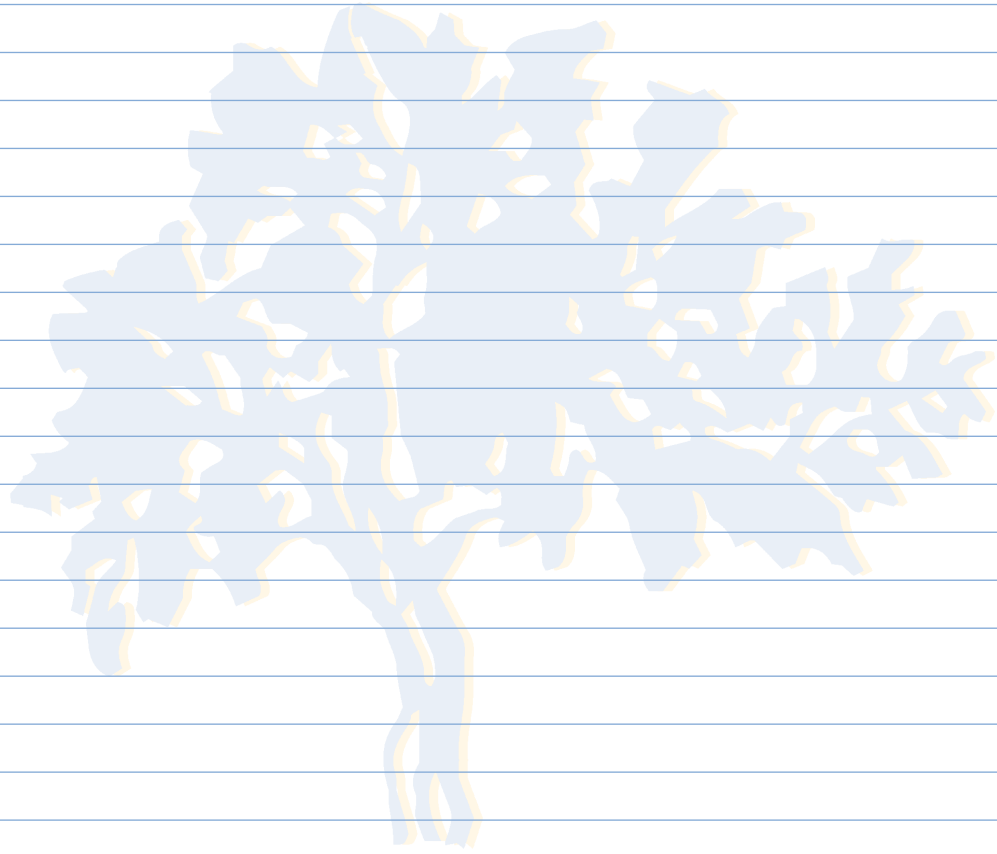
USEFUL REFERENCES

Apply for the FAFSA by phone	1-800-4-FED-AID (1-800-433-3243)
Apply for the FAFSA Online	https://studentaid.gov
Apply for an FSA ID	https://fsaid.ed.gov
Federal Student Aid Information Center	1-800-4 FED-AID (1-800-433-3243) www.nsls.ed.gov
IRS – Student tax credits, Copies of Taxes	www.irs.gov 1-800-829-1040
Immigration and Citizenship	www.uscis.gov 1-800-375-5283
California Student Aid Commission	www.csac.ca.gov
WebGrants4Students (Cal Grants)	www.mystudentinfo.ca.gov
Chafee Grant for Foster Youth	www.chafee.csac.ca.gov

For more detailed information, please refer to the college catalog located on our website at www.paloverd.edu.



Notes



Palo Verde College Main Campus Map Legend

1. John O. Crain Student Services Building (CS)

- Assessment Testing
- Business Services
- CalWORKS
- Counseling
- Correspondence Education
- DSPS
- EOPS/ CARE
- Financial Aid
- Food Service/ The Den
- Instruction /Student Services
- Library
- Registrar
- Student Activities
- Superintendent/President/Foundation
- Veteran's Services

2. Anthony J. Reale Classroom Lab building (CL)

- Classrooms
- Instructors Offices
- IT Department
- Labs
- Lecture Hall 101

3. Lucas Oil Technology Building (TB)

- Automotive Trades
- Building Trades
- Welding Trades

4. Clancy Osborne Physical Education Center (PE)

- Dance Room
- Gym
- Weight Room
- EDD Office



5. Fine Arts Building (FA)

- ESL
- History
- Music/Rehearsal Hall
- Offices/Civic Center Events Manager
- Quilting

6. Theater (PA)

- Green Room
- Scene Shop
- Theater

7. Maintenance and Operations (MO)

- Grounds and Maintenance Services
- Evacuation safe zones for fire =
- Buildings =
- Parking lots = =
- Handicapped parking =

www.paloverde.edu 1(760)921-5500

Campus Map

