



# **AGENDA FOR SUCCESS: A SHARED RESPONSIBILITY**

- **STUDENT DEVELOPMENT PHILOSOPHY**
- **SUCCESSFUL STUDENT STRATEGIES**
- **YOUR SUCCESS: A SHARED RESPONSIBILITY**
- **TIME AND ACADEMIC DEMAND SCHEDULE**
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The following section of the Catalog was included because we want you to know about the "foundation" on which PVCC is being built. Just as a new building must have a firm foundation, so the college must also be built on a strong foundation to provide quality educational programs. PVCC was built on a philosophy we refer to as Student Development. To help you understand this philosophy, and your community college, we have included the following section.

**Student Development at PVCC** will introduce and describe the student development philosophy. It will define the assumptions such a philosophy makes about students, college personnel, and education. Using these assumptions, college personnel have defined what we see as **Successful Student Strategies**. We hope they will serve as a guide to help you reach success in your educational goals. The section concludes with a description of the **Student Leadership** program which we view as a major component of student development. You will find in reading this section that PVCC is taking a unique approach to student leadership.

As you read the following sections, please feel free to discuss any questions you may have or views regarding the student development philosophy or other parts of the "foundation" with any employee at PVCC. Building on this foundation to keep it strong is something we must do together.

## STUDENT DEVELOPMENT

All employees at PVCC have been oriented to the student development philosophy belief that students and employees must be active participants in this philosophy for it to be successful. The following section has been included to familiarize you with this philosophy and to give you the background that the rest of this catalog was based on. We hope that it will assist you in recognizing that we are all in a developmental process and that learning can occur in any of your interactions at PVCC. We also want you to recognize how you can get the most out of those interactions.

Student Development is a dynamic, active learning process that challenges the students to become more self-directed in educating themselves intellectually, ethically, emotionally, socially, and/or physically. Two central concepts underlying student development philosophy are (1) because students have the major responsibility for their own development, they need to be involved actively in the learning process, and (2) all employees of the college share in the responsibility of supporting faculty in their teaching and learning.

The following beliefs and responsibilities form a core of guiding principles underlying the student development philosophy.

### BELIEFS REGARDING STUDENT DEVELOPMENT

- Student development education enables students to identify their needs and establish their goals.
- Student development education is a commitment and responsibility shared by members of the college community.
- Student development education recognizes the importance of a student's total learning environment including involvement in the community.
- Learning can occur anywhere in the college environment; it is not restricted to the interaction between students and instructors in the classroom.
- Student development education encourages a variety of approaches to help students learn. These approaches may include learning through role models, presentations, technology, group interaction, etc.
- Student development education requires collaboration and coordination among all persons involved in the process. Cooperation is essential.

### BELIEFS REGARDING STUDENTS AND EMPLOYEES

#### WE BELIEVE STUDENTS:

- are individuals with unique characteristics and needs, responsible for their ongoing development throughout life.
- enter college at different points in the learning process, learning at different rates and through a variety of methods.
- need realistic goals, a plan for achieving desired results, and social and educational support to assist them in their development.
- have the opportunity to develop intellectually, ethically, emotionally, socially, and physically throughout their lives.
- have specific responsibilities associated with the learning process.

#### WE BELIEVE EMPLOYEES:

- accept and foster the student development process.
- are active participants in the student development process and the well-being of the college community.
- have the opportunity to be active participants responsible for their own personal and professional development and learning.
- through their own specific job responsibilities can foster student development.
- have specific responsibilities in the student development process.

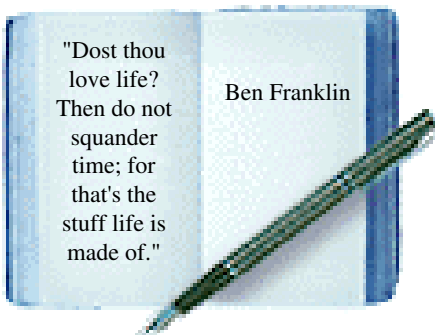
## RESPONSIBILITIES UNDERLYING STUDENT DEVELOPMENT

### STUDENTS ARE RESPONSIBLE TO:

- set realistic goals, to develop a plan for achieving those goals, and to secure the necessary support.
- establish the level of knowledge, skills, behaviors, and attitudes they need to be more effective members of society.
- assume the major responsibility for their own development and success.
- be actively involved in the learning process.
- utilize campus resources to support the learning process.
- show consideration and respect for college employees and fellow students.
- assume responsibility and the consequences for their decisions.

### COLLEGE EMPLOYEES ARE RESPONSIBLE TO:

- support students' intellectual, ethical, emotional, social, and/or physical development.
- help students develop the knowledge, skills, behaviors, and attitudes they need to be more effective members of society.
- encourage students to become more independent and self-directed.
- provide an environment conducive to learning.
- inform students of opportunities/resources available to them.
- help students understand the decision-making process and what their options are in specific situations.
- show consideration and respect for students and other college employees.
- encourage collaboration and coordination among college employees to facilitate learning.
- use student development principles as a foundation in all planning efforts.



## STUDENT LEADERSHIP

### STUDENT LEADERSHIP PHILOSOPHY

Student leadership is an important component that compliments student development. The qualities of leadership can be learned and achieved in the classroom and through participation in extracurricular activities. The opportunity for student participation in the formulation of extracurricular activities should be as extensive as possible. Your educational experiences may include leadership development and awareness of political and social issues of the community. The entire educational process can be integrated so that you understand the inherent connection between curricular requirements and social environment. Your active participation in all aspects of the college environment will prepare you to be citizens of the community and the world.

### STUDENT LEADERSHIP OPPORTUNITIES

The student leadership program provides an opportunity for you to develop, acquire knowledge, and demonstrate leadership skills as you interact with student clubs and issues that impact the student body. By participating in this program, you will have an opportunity to participate in the student leadership training designed to address skills necessary to conduct meetings, strategic planning, communications, and team building approaches. You will also work with campus employees providing activities that will address societal issues such as hunger, illiteracy, the homeless, volunteerism, and other concerns prioritized by you the student.

PVCC is committed to the implementation of a student governance program that will address students' needs to develop and enhance their leadership skills.

The Student Leadership Council incorporates instructional programs, volunteerism, leadership development, and political and social awareness through integration within the total college environment. It promotes direct linkage with the community and provides opportunities to function within a group.

### EMERGING LEADERS

Emerging Leaders is a program to develop future leaders. Through this program you will: develop greater personal understanding of leadership skills, develop a passion and commitment to community betterment, and empower people to lead through collective action. For more information contact the Student Life Center at (602) 787-7246.

## STUDENT LEADERSHIP COUNCIL (SLC)

The Student Leadership Council consists of elected senators (one per every 1,000 students enrolled at PVCC) along with representatives from all official clubs. An official club has a faculty/staff advisor and a charter that is endorsed by the Council and the President of the college.

### RESPONSIBILITIES

The Student Leadership Council is responsible for the clubs' adherence to the general education requirements. The Council also ensures that each PVCC club includes volunteerism, leadership training, acquisition of skills and knowledge, and the development of the "whole person" as key components of its program. The Council strives to incorporate intellectual, social, political, ethical, emotional, physical development, and student development into the leadership model.

In addition, the President of PVCC invites representatives from the Council to serve on college advisory, ad hoc, and standing committees. This allows for more impact than the traditional student government as Council representatives work closely with the administration on decisions which affect the student population.

### BENEFITS

- Council experiences relate to general education requirements.
- Membership on the Council enables students to apply what they learn in the classroom.
- Leadership training occurs on a local, state and national level.
- Members are direct participants in campus-wide decision making.
- Students learn structure/team building.
- The Council sponsors a variety of activities which address social issues within the community.

## SUCCESSFUL STUDENT STRATEGIES

The following examples of successful student strategies were developed by faculty and student services personnel. They are intended as examples only, not a complete list. Please think about your own successful strategies.

The examples of successful student strategies parallel the assumptions about student development education. It is hoped that they will help illustrate how you can apply this philosophy at PVCC.

## EXAMPLES OF SUCCESSFUL STUDENT STRATEGIES

### EXAMPLES WHICH ILLUSTRATE FOCUSING ON ALL ASPECTS OF YOUR DEVELOPMENT:

1. Awareness of your own unique characteristics and willingness to seek resources as needed to assist you.
2. Awareness of the uniqueness of others, especially disabled members of the PVCC community.
3. Awareness of wellness opportunities.
4. Awareness of student leadership opportunities

### EXAMPLES WHICH ILLUSTRATE BECOMING MORE SELF-DIRECTED:

1. Taking responsibility for success in class including
  - reading the course syllabus
  - adhering to the requirements of the course
  - attending class regularly and on time
  - obtaining the needed information to make up assignments if absent
  - notifying instructors of emergencies.
2. Planning your time wisely to include adequate time to accomplish out-of-class assignments.
3. Selecting appropriate courses to meet educational goals and consulting with an advisor.
4. Notifying the college if it is necessary for you to withdraw from classes.

### EXAMPLES WHICH ILLUSTRATE USE OF A VARIETY OF LEARNING APPROACHES:

1. Being open to experience new forms of learning.
2. Being willing to actively participate in all learning experiences.
3. Being open to learning from other students.
4. Strategies include participating in college experiences which emphasize specific outcomes such as:
  - computer literacy
  - oral communication skills
  - reading skills
  - student leadership
  - educational and career planning
  - writing across the curriculum.

### EXAMPLES WHICH ILLUSTRATE PARTICIPATION IN THE TOTAL LEARNING ENVIRONMENT:

1. Recognizing the importance of general education in the process of becoming a better citizen.
2. Recognizing the importance of service to and involvement with the community.
3. Taking advantage of learning opportunities provided

by college programs such as honors, current issues, speakers, art shows, film festivals, and other special events.

4. Participating in learning experiences that develop skills to be an effective community member.

**EXAMPLES WHICH FOCUS ON COLLABORATION AND COOPERATION:**

1. Respecting all Paradise Valley Community College students and employees.
2. Respecting individual and college property.
3. Respecting classroom and college standards.
4. Respecting the rights of others to hear what is being said.
5. Listening to others.
6. Respecting the rights of others to express their views and opinions.
7. Working cooperatively with others in groups and fulfilling commitments to the group.

By working together, PVCC students and employees can develop a college environment that provides the opportunity for the individual to develop as a person and as a productive member of society.

## **YOUR SUCCESS: A SHARED RESPONSIBILITY**

### **PLANNING YOUR SUCCESS**

To be successful at PVCC, you must take responsibility for your learning and your academic success. In order for you to be successful, there are several steps which you should complete:

1. Clarify your goals;
2. Assess your skills;
3. Identify resources to assist you; and
4. Accept yourself as a person in continual development.

PVCC's employees are committed to help you achieve success. We have designed our services, seminars, and materials to help you. We recommend that you begin planning your success by attending a new student orientation, "Passport to Paradise." This orientation is free. See the class schedule or contact Ivette Quintero at (602) 787-7176 for more information.

The Assessment/Placement will assess your basic skills in English, reading, and mathematics. Your scores will also be included on your Student Data Report. **Keep this copy.** English, reading, and mathematics courses which match your skill level

will be recommended. Only you can decide if the assessment correctly identified the best courses for you. We strongly encourage you to seriously consider the course recommendations. Remember, the assessment helps you identify the courses which will most assist you to be successful. List your assessment scores in the box.

### **RECORD YOUR ASSESSMENT SCORES HERE**

English	_____
Reading	_____
Numerical	_____
Intermediate Algebra	_____
Elementary Algebra	_____
College Algebra	_____
Date Taken	_____

### **ACADEMIC ADVISING:**

#### **THE KEY TO YOUR GOOD COURSE SELECTION**

Academic Advising is designed to help you select courses that will assist you in achieving your educational goals. The following section will help you prepare to meet with an academic advisor. In your meeting with an advisor, you will want to discuss the following: your previous academic preparation; your interests and goals; how courses fulfill program requirements; and what demands these courses will make on you.

Your previous preparation can help you determine which courses will work best. You will want to discuss the results of your basic skills assessment that are available on the Student Data Report (from the Success Seminar). It is important to choose courses for your skill level.

Selecting courses that are of interest to you can assist you in selecting a major and a future career. It is also important to find out how these courses can be used to fulfill PVCC degree requirements. If you intend to transfer to a university or college, you will want to find out how the PVCC courses will be used to complete four-year college or university requirements.

#### **Use of Education Records for Advisement Purposes:**

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process each student may have his or her academic record reviewed for course work taken at any of the District colleges or centers."

# TIME AND ACADEMIC DEMANDS SCHEDULE

## AVAILABLE TIME – per week

In a seven-day period you have	168 hours
Subtracting 7 hours/day for sleeping, 1 1/2 hours/day for eating, and 1 1/2 hours/day personal grooming. (10 hours/day x 7 days)	- 70 hours
<b>TOTAL AVAILABLE TIME:</b>	<b>98 hours</b>

## NECESSITIES – per week

Exercise	_____ hours
Working	_____ hours
Travel to and from work	_____ hours
Travel to and from school	_____ hours
Housekeeping chores	_____ hours
Family obligations	_____ hours
Proper Nutrition Planning	_____ hours
Relaxation and Leisure	_____ hours
Other demands and obligations	_____ hours
<b>TOTAL TIME FOR NECESSITIES =</b>	<b>_____ hours</b>

Available time before necessities	98 hours
Subtracting time for necessities	- _____ hours
<b>TOTAL AVAILABLE TIME FOR ACADEMIC DEMANDS AND EXTRACURRICULAR ACTIVITIES</b>	<b>=</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> <b>#1</b>

## ACADEMIC DEMANDS

Time per week for	List Courses	1	2	3	4	5
1. Attending class						
2. Reading assignments						
3. Written assignments						
4. Problems						
5. Laboratory work						
6. Meeting with instructors						
7. Library research						
8. Review lecture notes						
9. Test preparation						
10. General study & reflection						
11. Study with other students						
12. Use of support services						
13. Other						
<b>TOTAL TIME PER CLASS</b>						

<b>TOTAL TIME NEEDED TO MEET ACADEMIC DEMANDS</b>		↓	<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> #2
Enter available time from Box 1 above			<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> #1
Subtract time for academic demands	-		<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> #2
Remaining time for extracurricular activities			<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>

## SELECTING A MAJOR OR CAREER

Depending on how you define your interests and your future goals, you can use the following **Seven Step Career Process** to begin your exploration and decision making regarding your educational major and career field. If you would like some assistance in working through the Seven Step Process, you can visit our Counseling Center and talk with one of our counselors; enroll in a career awareness course; take an interest inventory, or attend one of the career exploration Student Development Seminars.

### Step 1: Define your “need”

- Need to make an educational/career choice
- Need to confirm a choice already made

### Step 2: Gather information about yourself

- Types of people you enjoy
- Prior achievements
- Activities you enjoy
- Opinions/expectations of family/friends
- Your skills and abilities
- Financial and social support

### Step 3: Make some tentative choices

- Use printed information to research choices.
- Interview and observe people who work in the area (s) that interests you.

### Step 4: Estimate consequences and identify possible obstacles

- Based on your current information, will your tentative choice be personally and financially rewarding, and is it realistic for you to attain?
- Are there any obstacles (barriers) that could prevent you from selecting this career? (Example: time, money, etc.)

### Step 5: Narrow down the choices

- Select the choices that are most desirable.
- Eliminate the undesirable choices.
- Review information about the remaining choices.

### Step 6: Make an action plan

- Design a realistic action plan which includes a timeline.
- Identify short and long term goals in the plan.

### Step 7: Accept responsibility for your plan

- You must be committed to your plan to make a reality.
- You can change your plan as you get new information.
- You can review and revise your plan as needed.

As you work through the seven steps, remember that selecting a major or career is a *process*. Selecting an educational major

and/or career is an important step. It is okay if you have not selected a program major or a career. PVCC has resources to assist you in this process. In addition to the resources mentioned above, one way to find out about your areas of interest is through the courses that you take. Some of the potential results of good course selection are highlighted below.

### Potential Results of Good Course Selection

- Development of additional skills
- Increased knowledge
- Clarification of interests and goals
- Insights about self
- Increased or satisfied curiosities
- Exposure to professions

## ATTENDING CLASS: AN AGENDA FOR SUCCESS

As you prepare to begin your classes, there is one additional area that must be considered — *your motivation*. What is your motivation for attending PVCC? Do you want to obtain additional knowledge and/or specific skills? Whatever your motivation, you must accept the final responsibility for your success. How well prepared you are for the changes and challenges of the future is up to you.

An agenda for success requires your active participation in the learning process. Here are some tips that are designed to help you prepare for academic success. These tips include strategies for getting organized, time management, in class preparation, studying, comprehending textbooks, building vocabulary, taking notes, remembering information, preparing for tests, and using additional resources.

### GET ORGANIZED

1. Buy the books, study guides, notebooks, pens, pencils and other supplies that you need.
2. Write down your class schedule. Include the course number and name, the days and times the class meets, and the instructor's name, office number, and phone number.

### IN CLASS

1. Be there on time!
2. Sit close to the front of the class.
3. Be an active participant. As you listen to the instructor, continually ask yourself questions: Do I understand the ideas being presented? How are these ideas related to the ideas presented previously? What is the really important information?
4. Take notes. Review and fill in notes as soon as possible after class.

## STUDYING

1. Make arrangements for an **uninterrupted** study time in a quiet place.
2. Plan time for study both on campus between classes and at home or another off-campus location. Decide when and where - then stick to it!
3. Use the **Buddy System**. Find a study partner, a class member with whom you can exchange phone numbers. Set up some study times to review class notes and prepare for tests with this buddy.
4. Monitor your understanding of the course content. If you have difficulty, reread the material, ask a classmate or the instructor for clarification, or ask your instructor about other ways to approach the material.

## HOW TO COMPREHEND TEXTBOOKS

1. Survey the material first by reading title, subheadings, illustrations, summary, and questions.
2. Then read the assignment, stopping after every paragraph or section to ask yourself what that section was about. Say it out loud. Re-read that section if you can't answer. Then say what it was about.

## HOW TO BUILD YOUR VOCABULARY

1. While reading, guess the meanings of unfamiliar words based on how they are used in the sentence.
2. Use vocabulary cards:
  - a. Write each word you want to learn on a 3 x 5 card.
  - b. On the back of the card write a short definition and a sentence containing the word.
  - c. Carry the cards with you and review them daily. It takes lots of contact with a word to make it yours.

## HOW TO TAKE NOTES

1. Focus on the key points rather than trying to write down every word the instructor says.
2. Add the details, diagrams, and examples that help you understand the key points.
3. Use pen, not pencil—it's easier to read.
4. Leave spaces between ideas—for easier reading as well as a place to fill in ideas you may have missed.
5. Put the date at the top of your notes.
6. Use abbreviations.
7. Revise and review your notes as soon after class as possible.

## HOW TO REMEMBER

1. Decide which information is important to remember.
  - a. Highlight or underline important information in your texts.
  - b. Take notes from lectures and films.
2. Organize information into categories.
3. Make information meaningful by associating it with

what you already know.

4. Space periods of time for study—don't study in one long session.

## HOW TO PREPARE FOR TESTS

1. Ask the instructor what materials will be covered on the test: textbook chapters, lecture notes, handouts, previous exams, etc.
2. Begin reviewing a week in advance—allow some time each day.
3. Organize review sessions so that there is enough time to cover everything.
4. For objective tests, form questions from notes and textbook markings.
5. For essay exams, identify topics that may be included and write down all the key points about each topic. Organize this information.
6. Tips for taking tests:
  - a. Arrive on time.
  - b. Pre-read the exam.
  - c. Plan your time.
  - d. Read directions carefully.
  - e. Answer easy questions first, but leave nothing blank.
  - f. Leave time after you are finished to go over the exam.

## ADDITIONAL ACADEMIC RESOURCES

1. Visit the Learning Support Center for free tutoring, assistance in organizing a study group, or supplemental materials.
2. Enroll in a College Study Skills class.
3. Attend a Student Development Seminar on note-taking, test-taking, math anxiety, etc. Call or visit the Learning Support Center or the Division of Counseling and Personal Development for dates and times.

## HOW TO MANAGE YOUR TIME

The course demands, reading requirements, and your available time to meet personal work should also be considered. Complete the *Time and Academic Demands Schedule* on page 6 of this catalog. You will have a better picture of what a realistic course load is for you. The *Time and Academic Demands Schedule* allows you to consider: available time, time required for personal necessities, and time for academic demands for up to five courses.

1. Develop a schedule—classes, study, work, and leisure.
2. Plan your time—make a list of what needs to be done, decide what is most important, and do it first.
3. Don't procrastinate—do the most difficult and pressing tasks first.
4. Plan for uninterrupted time so you can concentrate.

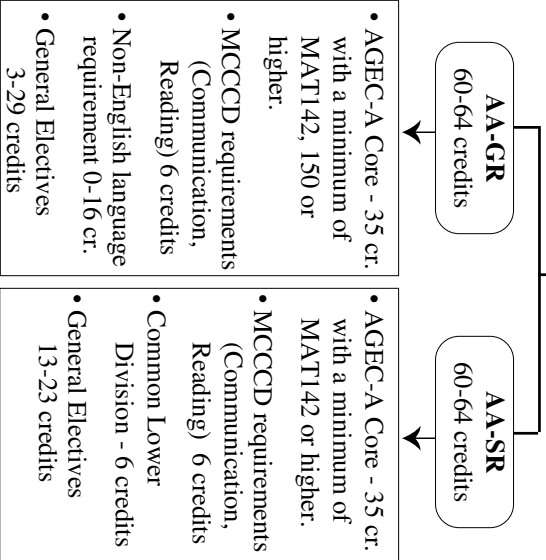


# EDUCATIONAL PROGRAMS

- DEGREE FLOWCHART & INFORMATION
- EDUCATIONAL PROGRAMS
- AGE C: ARIZONA GENERAL EDUCATION CURRICULUM  
AGE C A, AGE C B, AGE C S
- AA GR: ASSOCIATE IN ARTS, GENERAL REQUIREMENTS
- AA SR: ASSOCIATE IN ARTS, SPECIAL REQUIREMENTS
- ABUS GR: ASSOCIATE IN BUSINESS, GENERAL REQUIREMENTS
- ABUS SR: ASSOCIATE IN BUSINESS, SPECIAL REQUIREMENTS
- AS GR: ASSOCIATE IN SCIENCE, GENERAL REQUIREMENTS
- AS SR: ASSOCIATE IN SCIENCE, SPECIAL REQUIREMENTS
- ATP: ASSOCIATE IN TRANSFER PARTNERSHIP
- AGS: ASSOCIATE IN GENERAL STUDIES
- AAS: ASSOCIATE IN APPLIED SCIENCE
- AC: ACADEMIC CERTIFICATES
- GRADUATION REQUIREMENTS
- TRANSFER PROCESS

# OVERVIEW OF THE MARICOPA COMMUNITY COLLEGES ASSOCIATE DEGREE PROGRAMS

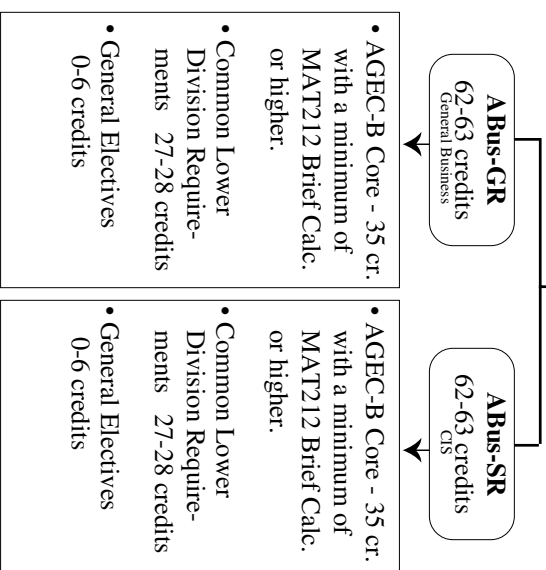
## ASSOCIATE IN ARTS (AA), PAGES 18-23



### ASSOC. TRANSFER PARTNERSHIP (ATP), P. 37

- 60 credits
- General Studies Core (19 credits)
  - General Education Courses (credits vary)
  - Major Requirements (credits vary)

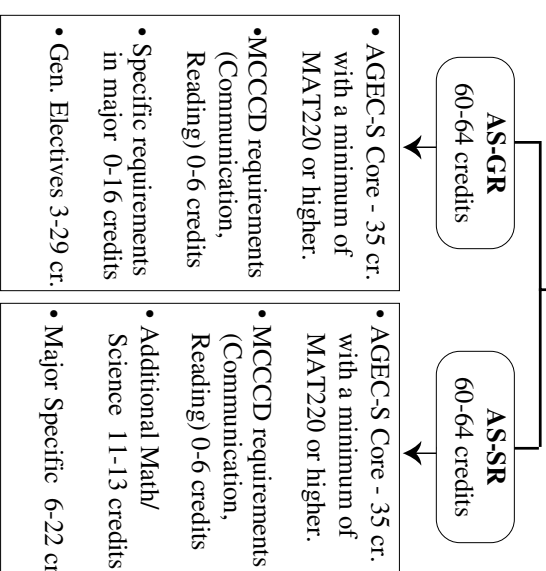
## ASSOC. IN BUSINESS (ABUS), P. 24-29



### ASSOC. IN GENERAL STUDIES (AGS), P. 38-40

- 60-64 credits
- General Studies Core (16 credits)
  - General Studies Distribution (28-29 credits)
  - General Electives (15-16 credits)

## ASSOCIATE IN SCIENCE (AS), P. 30-36



### ASSOC. IN APPLIED SCIENCE (AAS), P. 41-42

- 64 credits
- General Studies Core (15 credits)
  - General Studies Distribution (9-10 credits)
  - Required Courses (credits vary)
  - Restricted Electives (credits vary)

### ADDITIONAL PROGRAMS FOR UNIVERSITY TRANSFER:

Ask an advisor for the Transfer Guide-Exceptional Requirements (TG-XR) for 85 majors at Arizona public universities that do not qualify for one of the other six degree pathways due to sequencing or upper division requirements. Students should refer to the transfer guide of the university they plan to attend for the specific degree requirements for their major. See website: [www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html) Click on [Student Information](#), then [Degrees & Pathways](#).

# EDUCATIONAL PROGRAMS

Paradise Valley Community College (PVCC), one of the Maricopa Community Colleges, has a variety of 2-year degrees to fit the needs of its students. These degrees are illustrated on the flowchart on page 10. The degrees in the top row are designed for direct transfer without loss of credit to one of Arizona's public universities (ASU, NAU, UofA). The degrees in the bottom row are designed to meet more specialized student needs and career goals than the degrees in the top row of the flowchart. Consult with a PVCC academic advisor for specific majors and course selections.

## ASSOCIATE DEGREES FOR TRANSFER TO ARIZONA PUBLIC UNIVERSITIES

The Maricopa Community Colleges, as part of a state-wide consortium of community colleges and public universities, have developed 3 transfer associate degrees that are aligned with specific 4-year degrees at the Arizona public universities (ASU, NAU, UofA). These transfer associate degrees are shown in the top row of the illustration on page 10.

The 3 transfer associate degrees are split into general requirements (GR) pathways or special requirements (SR) pathways depending on the university major:

- Associate in Arts (AA GR or AA SR)
- Associate in Business (ABus GR or ABus SR)
- Associate in Science (AS GR or AS SR)

In addition, 85 majors at Arizona public universities do not qualify for one of the above 6 degree pathways. They follow the requirements of the Transfer Guide-Exceptional Requirements (TG-XR) program.

Each transfer associate degree program (AA, ABus, AS) consists of 3 areas:

### I. MCCCDC General Studies - which has 2 components:

**AGEC - Arizona General Education Core**- with 35 credits which satisfy ALL lower division liberal arts requirements at the 3 Arizona public universities (ASU, NAU, UofA) when transferred as a block. The AGEC courses match the specific degree and major:

- Associate in Arts (AA) - AGEC A
- Associate in Business (ABus) - AGEC B
- Associate in Science (AS) - AGEC S

#### **MCCCDC Additional Requirements**

Both Oral Communications (3 credits) and Critical Reading (3 credits) can be satisfied within the 35 credits of the AGEC by working closely with a PVCC academic advisor.

### II. Common Lower Division Program Requirements

Refer to the Common Courses List which is available in Academic Advising to select courses for a specific major.

### III. General Electives

Consult with a PVCC academic advisor to select additional courses that will fulfill degree requirements and transfer to the university.

#### **Use of Education Records for Advisement Purposes:**

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process each student may have his or her academic record reviewed for course work taken at any of the District colleges or centers."

# EDUCATIONAL PROGRAMS, CONTINUED

## ADVANTAGES OF UNIVERSITY TRANSFER ASSOCIATE DEGREES AND AGECE

Both the AGECE (Arizona General Education Core) and Transfer Degrees (AA, ABus, AS) transfer as units to the Arizona public universities (ASU, NAU, UofA) and provide the following advantages to students:

**AGECE Certification** consists of 35 credits of 100-level or higher courses with a grade of "C" (2.0) or better. Students are admitted unconditionally to any Arizona public university with AGECE Certification.

**AGECE Certification** satisfies ALL lower division liberal arts requirements at Arizona's public universities so that students don't lose credits when they transfer.

**AA, ABus, AS degrees** are designed for students who transfer to ASU, NAU, or UofA or their branches. These degrees, with their appropriate GR or SR specifications, are accepted as a block of credit to meet lower division requirements for identified majors. See a PVCC academic advisor for the specific requirements.

Economical transfer of credits from the community college to the university occurs with the AGECE and transfer degrees. Tuition costs at the community colleges are lower than at the universities. Also, at the community colleges, class sizes generally are smaller with faculty dedicated to teaching rather than to research.

Efficient transfer without loss of credits or time is guaranteed with completion of AGECE Certification or the transfer degree (AA, ABus, AS).

## SPECIALIZED ASSOCIATE DEGREES

In addition to the university transfer degrees (AA, ABus, AS), 3 specialized associate degrees are designed to meet student goals:

Associate in Applied Science (AAS)

Associate in General Studies (AGS)

Associate Transfer Partnership (ATP)

The Associate in Applied Science (AAS) is aligned with a variety of occupational programs. Students who earn an AAS may transfer into a special 4-year applied science degree program at ASU West or ASU East. PVCC academic advisors have information to guide students along this path.

The Associate in General Studies (AGS) is not designed for transfer to a specific 4-year degree program. However, by working closely with a PVCC academic advisor, students may be able to meet the lower division requirements for some majors at some universities.

The Associate Transfer Partnership degree (ATP) is designed to meet the lower division requirements of a specific major at a specified Arizona public university. In contrast to an ATP, the other university transfer degrees will meet the lower division requirements at all 3 public universities. Consult a PVCC academic advisor for the list of ATPs and requirements.

## WWW RESOURCES

**MCCCD Curriculum Office:** [www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)  
**MCCCD Office of University Articulation:** [www.dist.maricopa.edu/eddev/artic/index.html](http://www.dist.maricopa.edu/eddev/artic/index.html)

**UNIVERSITY TRANSFER GUIDES:**  
**Arizona State University Main/East:** [www.asu.edu/provost/articulation/](http://www.asu.edu/provost/articulation/)  
**Arizona State University Main:** [www.abor.asu.edu/4 special programs/atass/index.html](http://www.abor.asu.edu/4%20special%20programs/atass/index.html)  
**Arizona State University West:** [www.west.asu.edu/tranguid/](http://www.west.asu.edu/tranguid/)  
**Northern Arizona University:** [www.nau.edu/regis/transguide/info.htm](http://www.nau.edu/regis/transguide/info.htm)  
**The University of Arizona:** [transferguides.arizona.edu/](http://transferguides.arizona.edu/)

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 35-semester-credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. The MCCCD AGEC transfers as a block without loss of credit.

All credits used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

For students planning to pursue an associate degree or transfer to an Arizona public community college or university, the AGEC-A is a component of the MCCCD Associate in Arts, the AGEC-B is a component of the MCCCD Associate in Business, and the AGEC-S is a component of the MCCCD Associate in Science.

### Three Types of MCCCD AGECS

There are three types of MCCCD AGECS. They are the AGEC-A, the AGEC-B, and the AGEC-S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors can be accessed via the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Degrees and Pathways > scroll down to the bottom of the page and select the letter of the major you're interested in.

1. The AGEC-A is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGEC-A Mathematics requirement is less stringent than the AGEC-B and AGEC-S. AGEC-A and AGEC-B Natural Sciences requirements are less stringent than AGEC-S.
2. The AGEC-B is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The AGEC-S is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGEC-S articulates with the Associate in Science. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement.

### **The MCCCD AGEC-A, AGEC-B, and AGEC-S:**

- \* require 35 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent;
- \* use the following policies to help students complete the required Core and Awareness Areas without exceeding the 35 semester credits;
  1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area requirement.
- \* follows the general studies policy below;  
General Education Designations (example: (FYC), [SB], [HU], etc.)  
Effective Fall 2000 the course evaluation and/or the general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) and is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for course evaluations and/or general education designations.
- \* require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- \* require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;
- \* include both courses and their modular equivalents; either the course or the modular equivalents will satisfy the AGEC;
- \* accept one of the courses that is cross-referenced with other courses;

- \* provide for exemption from Arizona university admission requirements for: Students who complete the AGEC-A, AGEC-B, or AGEC-S with a minimum 2.0 on a 4.0 = A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

The 35 semester credits required for each of the three AGECS follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S](http://www.dist.maricopa.edu/eddev/curric/) for specific course information via the following website: [www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program Sorting, click on AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGEC.

### A. CORE AREAS - 35 credits

1. First-Year Composition (FYC) - 6 credits
2. Literacy and Critical Inquiry [L] - 3 credits
3. Mathematical Studies [MA/CS] - 6 credits  
To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] and a second course from Computer/Statistics/Quantitative Applications [CS].  
**NOTE:** The Mathematics [MA] requirement differs for AGEC-A, AGEC-B and AGEC-S.

AGEC-A requires;

- a. Mathematics [MA] (3 credits)  
*Requires a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.*
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC-B requires;

- a. Mathematics [MA] (3 credits)  
*Requires a course in brief calculus or a higher level mathematics course.*
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC-S requires;

- a. Mathematics [MA] (3 credits)  
*Requires the first course in a calculus sequence or any mathematics course for which that course is a prerequisite.*
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

4. Humanities and Fine Arts [HU] - 6 credits  
Students are encouraged to choose courses from more than one discipline for a total of six semester credits.
5. Social and Behavioral Sciences [SB] - 6 credits  
Students are encouraged to choose courses from more than one discipline for a total of six semester credits.
6. Natural Sciences [SQ/SG] - 8 credits  
To complete the Natural Sciences requirement:  
AGEC-A and AGEC-B require four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ].  
Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The Natural Sciences requirement [SQ/SG] differs for AGEC-S. AGEC-S requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.

The courses selected for Natural Science must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

**B. AWARENESS AREAS:**

Students must satisfy two Awareness areas: Cultural Diversity in United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete any of the three MCCC CD AGECEs because courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

1. Cultural Diversity in the United States [C] AND
2. Global Awareness [G] OR
3. Historical Awareness [H]

**AGECE-AREA REQUIREMENTS DESCRIPTIONS/DEFINITIONS**

**CORE AREAS**

**First-Year Composition (FYC) - 6 credits**

A total of six semester credits must be completed with a grade of "C" or better in the First-Year Composition Core area. Courses must emphasize skills necessary for college-level learning and writing skills.

**Literacy and Critical Inquiry [L] - 3 credits**

A total of three semester credits must be completed with a grade of C or better in the Literacy and Critical Inquiry Core area. In the [L] course, typically at the sophomore level, students gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

**Mathematical Studies [MA] - 6 credits**

A total of six semester credits must be completed with a grade of "C" or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. A second course must be selected from Computer/Statistics/Quantitative Applications [CS].

The Mathematical Studies requirement is intended to ensure that students have skill in basic mathematics, can use mathematical analysis in their chosen fields, and can understand how computers make mathematical analysis more powerful and efficient.

First, the acquisition of essential skill in basic mathematics requires the student to complete a course in college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite.

Second, the real-world application of mathematical reasoning requires the student to take a course in statistics or the use of quantitative analysis to solve problems of substance.

Third, the use of the computer to assist in serious analytical work is required. Computers are widely used to study the implications of social decisions or to model physical systems.

**Mathematics [MA] AGECE-A**

The AGECE-A Mathematics Core area requires a course in college mathematics, college algebra, pre-calculus, or any other mathematics course for which college algebra is a prerequisite.

**Mathematics [MA] AGECE-B**

The AGECE-B Mathematics Core area requires a course in Brief Calculus or a higher level mathematics course.

**Mathematics [MA] AGECE-S**

The AGECE-S Mathematics Core area requires the first course in the calculus sequence or any mathematics course for which that course is a prerequisite.

**Computer/Statistics/Quantitative Applications [CS]**

AGECE-A, B, and S [CS] option requires:

courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, courses that involve the use of computer programming languages or software in the development of skills in analytical thinking.

**Humanities and Fine Arts [HU] - 6 credits**

A total of six semester credits must be completed with a grade of "C "or better in the Humanities and Fine Arts Core area. Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

The Humanities and Fine Arts Core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

The humanities are concerned with questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral, aesthetic, and other human values. The humanities investigate these questions in both the present and the past and make use of philosophy, foreign languages, linguistics and communications studies, religious studies, literature, and fine arts.

The fine arts constitute the artist's creative deliberation about reality, meaning, knowledge, and values.

**Social and Behavioral Sciences [SB] - 6 credits**

A total of six semester credits must be completed with a grade of "C " or better in the Social and Behavioral Sciences Core area. Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

The Social and Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological, or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.

**Natural Sciences [SQ/SG] - 8 credits**

A total of eight semester credits must be completed with a grade of "C " or better in the Natural Sciences Core area. The courses selected must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

**Natural Sciences [SQ] A & B**

The AGECE-A and B Natural Sciences Core area requires one laboratory course in natural sciences that includes a substantial introduction to the fundamental behavior of matter and energy in physical or biological systems.

**Natural Sciences [SG] A & B**

The AGECE-A and B Natural Sciences Core area requires a second laboratory course in the natural sciences, for example, from anthropology, astronomy, biology, chemistry, experimental psychology, geology, microbiology, physical anthropology, physical geography, physics, plant biology.

**Natural Sciences [SQ], [SG] S**

The AGECE-S Natural Sciences Core area requires eight semester credits of either university chemistry or eight semester credits of university physics or eight semester credits of general biology appropriate to the major.

**SQ** = Natural Science - Quantitative

**SG** = Natural Science - General

**Awareness Areas**

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

**Cultural Diversity in the United States [C]**

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African



Americans and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

**Global Awareness [G]**

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines—for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. the study of a non-English language;
3. studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

**Historical Awareness [H]**

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

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**Use of Education Records for Advisement Purposes:**

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process each student may have his or her academic record reviewed for course work taken at any of the District colleges or centers."

## ASSOCIATE IN ARTS (AA) DEGREE, 2002-2003 GENERAL REQUIREMENTS (GR)

# AA GR

The Maricopa County Community College District Associate in Arts degree, General Requirements (AA GR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components; 1) General Studies which includes the Arizona General Education Curriculum-A (AGEC-A), and MCCCDC Additional Requirements, 2) Non-English Language Requirements, 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Arts, General Requirements pathway. The AA GR is designed for students who may or may not know their major or university. Additional information on academic majors can be accessed via the following web site: [www.asu.edu/4\\_special\\_programs/atass/index.html](http://www.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Degrees and Pathways > scroll down to the bottom of the page and select the letter of the major you're interested in.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCDC AA General Requirements will apply to university graduation requirements of the university major for which the AA General Requirements was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

### The MCCCDC Associate in Arts, General Requirements:

- \* requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- \* uses the following policies to help students complete the required Core and Awareness Areas in AGECA without exceeding the 35 semester credits;
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- \* uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits;

Courses can satisfy multiple areas within the degree simultaneously (AGECA - Core Area, AGECA - Awareness Area, MCCCDC Additional Requirements, Non-English Language Requirements).
- \* follows the general studies policy below;

General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or the general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS), and is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for course evaluations and/or general education designations.
- \* requires courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System AZCAS. The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Arts General Requirements;
- \* accepts one of the courses that are cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the Associate in Arts degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

# ASSOCIATE IN ARTS (AA) DEGREE, 2002-2003 GENERAL REQUIREMENTS (GR), CONTINUED

# AA GR

The 60-64 semester credits required for the Associate in Arts, General Requirements follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S](#) for specific course information via the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program Sorting/Reporting, click on AGEC Course Matrix

This list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a specific AGEC.

## I. MCCCD GENERAL STUDIES

The MCCCD General Studies includes two areas, MCCCD AGEC-A and MCCCD Additional Requirements.

### A. MCCCD AGEC-A

#### 1. CORE AREAS - 35 credits

a. **First-Year Composition (FYC) - 6 credits**

b. **Literacy and Critical Inquiry [L] - 3 credits**

c. **Mathematical Studies [MA/CS] - 6 credits**

To complete the Mathematics requirement select one course to satisfy the Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] A (3 credits)

Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.

**AND**

2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

d. **Humanities and Fine Arts [HU] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

e. **Social and Behavioral Sciences [SB] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

f. **Natural Sciences [SQ/SG] - 8 credits**

To complete the Natural Sciences requirement:

Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students **cannot** take either (8) semester credits of [SG] to meet the Natural Science requirement.

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

#### 2. AWARENESS AREAS:

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] **AND**

Global Awareness [G] **OR** Historical Awareness [H]

**B. MCCCDC Additional Requirements - 0-6 credits**

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCDC. Additional Requirements because courses can satisfy a Core Area and MCCCDC Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.

**1. Oral Communication**

A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options :

- COM100 [SB] (3 credits) **OR**
- COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**
- COM110 [SB] (3 credits) **OR**
- COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**
- COM225 [L] (3 credits) **OR**
- COM230 [L] [SB] (3 credits)

**2. Critical Reading**

A total of three semester credits is required for the Critical Reading area. However, if students select a critical reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] **OR** equivalent as indicated by assessment

**II. NON-ENGLISH LANGUAGE REQUIREMENTS - 0-16 credits**

Students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirement or a maximum of 16 semester credits in one non-English language. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English Language Requirements have been satisfied and additional electives may be taken.

**III. GENERAL ELECTIVES - 3-29 credits**

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA/GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See an advisor for a list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Common Course Matrices

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at **all** Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS).

**AA/GR Total Credits - 60-64 credits**

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## ASSOCIATE IN ARTS (AA) DEGREE, 2002-2003 SPECIAL REQUIREMENTS (SR)

# AA SR

The Maricopa County Community College District Associate in Arts degree, Special Requirements (AA SR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Studies which includes the Arizona General Education Curriculum-A (AGEC-A), and MCCCDC Additional Requirements, 2) Common Lower Division Program Requirements, 3) General Electives.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Arts, Special Requirements pathway. The AA SR is designed for students who know their major but have not decided on their university for transfer purposes. Additional information on academic majors can be accessed via the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Degrees and Pathways > scroll down to the bottom of the page and select the letter of the major that you're interested in

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCDC Associate in Arts, Special Requirements degree will apply to university graduation requirements of the university major for which the AA SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

### The MCCCDC Associate in Arts, Special Requirements:

- \* requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- \* uses the following policies to help students complete the required Core and Awareness Areas in AGECA without exceeding the 35 semester credits;
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- \* uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits;

Courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCCDC Additional Requirements, Common Lower Division Program Requirements).
- \* follows the general studies policy below;

General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or the general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) and is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for course evaluations and/or general education designations.
- \* requires courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Arts Special Requirements;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the Associate in Arts degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

**ASSOCIATE IN ARTS (AA) DEGREE, 2002-2003**  
**SPECIAL REQUIREMENTS (SR), CONTINUED**

**AA SR**

The 60-64 semester credits required for the Associate in Arts, Special Requirements follow: See Academic Advising for the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S for specific course information, or visit the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program/Sorting Reporting - click on AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designation and refers to a specific AGEC.

**I. MCCCD GENERAL STUDIES**

The MCCCD General Studies includes two areas, MCCCD AGEC-A and MCCCD Additional Requirements.

**A. MCCCD AGEC-A**

**1. CORE AREAS - 35 credits**

**a. First-Year Composition (FYC) - 6 credits**

**b. Literacy and Critical Inquiry [L] - 3 credits**

**c. Mathematical Studies [MA/CS] - 6 credits**

To complete the Mathematics requirement select one course to satisfy the Mathematics [MA] A and a second course from either Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] A (3 credits)

Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.

**AND**

2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

**d. Humanities and Fine Arts [HU] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

**e. Social and Behavioral Sciences [SB] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

**f. Natural Sciences [SQ/SG] - 8 credits**

To complete the Natural Sciences requirement:

Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, **OR** eight (8) semester credits of [SQ]. Students **cannot** take either (8) semester credits of [SG] to meet the Natural Science requirement.

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

**2. AWARENESS AREAS:**

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] **AND**

Global Awareness [G] **OR** Historical Awareness [H]

**B. MCCCDC ADDITIONAL REQUIREMENTS - 0-6 credits**

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCDC Additional Requirements because courses can satisfy a Core Area and MCCCDC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

**1. Oral Communication**

A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options :

COM100 [SB] (3 credits) **OR**

COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

COM110 [SB] (3 credits) **OR**

COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**

COM225 [L] (3 credits) **OR**

COM230 [L] [SB] (3 credits)

**2. Critical Reading**

A total of three semester credits is required for the Critical Reading area. However, if students select a critical reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] **OR** equivalent as indicated by assessment

**II. COMMON LOWER DIVISION PROGRAM REQUIREMENTS - 6 credits**

A minimum of six (6) semester credits are required for Common Lower Division Program Requirements.

Students should refer to the Common Courses list for their chosen major and/or consult with an advisor to select courses from the Common Courses list. The list of Common Courses is accessible on the following website:

[http://www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > click on Common Course Matrices

**III. GENERAL ELECTIVES - 13-23 credits**

A total of 13-23 semester credits are required for General Electives. Students may wish to select additional courses in consultation with an advisor to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA SR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See an advisor for the list of Common Courses. Not all majors have Common Courses. The list of Common Courses is accessible on the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > click on Common Course Matrices

In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the non-English language requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English Language requirement has been satisfied and additional electives may be taken.

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS).

**AA SR Total Credits: 60-64 credits**

## ASSOCIATE IN BUSINESS (ABUS) DEGREE, 2002-2003 GENERAL REQUIREMENTS (GR)

# ABus GR

The MCCCDC Associate in Business General Requirements (ABus GR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components: 1) MCCCDC General Studies which includes AGECE-B, 2) Common Lower Division Program Requirements, 3) General Electives.

The ABus GR is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway. All business majors except Accountancy and Computer Information Systems should follow the ABus GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCDC Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABus GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

### The MCCCDC Associate in Business, General Requirements:

- \* requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- \* uses the following policies to help students complete the required Core and Awareness Areas in AGECE-B without exceeding the 35 semester credits:
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- \* uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits
  1. Courses can satisfy multiple areas within the degree simultaneously (AGECE-B Core Area, AGECE-B Awareness Area, and/or Common Lower Division Program Requirements)
- \* follows the general studies policy below:

General Studies Designations (example: (FYC), [SB], [HU], etc.)  
Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS), and is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.
- \* requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in CAS is valid for the term in which the student is awarded credit on the transcript;
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the ABus GR;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.



# ASSOCIATE IN BUSINESS (ABUS) DEGREE, 2002-2003

## GENERAL REQUIREMENTS (GR), CONTINUED

# ABus GR

The 62-63 semester credits required for the ABus GR follow. See the list entitled [MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S](#) for specific course information via the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program Sorting/Reporting, click on AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements, an A, B, and/or S character may follow the [MA], [SQ] and [SG] general education designators and refers to a particular AGEC.

### I. MCCCD GENERAL STUDIES

#### A. MCCCD AGEC-B

##### 1. CORE AREAS - 35 credits

a. **First-Year Composition (FYC) - 6 credits**

b. **Literacy and Critical Inquiry [L] - 3 credits**

c. **Mathematical Studies [MA/CS] - 6 credits**

To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] B (3 credits)

MAT212, Brief Calculus, or a higher level mathematics course

**AND**

2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

d. **Humanities and Fine Arts [HU] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

e. **Social and Behavioral Sciences [SB] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

f. **Natural Sciences [SQ/SG] - 8 credits**

To complete the Natural Sciences requirements:

Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits,

OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course.

When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

##### 2. AWARENESS AREAS

Students must satisfy two Awareness Areas: Cultural Diversity in the U.S. [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] **AND**

Global Awareness [G] **OR** Historical Awareness [H]

**ASSOCIATE IN BUSINESS (ABUS) DEGREE, 2002-2003  
GENERAL REQUIREMENTS (GR), CONTINUED**

**ABUS GR**

**II. COMMON LOWER DIVISION PROGRAM REQUIREMENTS - 27-28 credits**

A total of 27-28 credits are required to satisfy the Common Lower Division Program Requirements. However, if students select courses that simultaneously satisfy multiple areas of the degree, then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits.

Complete the following:

**Accounting - 6-7 credits**

\* ACC111 & ACC230 & ACC240 **OR**

\*\* ACC211 & ACC212

\*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.

\*\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

CIS105 [CS] - 3 credits

ECN111 [SB] - 3 credits

ECN112 [SB] - 3 credits

GBS205 - 3 credits

GBS220 or MAT172 [MA] - 3 credits

GBS221 [CS] - 3 credits

**Business Elective - 3 credits**

Select from the following options:

CIS158 [CS] COBOL Programming I

CIS159 [CS] Visual Basic Programming I

CIS162AA [CS] C: Level I

CIS162AB [CS] C++: Level I

CIS162AC [CS] Visual C++: Level I

CIS163AA [CS] Java Programming: Level I

GBS151 Introduction to Business

GBS233 [L] Business Communication

MGT251 Human Relations in Business

MGT253 Owning and Operating a Small Business

REA 179 Real Estate Principles I

**III. GENERAL ELECTIVES**

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

**ABus GR - Total Credits: 62-63**

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## **ASSOCIATE IN BUSINESS (ABUS) DEGREE, 2002-2003 SPECIAL REQUIREMENTS (SR)**

# **ABUS SR**

The MCCCDC Associate in Business, Special Requirements (ABUS SR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components: 1) MCCCDC General Studies which includes AGECE-B, 2) Common Lower Division Program Requirements, 3) General Electives.

The ABUS SR is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements is designed for all other business majors. Additional information on academic majors can be accessed via the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Degrees and Pathways > Maricopa County Community College District

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCDC Associate in Business Special Requirements will apply to university graduation requirements of the university major for which the ABUS SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in this catalog.

### **The MCCCDC Associate in Business Special Requirements (ABUS SR):**

- \* requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- \* uses the following policies to help students complete the required Core and Awareness Areas in AGECE-B without exceeding the 35 semester credits;
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- \* uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits
  1. Courses can satisfy multiple areas within the degree simultaneously (AGECE-B Core Area, AGECE-B Awareness Area, and/or Common Lower Division Program Requirements)
- \* follows the general studies policy below;

General Studies Designations (example: (FYC), [SB], [HU], etc.)  
Effective Fall 2000 the course evaluation and/or general education designation as listed in the CEG/AZCAS (Course Equivalency Guide/Arizona Course Applicability System) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.
- \* requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the AZCAS. The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Business Special Requirements;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the ABUS SR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

## ASSOCIATE IN BUSINESS (ABUS) DEGREE, 2002-2003 SPECIAL REQUIREMENTS (SR), CONTINUED

# ABUS SR

The 62-63 semester credits required for the Associate in Business Special Requirements follow. See Academic Advising for the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S for specific course information, or visit the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program Sorting/Reporting. Click on AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGEC.

### I. MCCCD GENERAL STUDIES

#### A. MCCCD AGEC-B

##### 1. CORE AREAS - 35 credits

###### a. First-Year Composition (FYC) - 6 credits

###### b. Literacy and Critical Inquiry [L] - 3 credits

###### c. Mathematical Studies [MA/CS] - 6 credits

To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

###### 1) Mathematics [MA] B (3 credits)

MAT212, Brief Calculus, or a higher level mathematics course

**AND**

###### 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

###### d. Humanities and Fine Arts [HU] - 6 credits

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

###### e. Social and Behavioral Sciences [SB] - 6 credits

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

###### f. Natural Sciences [SQ/SG] - 8 credits

To complete the Natural Sciences requirements:

Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits,

OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course.

When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to one course in that prefix.

##### 2. AWARENESS AREAS

Students must satisfy two Awareness Areas: Cultural Diversity in the U.S. [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] **AND**  
Global Awareness [G] **OR** Historical Awareness [H]

**ASSOCIATE IN BUSINESS (ABUS) DEGREE, 2002-2003  
SPECIAL REQUIREMENTS (SR), CONTINUED**

**ABUS SR**

**II. COMMON LOWER DIVISION PROGRAM REQUIREMENTS - 27-28 credits**

A total of 27-28 credits are required for the Common Lower Division Program Requirements. Common courses meeting general studies areas are noted with the general studies area encased in brackets.

Complete the following:

**Accounting - 6-7 credits**

\* ACC111 & ACC230 & ACC240 **OR**

\*\* ACC211 & ACC212

\*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.

\*\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

**Programming I (Visual Basic) - 3 credits**

CIS159 [CS]

**Programming II (Java) - 3 credits**

CIS163AA

GBS205 - 3 credits

GBS220 or MAT172 [MA] - 3 credits

GBS221 [CS] - 3 credits

ECN111 [SB] - 3 credits

ECN112 [SB] - 3 credits

**III. GENERAL ELECTIVES - 0-6 credits**

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits for the program. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult with an advisor.

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

**ABus SR Total Credits - 62-63 credits**

**Use of Education Records for Advisement Purposes:**

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process each student may have his or her academic record reviewed for course work taken at any of the District colleges or centers."

## ASSOCIATE IN SCIENCE (AS) DEGREE, 2002-2003 GENERAL REQUIREMENTS (GR)

# AS GR

The Maricopa County Community College District Associate in Science General Requirements, (AS GR) requires a total of 60-64 semester credits for the program of study. The degree has three major components; 1) General Studies which includes the Arizona General Education Curriculum-S (AGEC-S) and MCCCDC Additional Requirements, 2) Major Specific Requirements, 3) General Electives.

The degree is designed for students who plan to transfer into majors that articulate with the Associate in Science General Requirements pathway. The AS GR is designed for students who plan to pursue an associate degree or transfer to an Arizona university and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Degrees and Pathways > Scroll down to the bottom of the page and select the letter of the major you're interested in.

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCDC AS GR will apply to university graduation requirements of the university major for which the AS GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in this catalog.

### The MCCCDC Associate in Science General Requirements:

- \* requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- \* uses the following policies to help students complete the required Core and Awareness Areas in AGECS without exceeding the 35 semester credits;
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- \* uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits;

Courses can satisfy multiple areas within the degree simultaneously (AGECS Core Area, AGECS Awareness Area, MCCCDC Additional Requirements, Non-English Language Requirements).
- \* follows the general studies policy below;

General Studies Designations (example: (FYC), [SB], [HU], etc.)  
Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) and is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.
- \* requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the AS GR;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the Associate in Science degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

# ASSOCIATE IN SCIENCE (AS) DEGREE, 2002-2003 GENERAL REQUIREMENTS (GR), CONTINUED

# AS GR

The 60-64 semester credits required for the Associate in Science General Requirements follow. See Academic Advising for the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S for specific course information, or visit the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program Sorting/Reporting, click on AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGEC.

## I. MCCCD GENERAL STUDIES

The MCCCD General Studies includes two areas, MCCCD AGEC-S and MCCCD Additional Requirements.

### A. MCCCD AGEC-S

#### 1. CORE AREAS - 35 credits

##### a. First-Year Composition (FYC) - 6 credits

##### b. Literacy and Critical Inquiry [L] - 3 credits

##### c. Mathematical Studies [MA/CS] - 6 credits

To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].

###### 1) Mathematics [MA] S (3 credits)

Select a course in a calculus sequence (MAT220/MAT221), or any mathematics course for which that course is a prerequisite **AND**

###### 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

##### d. Humanities and Fine Arts [HU] - 6 credits

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

##### e. Social and Behavioral Sciences [SB] - 6 credits

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

##### f. Natural Sciences [SQ/SG] - 8 credits

To complete the Natural Sciences requirements:

Select eight (8) semester credits of either general chemistry (CHM151 & CHM151LL, and CHM152 & CHM152LL),

**OR**

Eight (8) semester credits of university physics (PHY115 & PHY116, or PHY121 & PHY131),

**OR**

Eight (8) semester credits of general biology (BIO181 & 182) appropriate to the major.

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course.

When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

#### 2. AWARENESS AREAS:

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] **AND**

Global Awareness [G] **OR** Historical Awareness [H]

**B. MCCCDC ADDITIONAL REQUIREMENTS - 0-6 credits**

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCDC Additional Requirements because courses can satisfy a Core Area and MCCCDC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

**1. Oral Communication**

A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options :

COM100 [SB] (3 credits) **OR**

COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

COM110 [SB] (3 credits) **OR**

COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**

COM225 [L1] (3 credits) **OR**

COM230 [L1] [SB] (3 credits)

**2. Critical Reading**

A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] **OR** equivalent as indicated by assessment

**II. MAJOR SPECIFIC REQUIREMENTS - 0-16 credits**

**Non-English Language Requirements**

In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English Language Requirement have been satisfied and additional electives may be taken.

**III. GENERAL ELECTIVES - 3-29 credits**

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS GR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. Students should consult with an advisor for a list of Common Courses. Not all majors have common courses. The list of Common Courses is accessible on the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information, click on Common Course Matrices

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at **all** Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS).

**AS GR Total Credits - 60-64 credits**



## ASSOCIATE IN SCIENCE (AS) DEGREE, 2002-2003 SPECIAL REQUIREMENTS (SR)

# AS SR

The Maricopa County Community College District Associate in Science Special Requirements, (AS SR) is a degree requiring a total of 60-64 semester credits for the program of study. The degree has three major components: 1) General Studies which includes the Arizona General Education Curriculum S (AGEC-S) and MCCCDC Additional Requirements, 2) Additional Mathematics and Science Requirements, and 3) Major Specific Requirements.

The degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Science Special Requirements pathway. The AS SR is designed for students who know their major and plan to pursue an associate degree or transfer to an Arizona university, as yet undecided, and satisfy requirements in majors with more stringent mathematics and mathematics-based science requirements. Additional information on academic majors can be accessed via the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > Degrees and Pathways > scroll down to the bottom of the page and select the letter of the major you're interested in

The degree transfers as a block without loss of credit to Arizona's public universities. All semester credits used to satisfy the MCCCDC AS SR will apply to university graduation requirements of the university major for which the AS SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in this general catalog.

### The MCCCDC Associate in Science Special Requirements:

- \* requires 60-64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better;
- \* uses the following policies to help students complete the required Core and Awareness Areas in AGECS without exceeding the 35 semester credits:
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
- \* uses the following policy to help students complete the program requirements at a minimum of 60 semester credits but not more than 64 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGECS Core Area, AGECS Awareness Area, MCCCDC Additional Requirements, Non-English Language Requirements, Additional Mathematics and Science Requirements, Common Lower Division Program Requirements).
- \* follows the general studies policy below:

General Studies Designations (example: (FYC), [SB], [HU], etc.)  
Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS), and is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.
- \* requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in CAS is valid for the term in which the student is awarded credit on the transcript;
- \* follows the graduation policies within the MCCCDC general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the AS/SR;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the Associate in Science degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

## ASSOCIATE IN SCIENCE (AS) DEGREE, 2002-2003 SPECIAL REQUIREMENTS (SR), CONTINUED

# AS SR

The 60-64 semester credits required for the Associate in Science General Requirements follow. See Academic Advising for the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B and/or AGEC-S for specific course information, or visit the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information, scroll down to Program Sorting/Reporting, click on AGEC Course Matrix

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and on the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to a particular AGEC.

### I. MCCCD GENERAL STUDIES

The MCCCD General Studies includes two areas, MCCCD AGEC-S and MCCCD Additional Requirements.

#### A. MCCCD AGEC-S

##### 1. CORE AREAS - 35 credits

a. **First-Year Composition (FYC) - 6 credits**

b. **Literacy and Critical Inquiry [L] - 3 credits**

c. **Mathematical Studies [MA/CS] - 6 credits**

To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] S and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] S (3 credits)

Select a course in a calculus sequence (MAT220/MAT221), or any mathematics course for which that course is a prerequisite **AND**

2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

d. **Humanities and Fine Arts [HU] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

e. **Social and Behavioral Sciences [SB] - 6 credits**

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

f. **Natural Sciences [SQ/SG] - 8 credits**

To complete the Natural Sciences requirements:

Select eight (8) semester credits of either general chemistry (CHM151 & CHM151LL, and CHM152 & CHM152LL),

**OR**

Eight (8) semester credits of university physics (PHY115 & PHY116, or PHY121 & PHY131),

**OR**

Eight (8) semester credits of general biology (BIO181 & 182) appropriate to the major.

The courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory course.

When the lecture and corresponding laboratory receive separate credit, both will be counted as equivalent to **one** course in that prefix.

##### 2. AWARENESS AREAS:

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] **AND**

Global Awareness [G] **OR** Historical Awareness [H]

**B. MCCCDC ADDITIONAL REQUIREMENTS - 0-6 credits**

Students must satisfy Oral Communication and Critical Reading areas for a total of six (6) semester credits. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCDC Additional Requirements because courses can satisfy a Core Area and MCCCDC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

**1. Oral Communication**

A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options :

COM100 [SB] (3 credits) **OR**

COM100AA & COM100AB & COM100AC [SB] (3 credits) **OR**

COM110 [SB] (3 credits) **OR**

COM110AA & COM110AB & COM110AC [SB] (3 credits) **OR**

COM225 [L] (3 credits) **OR**

COM230 [L] [SB] (3 credits)

**2. Critical Reading**

A total of three (3) semester credits is required for the Critical Reading area. However, if students select a Critical Reading course that satisfies both the Critical Reading area and an area within the Core, or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] **OR** equivalent as indicated by assessment

**II. ADDITIONAL MATHEMATICS AND SCIENCE REQUIREMENTS - 11-13 credits**

**A. Additional Mathematics Requirements - 3-5 credits**

Select a course in a calculus sequence (MAT230 or MAT231) or any mathematics course for which that course is a prerequisite.

**B. Additional Science Requirements - 8 credits**

Select one option from the following. Option selected under Natural Sciences [SQ/SG] in MCCCDC Core Areas will not apply in the Additional Science Requirement area.

NOTE: Students should consult with an advisor or department/division chair for appropriate course selection.

Select eight semester credits of either general chemistry  
(CHM151 & CHM151LL, and CHM152 & CHM152LL),

**OR**

Eight (8) semester credits in university physics  
(PHY115 & PHY116, or PHY121 & PHY131),

**OR**

Eight (8) semester credits in general biology (BIO181 & BIO182) appropriate for the major.

**III. MAJOR SPECIFIC REQUIREMENTS**

**A. Non-English Language Requirements - 0-16 credits**

In some majors students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirement or complete a maximum of 16 semester credits. However, if students select non-English language courses that satisfy multiple areas of the degree, or if students demonstrate proficiency, then the non-English Language Requirement have been satisfied and additional electives may be taken.

**B. Common Lower Division Program Requirements - 6 credits**

A minimum of six (6) semester credits is required for Common Lower Division Program Requirements.

Students should refer to the list of Common Courses for their chose major and/or consult with an advisor to select courses from the list. The list of Common Courses is accessible on the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > click on Common Course Matrices

**C. General Electives**

If needed, select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS SR, but are undecided on the university they will transfer to, courses satisfying the General Electives area should be selected from the list of Common Courses in order for the courses to apply in the major upon transfer. See advisor for list of Common Courses. Not all majors have Common Courses. The list of Common Courses is accessible on the following website:

[www.abor.asu.edu/4\\_special\\_programs/atass/index.html](http://www.abor.asu.edu/4_special_programs/atass/index.html)

Click on Student Information > click on Common Course Matrices

Students must select courses for General Electives that are acceptable as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS).

**AS/SR Total Credits - 60-64 credits**

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**Use of Education Records for Advisement Purposes:**

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process each student may have his or her academic record reviewed for course work taken at any of the District colleges or centers."

The Associate in Transfer Partnership (ATP) degree is designed to meet the needs of the Maricopa County Community College District students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

The Associate in Transfer Partnership degree is an articulated academic program of study established among the student, the accredited baccalaureate degree-granting institution selected by the student, and the primary Maricopa County Community College the student attends. The program of study will “parallel” the student’s four-year degree as designated by the baccalaureate degree-granting institution. That is, the courses and number of credit hours in the degree will consist of the Freshman and Sophomore lower division course degree requirements of the major as jointly planned and agreed on with the community college and the accredited institution to which the student plans to transfer.

The ATP degree requires a core of general studies credits in the following general studies categories: First-Year Composition (6 credits); Mathematics (3 credits); Natural Sciences (4 credits); and Humanities and Fine Arts/Social and Behavioral Sciences or related area general studies requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following website:

[www.dist.maricopa.edu/eddev/curric/](http://www.dist.maricopa.edu/eddev/curric/)

Click on Program Information to access ATPs.

### Exemption From Arizona University Admission Requirements

The Associate in Transfer Partnership degree provides for exemption from Arizona university admission requirements for students who complete the degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

The ATP degree does not assure admission to the specific program at the baccalaureate degree-granting institution. Students participating in the ATP degree will be treated as "native" students by the upper division institution in terms of course evaluation and course changes.

Advising is a critical element of the transfer partnership degree, and students must work closely with a community college academic advisor prior to entering into a transfer partnership agreement. Once a transfer partnership agreement has been initiated by the student, approved and signed off by a community college academic advisor and university authorized official, the student is responsible for periodic meetings with the community college advisor and, if/when determined necessary, with the appropriate baccalaureate degree-granting institution academic advisor. Upon completion of 36 hours, the student must receive formal MCCCDC advising before the remainder of their classes can be scheduled.

### **ELEMENTS OF THE ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE**

<u>ELEMENT</u>	<u>CREDITS</u>
MCCCDC General Studies Core	19
Approved Lower Division Transfer Courses (Major dependent with maximum to be determined by receiving baccalaureate degree granting institution)	Variable
Associate in Transfer Partnership Degree Total Hours	60 minimum

Associate in Transfer Partnership degrees are available in the following areas. Other ATP degrees may be added later depending on curricular needs:

- |   |   |
|---|---|
| ATP - Accountancy                           | ATP - Food & Nutrition                  |
| ATP - American Indian Studies               | ATP - Housing & Urban Development Major |
| ATP - Business                              | ATP - Nursing                           |
| ATP - Computer Information Systems Major    | ATP - Psychology (BA)                   |
| ATP - Construction                          | ATP - Psychology (BS)                   |
| ATP - Elementary Education                  | ATP - Recreation                        |
| ATP - Exercise Science & Physical Education | ATP - Social Work                       |

The Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to choose any elective courses numbered 100 or above to complete the degree. Therefore, this degree may be less appropriate for students who intend to transfer to a baccalaureate-granting institution.

Students who demonstrate skills comparable to those in Critical Reading and/or Mathematics and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

**The MCCCDC Associate in General Studies:**

- \* requires a minimum of 60 semester credits in courses numbered 100 and above. AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- \* requires grades as listed for specific areas such as the General Studies Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";
- \* uses the following policies for course(s) satisfying multiple program areas;
  1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are in **bold** print and underlined in the Core areas and Distribution areas.
  2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.
  3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

**ASSOCIATE IN GENERAL STUDIES DEGREE (AGS), 2002-2003**

ELEMENTS  
of the  
ASSOCIATE IN GENERAL STUDIES DEGREE (AGS) 2002-2003

<u>ELEMENT</u>	<u>CREDITS</u>
MCCCDC General Studies Core (grade of "C" or better)	16
General Distribution	28-29
Electives	15-16
Associate in General Studies Degree Total Hours	60-64

## GENERAL STUDIES CORE AREAS

(16 credits - grade of "C" or better)

First-Year Composition (6 credits)

ENG English [101/107] &amp; [102/108]

Oral Communication (3 credits)

COM Communication **100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230**

Critical Reading (3 credits)

CRE Critical Reading **101**/Equivalent as indicated by assessment

Mathematics (3 credits)

MAT Mathematics 102/105/120/121/122/122AA/  
122AB/122AC/126/142/150/151/151AA/151AB/151AC/  
151AD/152/156/162/167/172/182/187/212/216/220/221/  
225/226/227/230/231/236/241/262/

Equivalent as indicated by assessment/ Satisfactory completion of a higher level Mathematics course.

Computer Usage (1 credit)

Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115/115AA/115AB/115BA/115BB

ADA Advertising Arts 169/170/170AA/170AB/173/  
173AA/173AB/173AC/175/175AA/175AB/177/  
177AA/177AB/any 180 modules/183/183AA/  
183AB/183AC/283/283AA/283AB/283AC/  
289/289AA/289AB/289AC

AGB Agribusiness 139

AJS Administration of Justice Studies 117/**119**/205ART Art 100/169/170/170AA/170AB/173/173AA/  
173AB/173AC/175/175AA/175AB/177/177AA/  
177AB/179/179AA/179AB/any 180 module/  
183/183AA/183AB/183AC/283/283AA/283AB/  
283AC/289/289AA/289AB/289ACBPC Business-Personal Computers Any BPC  
Course(s)

CFS Child/Family Studies 180

CIS Computer Information Systems Any CIS  
Course(s)

CSC Computer Science Any CSC Course(s)

CTR Court Reporting 101/102

DFT Drafting Technology 103/105/any 105 module/  
150/151/200/201/251/any 251 module/253/  
any 253 module/any 254 module/  
any 256 module

ECE Engineering Science 102/102AA/103/103AB/139

ECH Early Childhood Education 238

EEE Electrical Engineering 120

ELE Electronic 115/150/181/241/243/245/281

ELT Electronic Technology 131/131AA/131AB/241/243/249  
273/281/282

ENG English 100AE

FON Food &amp; Nutrition 100/100AA/100AC/100AD/140BC

GPH Physical Geography 217/219

HRM Hotel Restaurant Management 126

JRN Journalism 133

LAS Legal Assisting 229

LBT Library Technology 106

MET Manufacturing Technology 105AA/264

MTC Music Theory/Composition 191

NET Networking Technology 181/181AA/181AB/247

OAS Office Automation Systems 111AA/111AB/113/113AA&  
113AB/119/130/any 130 module/any 135 module/  
any 235 module/261/262

QCT Quality Control Technology 274

SBS Small Business 211

SMT Semiconductor Manufacturing Technology 131/131AA/  
131AB/150

TCM Telecommunications 106

TVL Travel Agent Technology 203/205

VPT Video Production Technology 106

## GENERAL STUDIES DISTRIBUTION AREAS (28-29 credits)

Humanities and Fine Arts (9 credits)

Students are encouraged to choose courses from more than one discipline.

AJS Administration of Justice Studies 123

ARH Art Humanities Any ARH Course(s)

ASB Anthropology 211/222/223

COM Communication 241

DAH Dance Humanities 100/201

EDU Education 291/292/294

ENG English 200/260

ENH English Humanities Any ENH Course(s)

FRE French 265/266

HCR Health Care Related 210

HIS History 109/243

HUM Humanities Any HUM course(s)

INT Interior Design 115/120/225

LAT Latin 201/202

MHL Music: History/Literature 141/142/143/145/146/147/153

PHI Philosophy Any PHI Course(s) (EXCEPT 113)

REL Religious Studies Any REL Course(s)

SPA Spanish 265/266

SPH Spanish Humanities 150/151/245

STO Storytelling 292/294

TCM Telecommunication 145

THE Theater 111/205/206/210/220/260

THP Theater/Performance/Production 241

WST Women's Studies 209/284/285

## Social and Behavioral Sciences (9 credits)

Students are encouraged to choose courses from more than one discipline.

- AIS American Indian Studies 101/105/140/141/160  
 AJS Administration of Justice Studies 101/119/200/258/259/270
- ASB Anthropology 100/102/211/214//222/223/230/235/238/245  
 ASM Anthropology 101  
 CFS Child/Family Studies 157/159/176/205/259  
 COM Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/230/250/263  
 ECH Early Childhood Education 176  
 ECN Economics Any ECN Course(s)  
 EDU Education 221/222  
 FUS Future Studies 101  
 GBS General Business 280  
 GCU Cultural Geography 102/121/122/141/221/253  
 HES Health Science100  
 HIS History any HIS Course(s)  
 IBS International Business 109  
 MCO Mass Communications 120  
 PHI Philosophy 243  
 POS Political Science Any POS course(s)  
 PSY Psychology 101/123/132/156/157/215/218/235/240/245/250/258/259/260/266/270/277/280/281/292  
 REC Recreation 120/160  
 REL Religious Studies 243  
 SBU Society and Business 200  
 SOC Sociology Any SOC course(s) (EXCEPT 242)  
 SWU Social Work 102/271  
 TEC Textiles and Clothing 105/106  
 WED Wellness 100/110  
 WST Women's Studies 100/105/110/120

## Natural Sciences (7-8 credits)

At least one course must be a laboratory course. In cases where lecture and associated lab receive separate credit, both will be counted as equivalent to one course in that prefix.

- AGS Agricultural Science 183  
 ASB Anthropology 231  
 ASM Anthropology 265  
 AST Astronomy 101/102/111/112/113/114  
 BIO Biology 100/101/102/105/108/109/110/149AF-AN/150/156/160/181/182/183/201/205/241  
 CHM Chemistry 107/107LL/130/130LL/151/151LL/152/152LL/154/154LL/230/230LL  
 GLG Geology Any GLG course(s)  
 GPH Physical Geography 111/112/113/210/211/212/214  
 ISS Interdisciplinary Science Studies 111/112  
 PHS Physical Science 110/120  
 PHY Physics 101/111/112/115/116/121/131/252  
 PSY Psychology 290AB/290AC

## Literacy &amp; Critical Inquiry (3 credits)

- CCS Chicana and Chicano Studies 101  
 COM Communication 207/222/225/230/241  
 CRE Critical Reading **101**  
 DAH Dance Humanities 201  
 ENG English 111/200/213/215/216/217/218  
 ENH English Humanities 254/255  
 FON Food & Nutrition 206  
 GBS General Business 233  
 GPH Physical Geography 211  
 HCR Health Care Related 220  
 HUM Humanities 250/251  
 IGS Integrated Studies 290/290AA&290AB/291/293  
 JRN Journalism 201/212  
 MCO Mass Communications 220  
 NUR Nursing 211  
 PHI Philosophy 103/106/225  
 POS Political Science 115  
 PSY Psychology 290AB/290AC  
 REL Religious Studies 203/205/225  
 THE Theater 220  
 THP Theater Performance/Production 241

## Elective Courses (15-16 credits)

May select courses from prefixes already chosen for General Studies Distribution requirements in order to develop depth in one or more subject areas.

**Use of Education Records for Advisement Purposes:**

All colleges within the Maricopa Community Colleges have access to the computerized MAPS (Monitoring Academic Progress System). During the advisement process each student may have his or her academic record reviewed for course work taken at any of the District colleges or centers."



**ASSOCIATE IN APPLIED SCIENCE DEGREE, 2002-2003**  
**GENERAL STUDIES REQUIREMENTS**

**AAS**

The Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog. Students should consult pages 62-88 of this catalog to determine specific program requirements.

**The MCCC Associate in Applied Science degree:**

- \* requires 64 or more credits numbered 100 or above and includes credits or the equivalent in the General Studies Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- \* requires grades as listed for specific areas such as the General Studies Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
- \* follows the graduation policies within the general catalog;
- \* includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- \* requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Studies Core and Distribution area are excluded;
- \* requires completion of General Studies courses as indicated in the General Studies Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0 = A scale for Arizona residents and a minimum 2.5 on a 4.0 = A scale for non-residents.

**PVCC ASSOCIATE IN APPLIED SCIENCE DEGREES**

*see pages 63-88 for specifics*

AAS	Accounting Specialized Paraprofessional
AAS	Computer Information Systems
AAS	Dietetic Technology
AAS	Early Childhood Education
AAS	Environmental Health & Safety Technology
AAS	General Business
AAS	International Business
AAS	Microsoft Networking Technology
AAS	Microsoft Solutions Development
AAS	Middle Management
AAS	Office Automation Systems
AAS	Organizational Leadership
AAS	Programming & System Analysis

**ASSOCIATE IN APPLIED SCIENCE DEGREE, 2002-2003**  
**GENERAL STUDIES REQUIREMENTS, CONTINUED**

**AAS**

**GENERAL STUDIES CORE AREAS**

**(15 credits - grade of "C" or better.)**

Demonstrate college-level skills in the following areas:

**First-Year Composition (6 credits)**

ENG English [101/107] & [102/108/111]

**Oral Communication (3 credits)**

COM Communication 100/100AA & 100AB & 100AC/  
110/110AA & 110AB & 110AC/225/230

**Critical Reading (3 credits)**

CRE Critical Reading 101/111/Equivalent as  
indicated by assessment

**Mathematics (3 credits)**

MAT Mathematics 102/105/120/121/122/122AA/122AB/  
122AC/126/142/150/151/151AA/151AB/151AC/  
151AD/152/156/162/167/172/182/187/212/216/  
220/221/225/226/227/230/231/236/241/262/  
Equivalent as indicated by assessment/  
Satisfactory completion of a higher level  
mathematics course.

**GENERAL STUDIES DISTRIBUTION AREAS (9-10 credits)**

**Humanities and Fine Arts (2-3 credits)**

Students are encouraged to choose courses from more than one  
discipline.

AJS Administration of Justice Studies 123  
 ARH Art Humanities Any ARH Course(s)  
 ASB Anthropology 211/222/223  
 COM Communication 241  
 DAH Dance Humanities 100/201  
 EDU Education 291/292/294  
 ENG English 200/260  
 ENH English Humanities Any ENH Course(s)  
 FRE French 265/266  
 HCR Health Care Related 210  
 HIS History 243  
 HUM Humanities Any HUM course(s)  
 INT Interior Design 115/120/225  
 LAT Latin 201/202  
 MHL Music: History/Literature 141/142/143/145/  
146/147/153  
 PHI Philosophy Any PHI Course(s) (EXCEPT 113)  
 REL Religious Studies Any REL Course(s)  
 SPA Spanish 265/266  
 SPH Spanish Humanities 150/151/245  
 STO Storytelling 292/294  
 TCM Telecommunication 145  
 THE Theater 111/205/206/210/220/260  
 THP Theater/Performance/Production 241  
 WST Women's Studies 209/284/285

**Social and Behavioral Sciences (3 credits)**

Students are encouraged to choose courses from more than one  
discipline.

AIS American Indian Studies 101/105/141/160  
 AJS Administration of Justice Studies 101/200/258/  
259/270  
 ASB Anthropology 100/102/211/214/222/223/230/  
235/238/245  
 ASM Anthropology 101  
 CFS Child/Family Studies 157/159/176/205/259  
 ECH Early Childhood Education 176  
 ECN Economics Any ECN course(s)  
 EDU Education 221/222  
 FUS Future Studies 101  
 GBS General Business 280  
 GCU Cultural Geography 102/121/122/141/221/253  
 HES Health Science 100  
 HIS History Any HIS course(s)  
 IBS International Business 109  
 MCO Mass Communications 120  
 PHI Philosophy 243  
 POS Political Science Any POS course(s)  
 PSY Psychology 101/123/125/132/156/157/215/  
218/235/240/245/250/258/259/260/266/270/  
277/280/281/292  
 REC Recreation 120/160  
 REL Religious Studies 243  
 SBU Society and Business 200  
 SOC Sociology Any SOC course(s) (EXCEPT 242)  
 SWU Social Work 102/271  
 TEC Textiles and Clothing 105/106  
 WED Wellness 100/110  
 WST Women's Studies 100/105/110/120

**Natural Sciences (4 credits)**

Select laboratory course or courses from any of the following. In  
cases where lecture and associated lab receive separate credit, both  
will be counted as equivalent to one course in that prefix.

ASB Anthropology 231  
 ASM Anthropology 265  
 AST Astronomy 101/102/111/112/113/114  
 BIO Biology 100/101/102/105/108/109/110/149AN/  
150/156/160/181/182/183/201/205/241/245 & 246  
 CHM Chemistry 107/107LL/130/130LL/151/151LL/  
152/152LL/154/154LL/230/230LL  
 GLG Geology Any GLG course(s) (EXCEPT  
140/251MC/275)  
 GPH Physical Geography 111/112/113/212/214  
 ISS Interdisciplinary Science Studies 111/112  
 PHS Physical Science 110/120  
 PHY Physics 101/111/112/115/116/121/131/252  
 PSY Psychology 290AB/290AC

Use of diagonal (/) between numbers signifies "or".

The Maricopa Community College District Academic Certificate is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general studies component even though requirements of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

The Academic Certificate:

- \* generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;
- \* requires a cumulative GPA of 2.0 or better for completion;
- \* follows the graduation policies within the general catalog;
- \* accepts one of the courses that is cross-referenced with other courses;
- \* includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements;
- \* does not presume block transfer value. Consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;
- \* may have admission criteria established by the college if and when appropriate;
- \* is for the most part college specific

## **PVCC ACADEMIC CERTIFICATES:**

*See pages 64-65 for specific certificate requirements.*

AC Aesthetic Applications in the Fine & Performing Arts

AC Fine & Performing Arts Basics

AC Fine & Performing Arts Principles

*Additional Fine & Performing Arts Academic Certificates are being developed. Contact Dr. Jack Sexton or an Academic Advisor for more information.*

# MCCCD GRADUATION REQUIREMENTS - 2002/2003

## CATALOG UNDER WHICH A STUDENT GRADUATES

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

EXAMPLE A:

Admitted & Earned Course Credit at a Public Community College or University	Fall '93	(Active)
Continued at a Public Community College	Spring '94, Fall '94	(Active)
Transferred to a University	Spring '95	(1993 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University	Fall '92	(Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '93	(Inactive)
Enrolled in Audit Courses Only	Fall '93	(Inactive)
Nonattendance	Spring '94	(Inactive)
Transferred to a University	Fall '94	(1994 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term\* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:

Admitted & Earned Course Credit at a Public Community College or University	Fall '92	(Active)
Nonattendance	Spring '93, Fall '93, Spring '94	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall '94	(Active)
Transferred to a University	Spring '95	(1994 or Any Subsequent Catalog)

EXAMPLE B:

Admitted & Earned Course Credit at a Public Community College or University	Fall '92	(Active)
Nonattendance	Spring '93	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer '93	(Active)
Nonattendance	Fall '93, Spring '94	(Inactive)
Transferred to a University	Fall '94	(1992 or Any Subsequent Catalog)

\* Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:

Admitted & Earned Course Credit at a Public Community College or University	Summer '94	(Active)
Continued at a Public Community College	Fall '94, Spring '95	(Active)
Nonattendance	Fall '95	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '96	(Active)
Transferred to a University	Summer '96	(1994 or Any Subsequent Catalog)

# MCCCD GRADUATION REQUIREMENTS - 2002/2003

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

## University Department Time Limit for Coursework

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

## GENERAL GRADUATION REQUIREMENTS

All students receiving a degree or certificate under this catalog must:

1. be credited in the Office of Admissions and Records with not fewer than:  
60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 64 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees; for specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than 12 credit units.
3. have filed an application for the degree or certificate with the Office of Admissions and Records on the date determined by the college/center.
4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements  
Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. have removed any indebtedness to any MCCCD college /center.
8. have paid required degree or certificate application fee.

See fee schedule for charges.

## CERTIFICATES/DEGREES

The Maricopa County Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) Associate in Arts; (4) Associate in Science; (5) Associate in Business; (6) Associate in General Studies; (7) Associate in Transfer Partnership; and (8) Associate in Applied Science (Career Program Specified).

All candidates for a degree must complete the General Graduation Requirements outlined in this catalog.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

# MCCCD GRADUATION REQUIREMENTS - 2002/2003

## MCCCD General Education Statement (Effective Fall 2002)

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- \* Build self-awareness, self-respect, and self-confidence
- \* Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- \* Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- \* Access, evaluate, analyze, synthesize, and use information wisely
- \* Communicate effectively personally, socially, and professionally
- \* Think critically, make informed decisions, solve problems, and implement decisions
- \* Consider the ethical implications of their choices
- \* Value the learning process throughout their lives
- \* Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- \* Develop a personal sense of aesthetics
- \* Use technological resources appropriately and productively
- \* Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- \* Communication
- \* Arts and Humanities
- \* Numeracy
- \* Scientific Inquiry in the Natural and Social Sciences
- \* Information Literacy
- \* Problem-Solving and Critical Thinking
- \* Cultural Diversity

General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation as listed in the CEG/AZCAS (Course Equivalency Guide/ Arizona Course Applicability System ) Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

**The college reserves the right to make necessary course and program changes in order to meet current educational standards.**



# THE TRANSFER PROCESS

As one of the Maricopa Community Colleges, Paradise Valley Community College offers the first two years of study for a student who wishes to transfer to a four (4) year college or university. If you plan to transfer to a four-year college or university, you are likely to complete most of your general education requirements during the two years at the community college. Your community college coursework should allow you to meet the general education requirements that will likely be required by the university to which you will be transferring. For specific information about the general education requirements at the three public universities or at private schools in Arizona, you should consult with the staff in the Academic Advising Center. In addition, you should also contact the college or university so you have a full understanding of the most current transfer requirements. If you are planning on attending a college or university out-of-state, it is critical that you obtain a catalog of that institution and contact their Admissions Office.

You should meet with an advisor to plan your transfer process as early as possible in your work at PVCC. The advisors in Academic Advising use the Arizona Course Equivalency Guide (CAS) within the Arizona Course Applicability System (AZCAS) to determine how your coursework will transfer to other Arizona colleges and universities. You will find that the majority of our courses have been planned with the purpose of completing your first two years of a four-year degree. If you are not planning to complete an Associate degree, the advisor can assist you to plan one or more semesters for transfer.

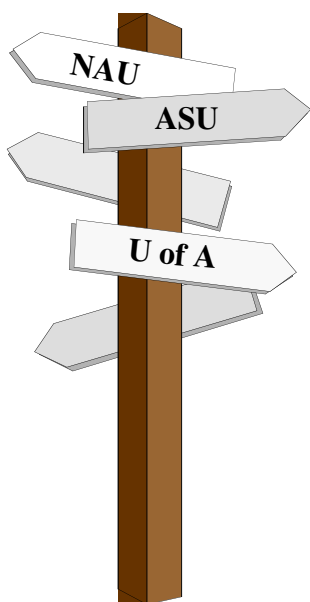
**One helpful hint:** PVCC cannot evaluate your transcripts toward your Bachelor's Degree. The college or university you are transferring to must evaluate your progress toward their degree.

Your advisor will work with “check sheets” and the college catalog to help you plan your requirements for the first two years of a four-year degree.

*If you need advice on which courses to take and on how they will transfer, contact Academic Advising at (602) 787-7060.*



*If you need assistance with career exploration or with college or university selection, contact the Counseling and Consultation Center at (602) 787-6540.*



Completing one of the approved transfer degrees facilitates the transfer process. These degrees include the six degree pathways - AA-GR, AA-SR, ABUS-GR, ABUS-SR, AS-GR and AS-SR which were discussed in depth on the preceding pages. These degrees are designed for transfer to one of the Arizona public universities and their branches. The Associate in Transfer Partnership is directly linked to transfer in a particular major at a specified university.

The Associate in Applied Science (AAS) is earned in an occupational field. While it is primarily intended for students who wish to gain technical expertise, there are also transfer options for this degree. The AAS will transfer as a block to ASU West where the student can complete a Bachelor of Applied Science (BAS). ASU East and Northern Arizona University offer similar options for particular Applied Science degrees. The Bachelor in Applied Science is designed primarily for students who need job progression rather than initial job qualification. The curriculum includes broad cognitive skills as well as some additional technical expertise.

## **What is the First Step in the Transfer Process?**

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The first step in the transfer process is having a direction. Having a direction means knowing what your educational goals are. Having a direction could also mean recognizing that you are not sure of your educational goals. Whether or not you know what your college major and career objectives are, Paradise Valley Community College staff can help you plan your way.

PVCC has resources to assist you in establishing your educational goals. These resources include career exploration courses, educational planning seminars, and interest inventories. You may also talk with a career counselor. Or you may want to use our collection of career resource materials located in the Career & College Resources section of the PVCC Library. By offering these resources, we hope to help you determine your direction.

## **Before I Transfer, What Do I Need To Know About That College or University?**

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The first thing you need to know is which college or university you wish to attend. If you have not selected a college, you may find help in *The College Handbook*, *Peterson's Guide to Four-Year Colleges*, or one of the other resources located in the Library to identify colleges which offer programs of interest to you.

As each college and university has its own unique programs and degree requirements, it is important to contact and, if possible, visit the colleges or universities you are considering. Obtain information from each, such as the college catalog, program check sheets, application deadlines, etc. You can come to the Advisement Center and using the information you have gathered, meet with an advisor to select which PVCC courses will work best for you.

## **What Are the Specific Admission Requirements for Transfer Students?**

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You should determine the maximum number of transfer hours the college or university will accept. You should also determine if there are any specific courses that should be completed within the general education requirements. Various programs of study have unique course requirements that should be completed during the freshman or sophomore years. It is your responsibility to request PVCC to provide the college or university with an OFFICIAL transcript of your courses. Official transcripts are ordered through Admissions & Records.

## **What Is the Minimum Grade Point Average (GPA) for Transfer Students?**

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Many universities have GPA admission requirements that vary according to major. You may find that a business major will need to have a different GPA for freshman-sophomore coursework than an engineering major. You should be aware of such GPA admission requirements. Most universities will not accept courses for transfer if you received a grade of "D" or below. However, such courses are used to compute your transferring GPA.

## **When Are the Application Deadlines for Admissions, Financial Aid, Housing, etc?**

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Many universities will have deadlines for admission, financial aid, and housing well in advance of the date classes begin. You should check with the university to determine the earliest date that you may apply and for any applicable fees. It is to your advantage to apply as early as possible. Also note that in addition to official coursework records, many universities will require that you provide records of any financial aid support that you obtained at PVCC or any other institution.

## **Is There an Early Orientation/Registration for Transfer Students?**

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Many universities provide orientation sessions and special registration times for transfer students. Orientation sessions will help you to become familiar with the various requirements and procedures that are to be followed. Additionally, the orientation will help you to become familiar with the resources that will help you be successful. It is to your advantage to participate in any orientation or special registration sessions that may be offered by the college or university.