

Message From The President

Welcome to Palo Verde College!

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

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

To your success!

Superintendent/President
Palo Verde College







PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

2024-2025 Student Planner

Blythe Campus

One College Drive
Blythe, CA 92225
760.921.5500

Needles Educational Center

725 West Broadway
Needles CA 92363
760.326.5033

www.paloverde.edu

This planner belongs to:

Name _____

Street Address _____

City, State, Zip _____

Phone _____

THIS HANDBOOK IS NOT FOR SALE

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

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



powered by sdi innovations

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form without getting prior written permission of the publisher.

© 2024. SDI Innovations. All Rights Reserved.

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

Table of Contents

Message From the President

Getting Started

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

Calendar

3 Year Calendar.....	12
Fall 2024 - Calendar.....	13
Spring 2025 - Calendar	14
Summer 2025 - Calendar	15

Student Services

Enrollment.....	66
Student Success and Support Program (SSSP).....	67
SSSP Appeals Procedure.....	68
Orientation	68
Placement.....	68
Counseling and Educational Planning	68
Petition for Graduation	69
Individual Student Educational Plan (SEP)	69
Using “Search for Sections”	70
Key to Location Abbreviations	70
Financial Aid.....	71
Selective Service Regulations.....	71
Registration	71
Program Evaluation	71
Adding and Dropping Classes	71
Transfer Career Center/ Counseling	71
DSPS (Disabled Students Program and Services).....	72
EOPS/CARE (Extended Opportunity Programs & Services/ Cooperative Agencies Resources for Educaiton)	72
CalWORKs (California Work Opportunities and Responsibility to Kids Act).....	72
Student Activities.....	72
ASG Jersey Day and 2023 Officers	73
Your Education.....	74
Programs of Study.....	74
Associate of Arts Degree	75
Distance Education	75
Online Classes.....	75
Correspondence Education	75
Noncredit Programs	75
Student Fees.....	75
Enrollment Fees	75
Enrollment Fee Refunds	75
Financial Assistance to Offset Enrollment Fee	76
Tuition and Fees.....	76
Tuition Refunds.....	76
Transcript Fee	77
Student Obligation Policy	77
ASG Membership Fee.....	77
Library/Student Learning Center	77
The Virtual Bookstore.....	77

Campus Policies

Veteran Services.....	77
Policies and Procedures	80
Admissions Eligibility	80
Course Repetition.....	80
Grades and Grade Points.....	81
Required Grade Point Average.....	81
Withdrawal Grades	82
Withdrawals and Grade Responsibility.....	82
Military Circumstances.....	82
Attendance	82
Attendance at First Class Meeting	82
Auditing Courses	82
Probation, Disqualification and Readmission.....	83
Academic Probation.....	83
Progress Probation	83
Disqualification/Dismissal.....	83
Academic Renewal Without Course Repetition	83
Residency.....	83
Campus Security	84
Student Parking Lot	84
Drug and Alcohol-Free Campus Policy	84
Non-Smoking Policy.....	84

Students’ Rights and Responsibilities

Students’ Rights and Responsibilities.....	86
Academic Honor Code.....	86
Academic Honesty in Online and Correspondence Courses	86
Student Conduct/Disciplinary Procedures	86
Principles of Discipline.....	87
Student Conduct.....	88
General Guidelines.....	88
Prohibited Conduct	88
Preliminary Procedures.....	89
Hearing Procedures	89
Classroom-Related Disciplinary Procedures	89
Complaint Procedures/ Due Process.....	89
Non-Discrimination	90
Sexual Harassment.....	90
FERPA (Family Education Rights and Privacy Act)	91
Release of Student Information	91

Financial Aid Handbook..... 93-104

Campus Map110

Getting Started

2024-2025 Student Handbook & Planner





PALO VERDE COLLEGE

WHERE KNOWLEDGE TAKES ROOT AND OPPORTUNITY GROWS

Vision

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

Mission

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

Values

Excellence

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

Learning

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

Integrity and Ethics

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

Diversity

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

Creativity

Palo Verde College supports and encourages creativity and innovation.

Civic Responsibility

Palo Verde College supports the continuous development of civic responsibility.

WHO'S WHO ON CAMPUS

Board of Trustees

Angel Ramirez-President
George Thomas-Vice President
Brad Arneson-Clerk
Stella Camargo-Styers-Trustee
Jon McNeil-Trustee
Gloria A Copple-Trustee
Glenda Williams-Trustee
Albert Martinez-Student Trustee
Bruce Moses, Ed.D. –Superintendent/President
Carrie Mullion-Executive Assistant to Supt. / President & Board of Trustees

College Administration

Bruce Moses, Ed.D. Superintendent/President	Alma Correa, Ph.D. Dean, Research Planning, and Institutional Effectiveness
Clint Cowden Assistant Superintendent/ Vice President Instruction and Student Services	Irma Gonzalez Associate Dean, Counseling
Stephanie M. Slagan Assistant Superintendent/ Vice President Administrative Services/ College Advancement	Maria Kehl Associate Dean, Instruction and Student Services
Cecilia Garcia Assistant Superintendent/ Vice President Human Resources	Theresa Becker Associate Dean, Nursing and Allied Health
Jaclyn Randall Dean, Needles Educational Center	Ryan Copple Director of Athletics

Foundation

Marcella Thomas- President	Louise Alford	Denise Hunt	Joey Halby
Teresa Houston- Vice President	Jaclyn Randall	Jon McNeil	Laci Miller
Stephanie M. Slagan - Treasurer	Cecy Garcia	Laci Miller	Leslie Jessop-Watkins
Robert Miller - Secretary		Lois Shaffer	Edward Singh
Nya Jones- Student Trustee			
Kim Dieu-Faculty Rep.			
Ron Baker - Emeritus Director			

Reference Phone Numbers

Main Campus	# 760.921.5500
Needles Educational Center	# 760.326.5033
Associated Student Government Office	760.921.5519
Admissions and Record.....	760.921.5429
Basic Needs/ CalFRESH/ Pirates Chest	760.921.5503
CalWORKs Office	760.921.5514
Distance Education Office	760.921.5425
DSPS Office	760.921.5489
EOPS/CARE Office.....	760.921.5402
Financial Aid Office	760.921.5553
IT Help Desk	760.921.5556
Library/Student Learning Center	760.921.5487
Maintenance Department.....	760.921-5409
Palo Verde College Child Development Center	760.922.8714
Palo Verde College Foundation	760.921.5421
Security (Campus).....	760.922.6111

EMERGENCY CALL 911



Steps to Student Success



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



STEP 1 _____

APPLY online at www.paloverde.edu.

Applicant will be assigned a Student ID. The Student ID is required for the registration.

Request official high school and/or college transcripts.

STEP 2 _____

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

STEP 3 _____

Complete **COURSE PLACEMENT** if required to meet Prerequisite.

Submit official transcripts to *Admission & Records*.

STEP 4 _____

Apply for **FINANCIAL AID**

Apply online at fafsa.ed.gov. Palo Verde College School Code: **001259**

To speak with a Financial Aid representative by calling **760.921.5553**

STEP 5 _____

Meet with a **COUNSELOR** /complete a **Student Education Plan**,

Schedule an appointment:

Main campus students call **760.921.5500**.

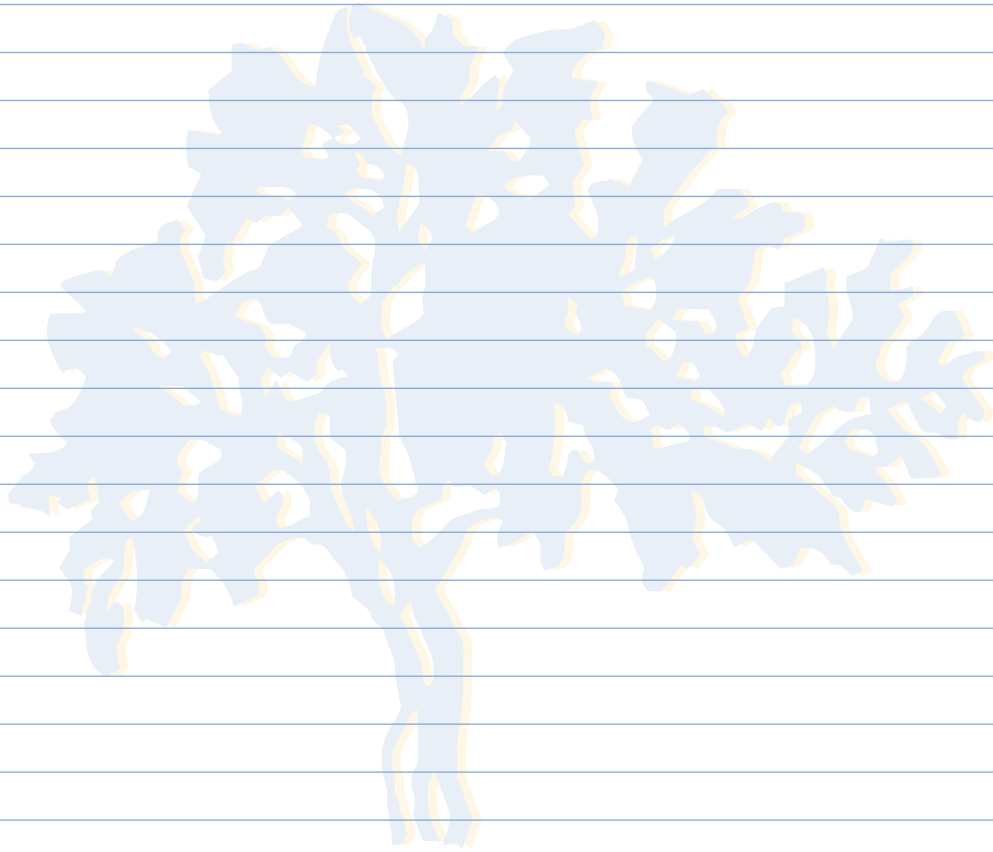
Needles Center students call **760.326.5033**.

Congratulations, you are fully matriculated!

STEP 6 _____

REGISTER for classes online at www.paloverde.edu

Notes



Calendar

2024-2025 Student Handbook & Planner



3 Year Calendar

2024

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	5	6	4		5	6	7	8	9	10	3		4	5	6	7	8	9	7		8	9	10	11	12	13	
	7	8	9	10	11	12	13		11	12	13	14	15	16	17		10	11	12	13	14	15	16		14	15	16	17	18	19	20
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	1	2	3		4	5	6	1	2	3	4		5	6	7	8	9	10	
	5	6	7	8	9	10	11		9	10	11	12	13	14	15		7	8	9	10	11	12	13		11	12	13	14	15	16	17
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		6	7	8	9	10	11	12		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		13	14	15	16	17	18	19		10	11	12	13	14	15	16		8	9	10	11	12	13	14

2025

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	4	2	3	4		5	6	7	8	2	3	4		5	6	7	8	6	7	8		9	10	11	12			
	5	6	7	8	9	10	11		9	10	11	12	13	14	15		9	10	11	12	13	14	15		13	14	15	16	17	18	19
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	8	9	10	11		12	13	14	1	2	3	4		5	3	4	5	6	7	8		9						
	4	5	6	7	8	9	10		15	16	17	18	19	20	21		6	7	8	9	10	11	12		10	11	12	13	14	15	16
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	6	1		2	3	4	2	3	4	5		6	7	8	1	2	3	4		5	6					
	7	8	9	10	11	12	13		5	6	7	8	9	10	11		9	10	11	12	13	14	15		7	8	9	10	11	12	13

2026

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	1	2	3	1	2	3	4		5	6	7	1	2	3	4		5	6	7	5	6	7	8		9	10	11				
	4	5	6	7	8	9	10		8	9	10	11	12	13	14		8	9	10	11	12	13	14		12	13	14	15	16	17	18
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	7	8	9	10	11		12	13	1	2	3	4	1		2	3	4	2	3	4	5		6	7	8				
	3	4	5	6	7	8	9		14	15	16	17	18	19	20		5	6	7	8	9	10	11		9	10	11	12	13	14	15
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	1	2	3	4	5	4	5		6	7	8	9	10	1	2		3	4	5	6	7	6	7		8	9	10	11	12		
	6	7	8	9	10	11	12		11	12	13	14	15	16	17		8	9	10	11	12	13	14		13	14	15	16	17	18	19

Fall 2024 Calendar

PALO VERDE COLLEGE 2024-2025 ACADEMIC YEAR

Fall 2024 – Calendar

Open.....	* Orientation – Online or Library
April 22—26, 2024	EOPS, DSPS, Veteran’s, Foster Youth, Rising Scholars, & Parent Student Priority Registration
April 27 – May 02, 2024.....	New & Continuing student Priority Registration – New students that have completed orientation, counseling, and educational plans & continuing students in good academic standing with fewer than 100 units.
May 03—August 16, 2024.....	*Open Registration
August 01, 2024	Last day to petition for Special Admissions – Students below 9th Grade
August 01, 2024.....	New Student Orientation, 10:00 a.m. – Main Campus
August 06, 2024.....	New Student Orientation, 5:30 p.m. – Main Campus
August 07, 2024.....	*Needles New Student Orientation, 1:00 p.m.
August 08, 2024.....	CalWORKs Orientation, 10:00 a.m. – 11:00 a.m.
August 09, 2024.....	Last Day to Petition Co/Prerequisite Challenge Form
August 12, 2024.....	Classes Begin
August 16, 2024.....	Last Day to Register
August 16, 2024.....	Flex Day
August 21, 2024.....	*Needles Orientation, Make-Up, 4:00 p.m.
August 22, 2024.....	Make-up New Student Orientation, 5:30 p.m. – Main Campus
August 23, 2024.....	Last Day to Apply for a Refund
September 30, 2024	Last Day to Withdraw without “W” grade on your transcript
September 02, 2024	Labor Day Holiday – Campus Closed
October 03, 2024.....	Last Day to Petition to Graduate
October 18, 2024.....	Institute Day, no classes
November 11, 2024.....	Veteran’s Day – Campus Closed
November 15, 2024.....	Last Day to Withdraw “W” grade will post on your transcript
November 28-29, 2024	Thanksgiving Break – Campus Closed
December 09-13, 2024.....	Finals Week
December 13, 2024.....	Last Day to Elect P/NP
December 13, 2024.....	Last Day of Classes

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

Spring 2025 Calendar

PALO VERDE COLLEGE 2024-2025 ACADEMIC YEAR

Spring 2025 – Calendar

Open.....	Online Orientation
October 02, 2024.....	New Student Orientation - 10:00 a.m. - Needles
October 08, 2024.....	New Student Orientation – 10:00 a.m. – Main Campus
October 21 – 25, 2024.....	EOPS, DSPS, Veteran’s, CalWorks, Student Parents & Foster Youth, Rising Scholars Priority Registration
October 26 – 31, 2024.....	New & Continuing student Priority Registration – New students that have completed orientation and educational plans & continuing students in good academic standing with fewer than 100 units.
Nov.01, 2024 – Jan 17, 2025	*Open Registration
Dec. 23, 2024 – Jan 02, 2025	Christmas Break—Campus Closed
January 07, 2025	New Student Orientation - 10:00 a.m. – Main Campus
January 08, 2025	*Needles Orientation, 10:00 a.m.
January 09, 2025	New Student Orientation – 5:30 p.m. – Main Campus
January 10, 2025	*Last day to Petition - Co/Prerequisite Challenge Form
January 20, 2025	Martin Luther King, Jr. Day—Campus Closed
January 13, 2025	Classes Begin
January 15, 2025	*Needles Make-Up Orientation, 4:00 p.m.
January 17, 2025	Flex Day
January 17, 2025	Last Day to Register for Classes
January 23, 2025	Make-up New Student Orientation – 5:30 p.m. – Main Campus
January 24, 2025	Last Day for Enrollment Fee Refund
January 31, 2025	Last Day to Withdraw without ‘W’ on your transcript
February 14, 2025	Lincoln Day—Campus Closed
February 17, 2025	Washington Day—Campus Closed
March 06, 2025	Last Day to Petition to Graduate (First Thursday in March)
March 10 – 14, 2025	Spring Break – No Classes
May 02, 2025	Last Day to Withdraw - “W” grade will post on your transcript
May 26, 2025	Memorial Day—Campus Closed
May 27 – 30, 2025	Finals week
May 30, 2025	Last Day to Elect P/NP Grading Option
May 30, 2025	Last Day of Classes
May 31, 2025	Graduation/Institute Day

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

Summer 2025 Calendar

PALO VERDE COLLEGE 2024-2025 ACADEMIC YEAR

Summer 2025 - Calendar

Note: Campus will be closed every Friday throughout the summer

Open.....* Orientation – Online or Library

April 21 – 25, 2025EOPS, DSPTS, Veterans, CalWORKs, Student Parents & Foster Youth Priority
Registration

April 26 - June 12, 2025Open Registration

May 22, 2025Last day to petition for Special Admissions (K-8th grades)

June 05, 2025Last Day to Petition to Challenge a Co/Prerequisite

June 9, 2025Classes Begin

June 12, 2025Last Day to Apply for a Refund

June 12, 2025Last Day to Register

June 13, 2025Last Day to Withdraw Without “W” grade on your transcript

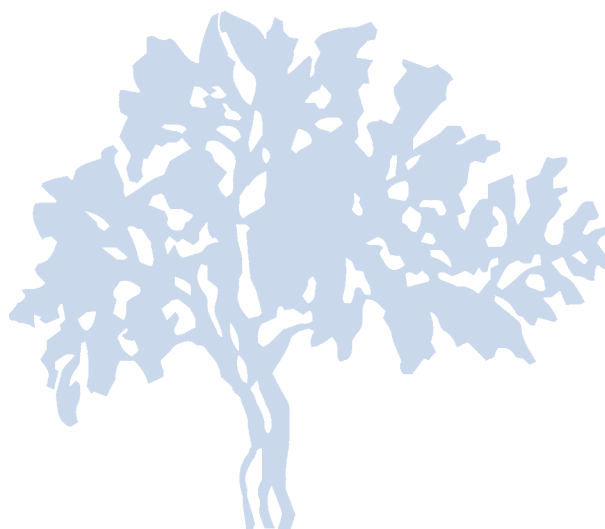
July 3, 2025.....Independence Day Holiday (observed)

July 9, 2025.....Last Day to Withdraw “W” grade **will** post on your transcript

July 18, 2025.....Last Day to Elect P/NP

July 18, 2025.....Last Day of Classes

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



AUGUST 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
29	30	31	1
5	6	7	8
Fall Classes Begin 12	13	14	15
19	20	21	22
26	27	28	29

THURSDAY

FRIDAY

SATURDAY

2

3

4

9

10

11

Flex Day/ Last Day to Register

16

17

18

Last Day for enrollment refund

23

24

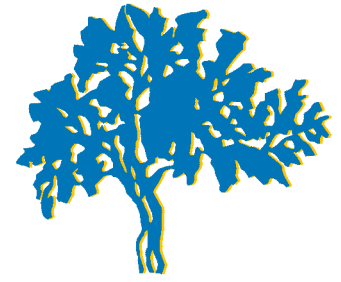
25

Last Day to W/D without a "W" grade

30

31

1

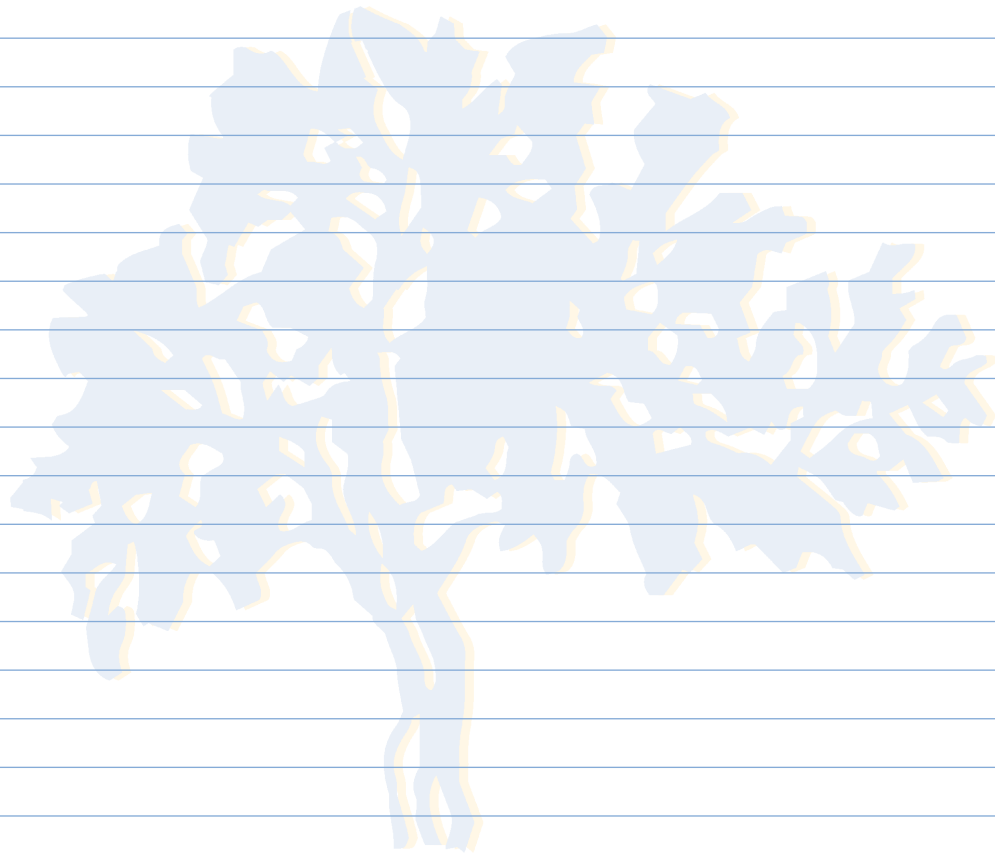


NOTES

Horizontal lines for writing notes.

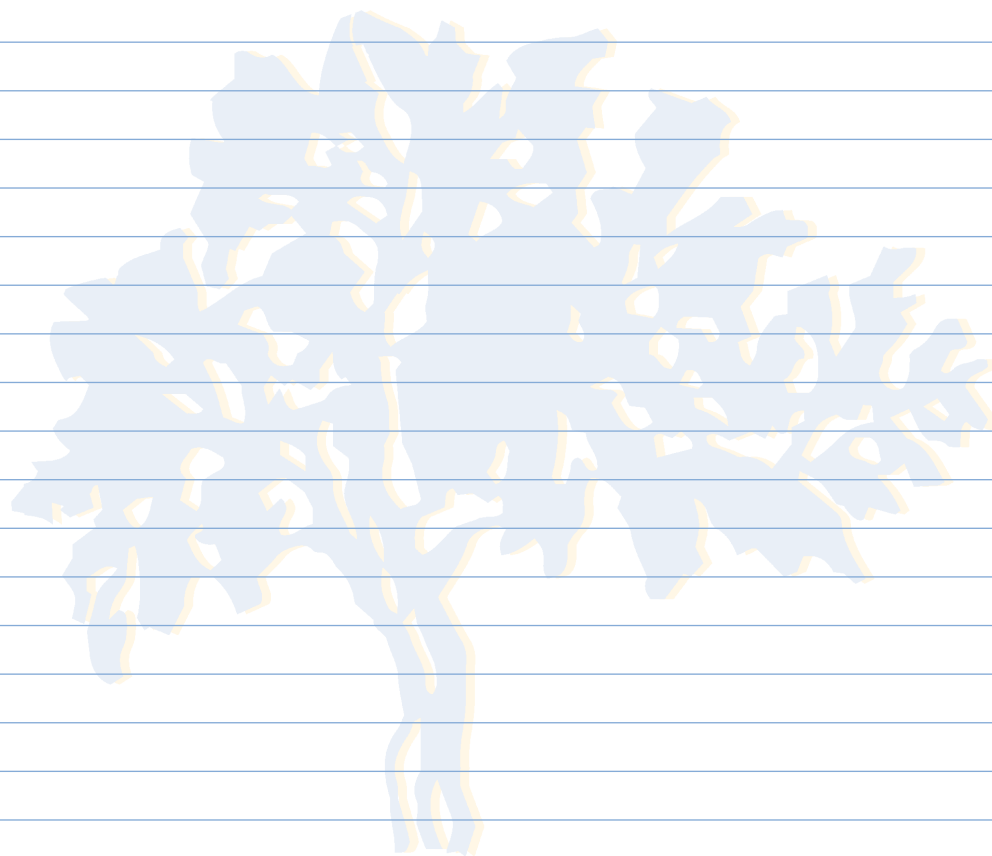
GOALS

Vertical lines with checkboxes for writing goals.





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



SEPTEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
LABOR DAY Campus Closed/Labor Day 2	3	4	5
9	10	PATRIOT DAY 11	12
16	Last day to Elect P/NP grade 17	18	19
23	24	25	26
30			

THURSDAY

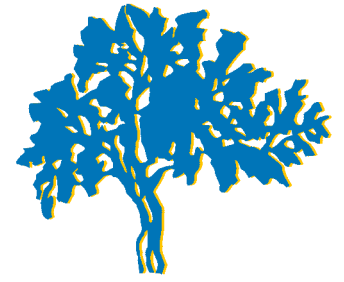
FRIDAY

SATURDAY

30

31

1



NOTES

6

7

8

13

14

MAWLID AL-NABI BEGINS AT SUNDOWN 15

20

21

FIRST DAY OF AUTUMN 22

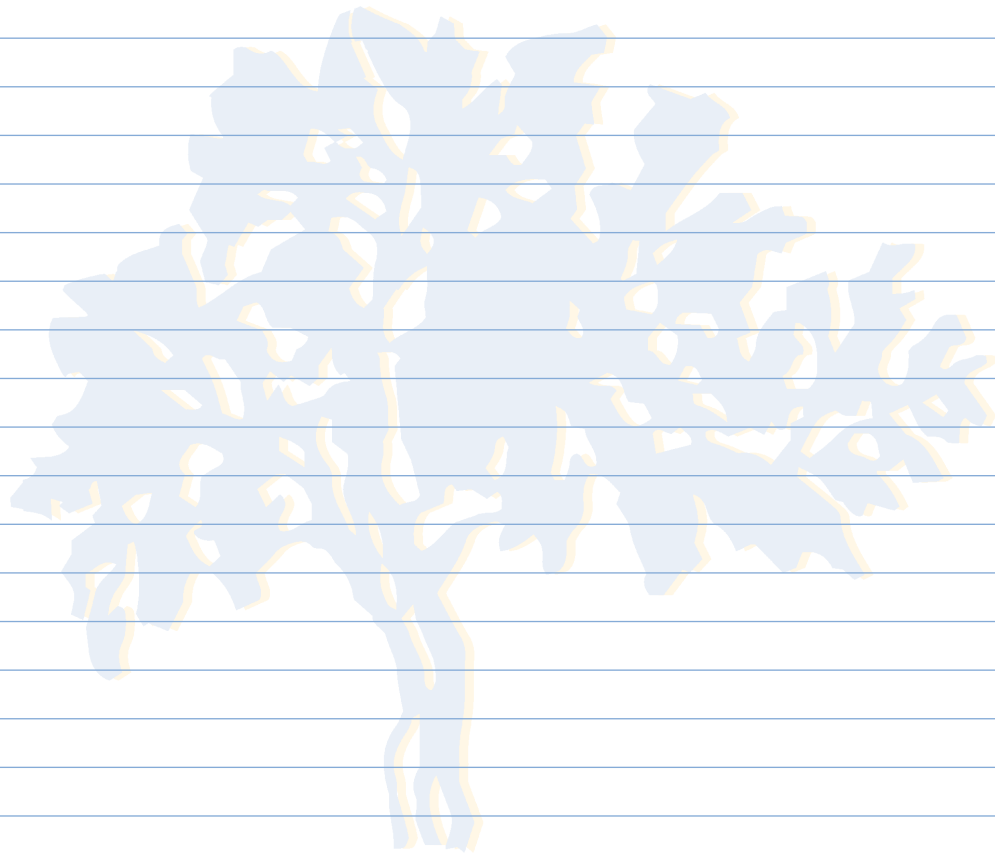
27

28

29

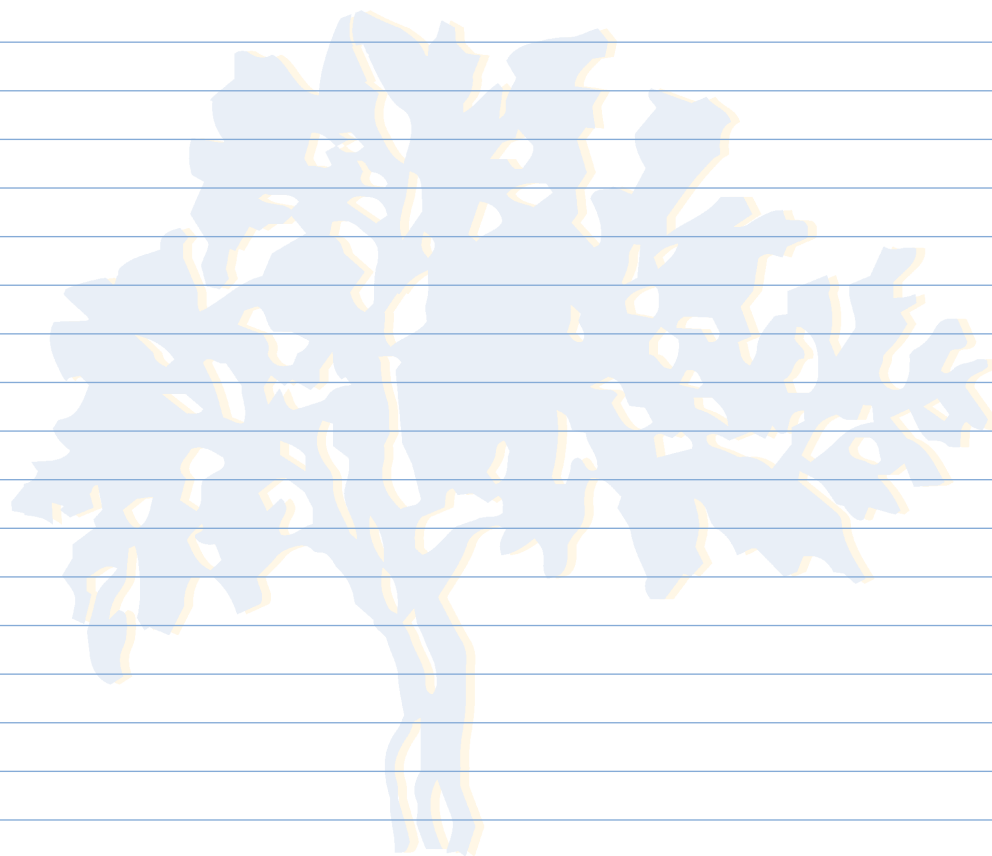
GOALS

-
-
-
-
-
-
-
-
-
-
-





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



OCTOBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	1	ROSH HASHANAH BEGINS AT SUNDOWN 2	Last day to Petition to Graduate 3
7	8	9	10
COLUMBUS DAY 14	15	16	17
21	22	23	24
28	29	30	HALLOWEEN 31

THURSDAY

FRIDAY

SATURDAY

4

5

6

YOM KIPPUR BEGINS AT SUNDOWN

11

12

13

18

19

20

25

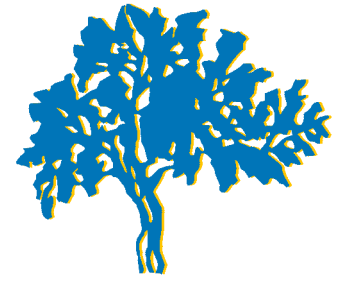
26

27

1

2

3

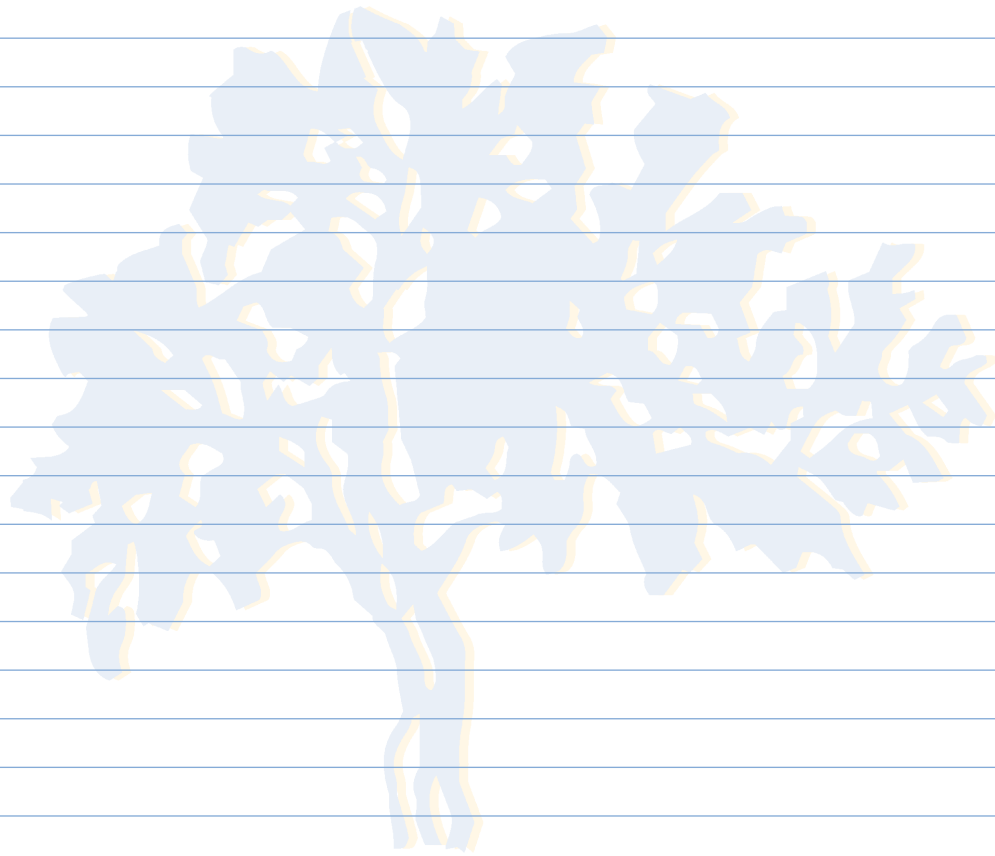


NOTES

Horizontal lines for taking notes.

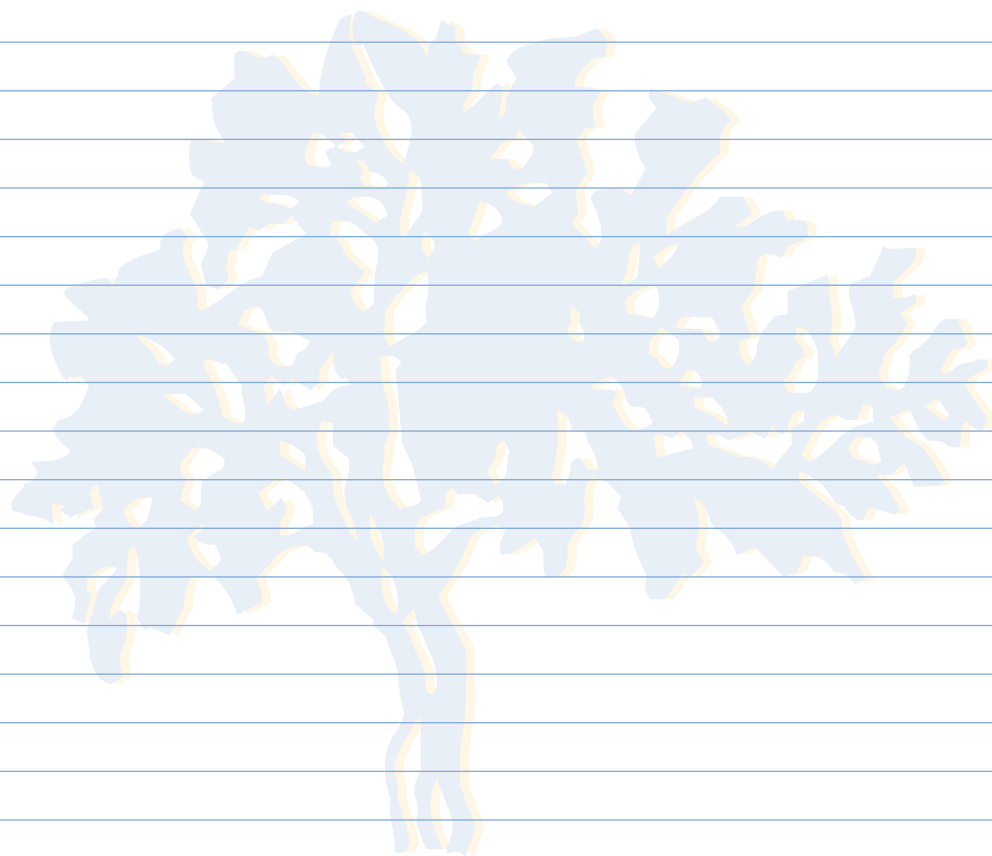
GOALS

Vertical lines with checkboxes for setting goals.





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



NOVEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
28	29	30	31
4	ELECTION DAY 5	6	7
VETERANS DAY Campus closed/Veteran's Day 11	12	13	14
18	19	20	21
25	26	27	THANKSGIVING Campus Closed/Thanksgiving Break 28

THURSDAY

FRIDAY

SATURDAY

1

2

STANDARD TIME BEGINS

3

8

9

10

Last Day to W/D with "W" grade

15

16

17

22

23

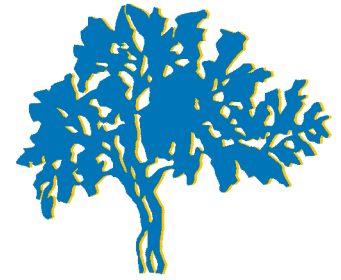
24

Campus Closed/Thanksgiving Break

29

30

1

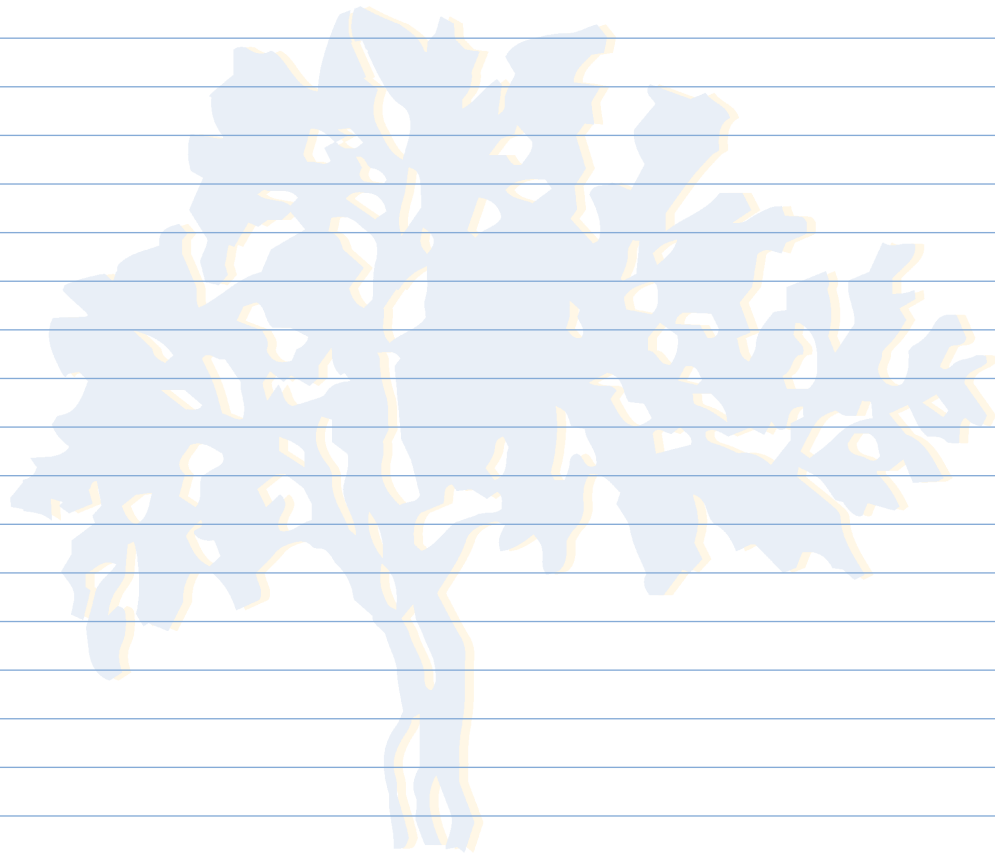


NOTES

Horizontal lines for writing notes.

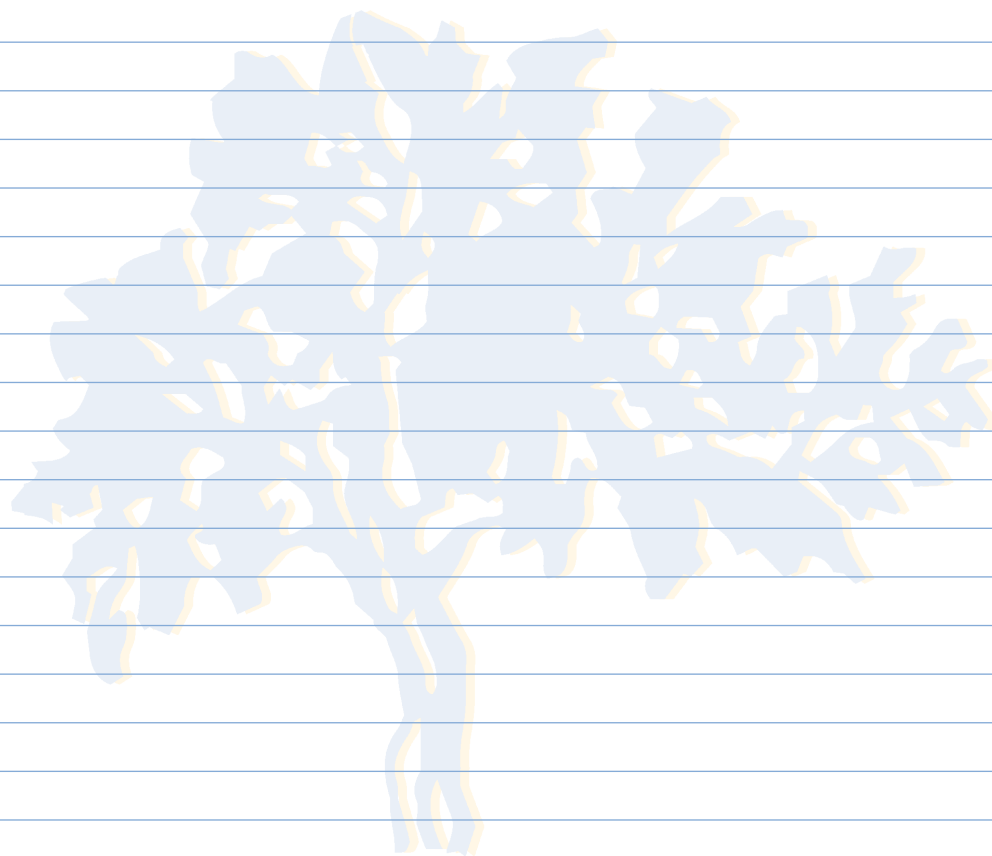
GOALS

Vertical lines with checkboxes for writing goals.





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



DECEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
25	26	27	28
2	3	4	5
Finals Week 9	Finals Week 10	Finals Week 11	Finals Week 12
16	17	18	19
Winter Break 23	Winter Break 24	CHRISTMAS HANUKKAH BEGINS AT SUNDOWN Winter Break 25	KWANZAA BEGINS Winter Break 26
Winter Break 30	Winter Break 31		

THURSDAY

FRIDAY

SATURDAY

29

30

1

6

7

8

Finals Week
Last Day of Fall Classes

13

14

15

20

FIRST DAY OF WINTER

21

22

Winter Break

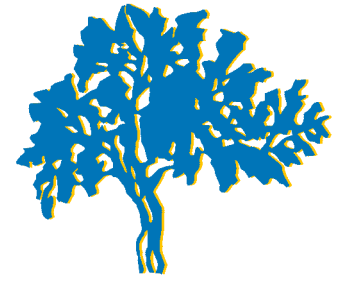
27

Winter Break

28

Winter Break

29

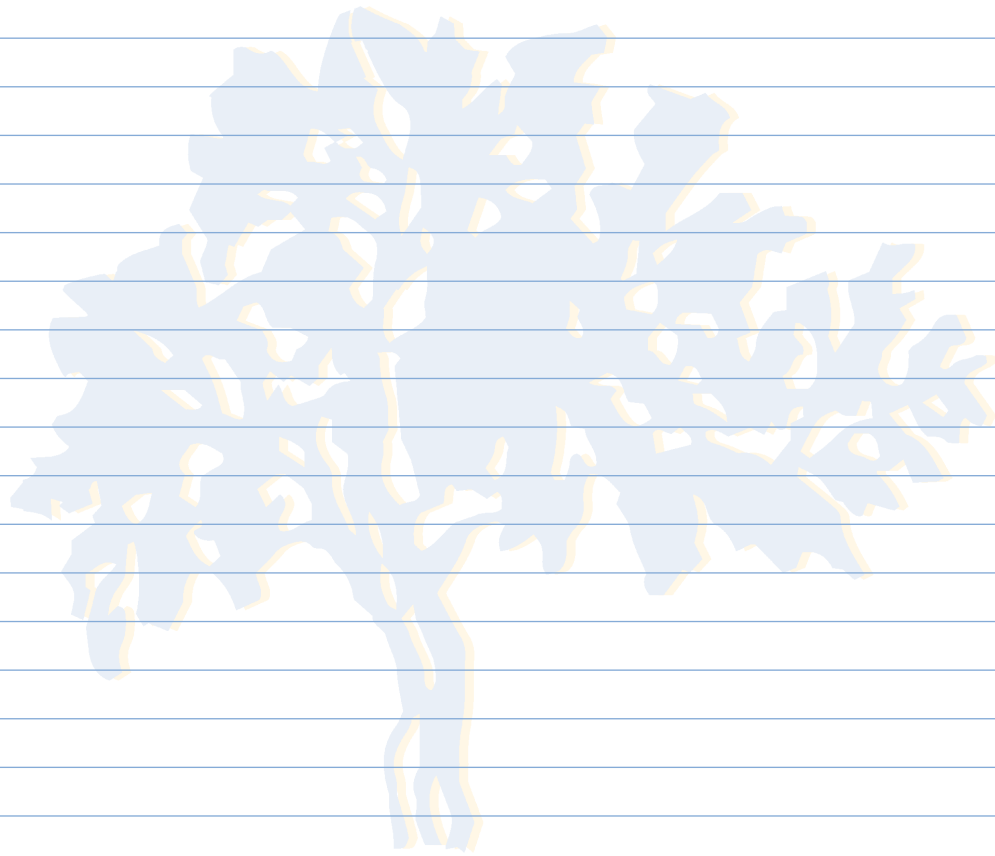


NOTES

Horizontal lines for writing notes.

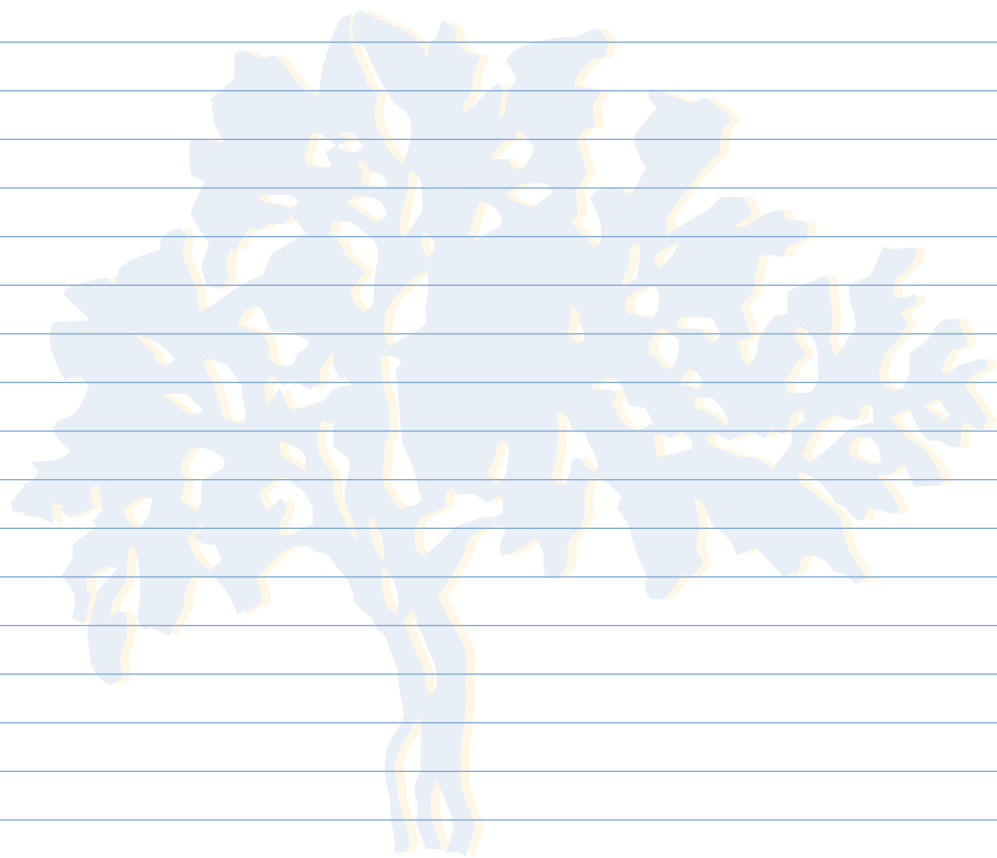
GOALS

Vertical lines with checkboxes for writing goals.





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



JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	31	NEW YEAR'S DAY Winter Break 1	Winter Break 2
6	7	8	9
Classes Begin 13	14	15	16
MARTIN LUTHER KING JR. DAY Campus Closed Dr. Martin Luther King Jr. Day 20	21	22	23
27	28	LUNAR NEW YEAR 29	30

THURSDAY

Winter Break 3

FRIDAY

Winter Break 4

SATURDAY

Winter Break 5

10

11

12

Flex Day
Last Day to Register

17

18

19

last Day for a Refund

24

25

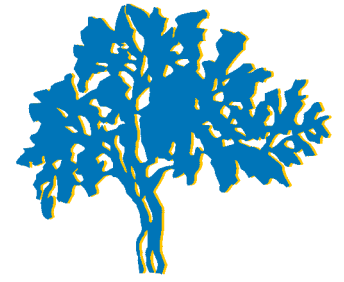
26

Last Day to W/D without "W" grade

31

1

2

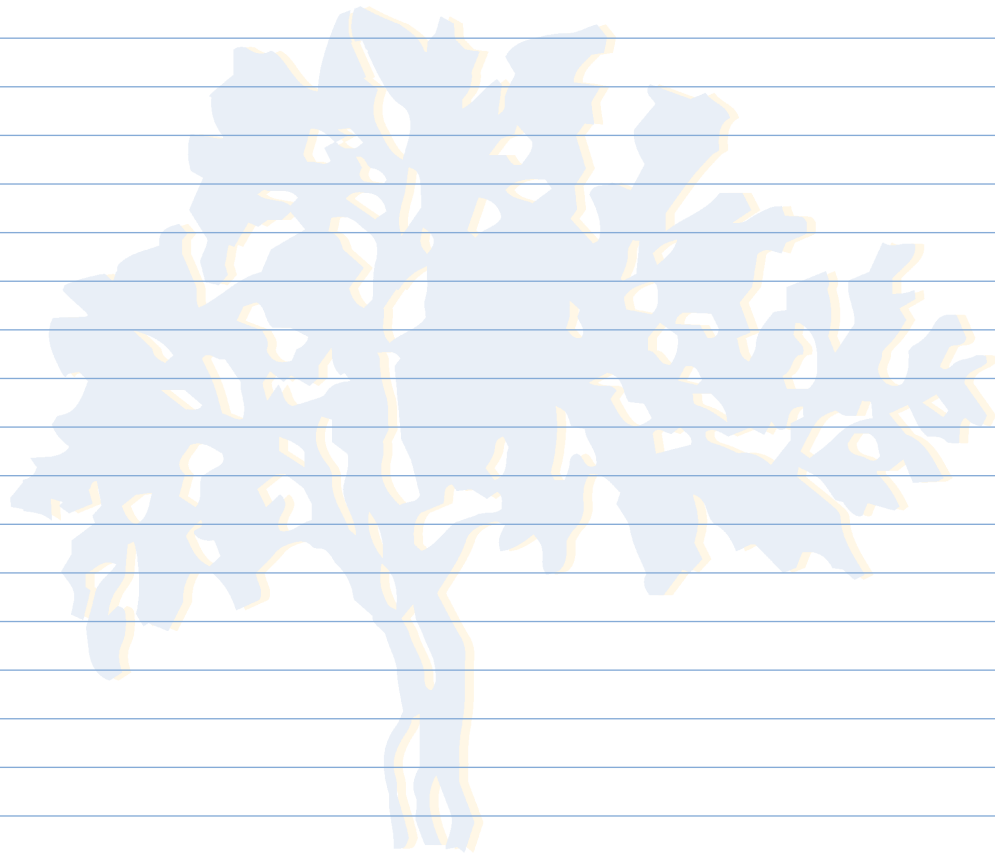


NOTES

Horizontal lines for writing notes.

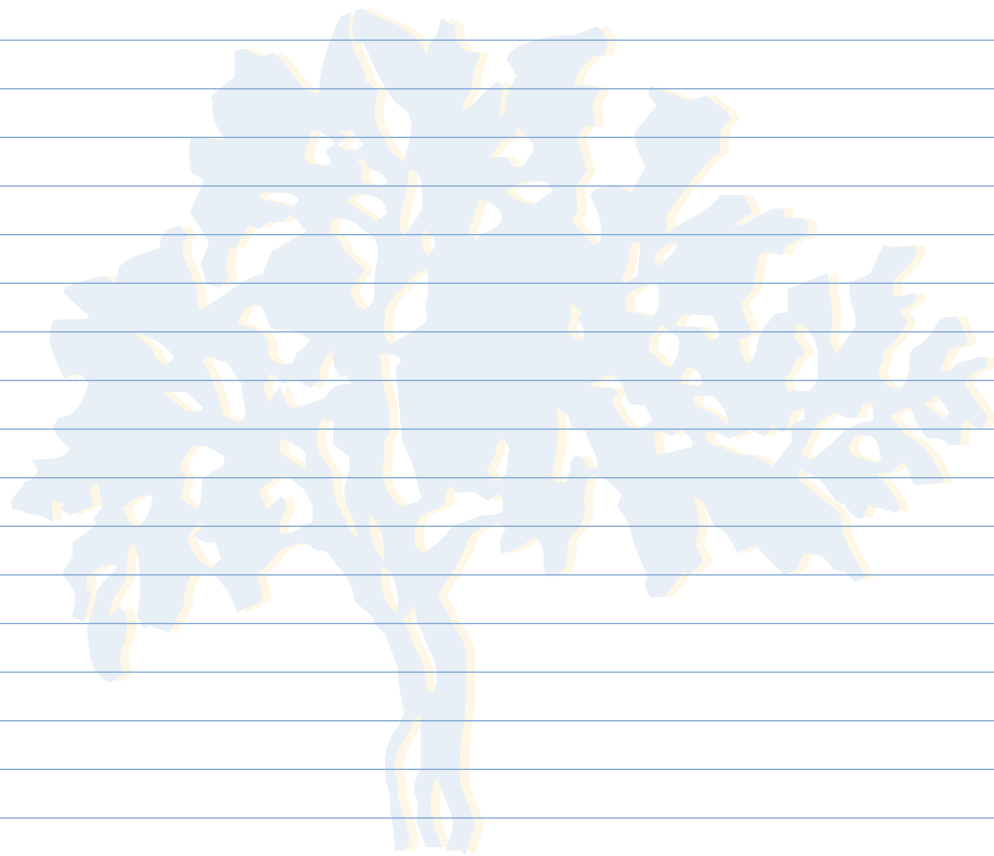
GOALS

Vertical lines with checkboxes for writing goals.





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



FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
27	28	29	30
3	4	5	6
10	11	LINCOLN'S BIRTHDAY 12	13
PRESIDENTS' DAY Campus Closed-President's Day 17	18	19	20
24	25	26	27

THURSDAY

FRIDAY

SATURDAY

31

1

GROUNDHOG DAY

2

7

8

9

VALENTINE'S DAY
Campus Closed- Lincoln Day

14

15

16

21

WASHINGTON'S BIRTHDAY

22

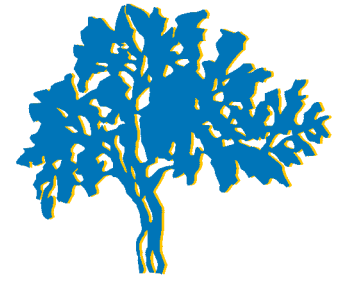
23

RAMADAN BEGINS AT SUNDOWN

28

1

2

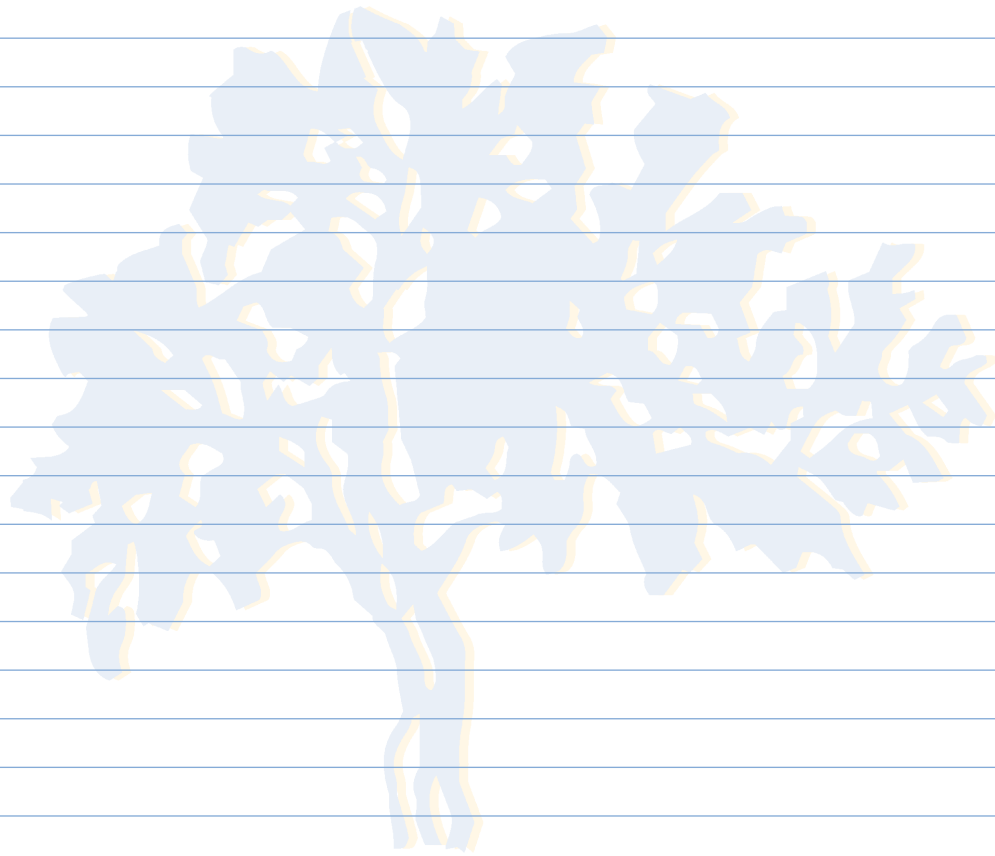


NOTES

Horizontal lines for writing notes.

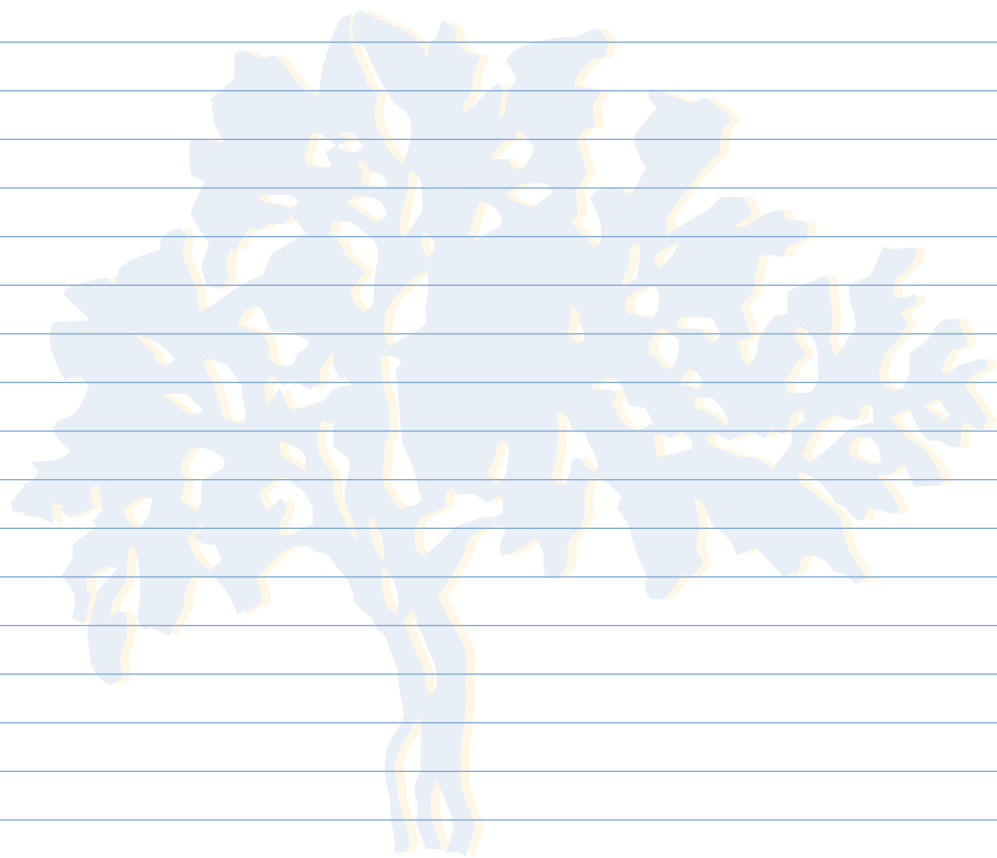
GOALS

Vertical lines with checkboxes for writing goals.





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



MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
24	25	26	27
3	4	ASH WEDNESDAY 5	Last Day to Petition to Graduate 6
Spring Break-Students and Faculty 10	Spring Break-Students and Faculty 11	Spring Break-Students and Faculty 12	Spring Break-Students and Faculty 13
ST. PATRICK'S DAY 17	18	19	FIRST DAY OF SPRING 20
24	25	26	LAYLAT AL-QADR BEGINS AT SUNDOWN 27
31			

THURSDAY

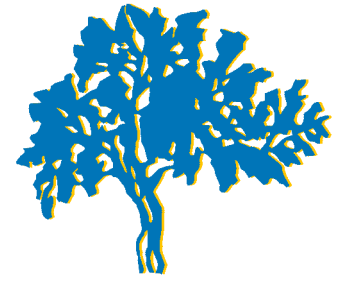
FRIDAY

SATURDAY

28

1

2



NOTES

7

8

DAYLIGHT SAVING TIME BEGINS

9

Spring Break-Students and Faculty

14

15

16

GOALS

21

22

23

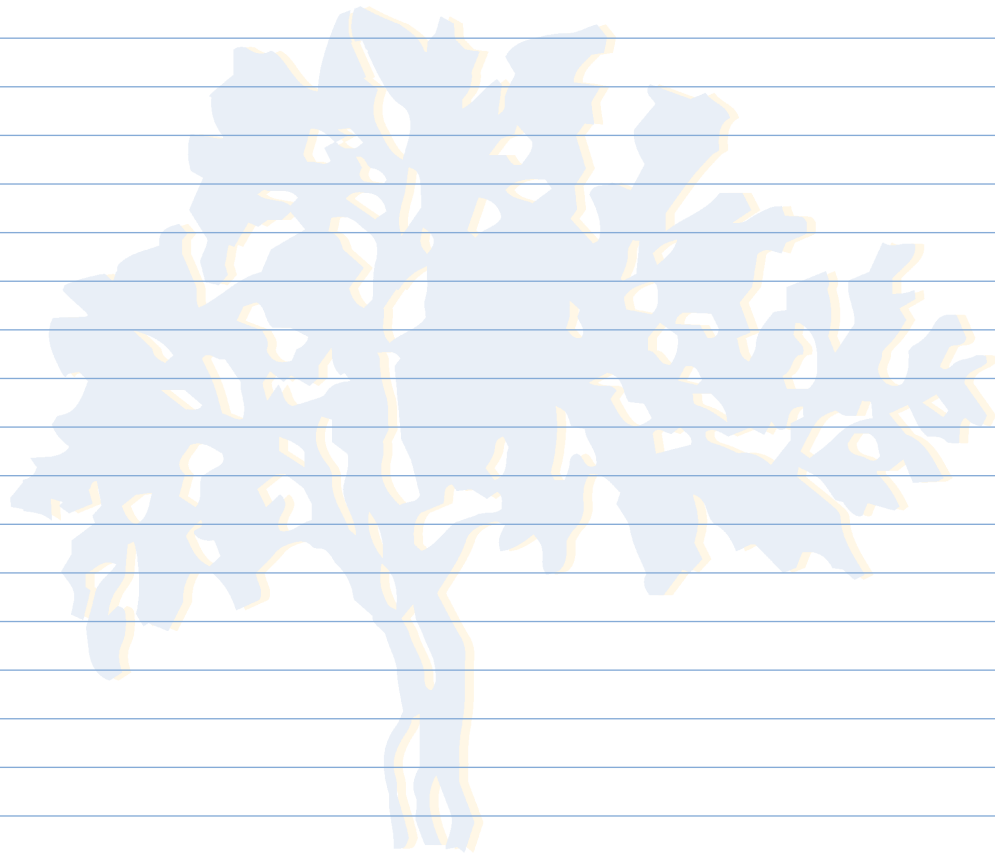
-
-
-
-
-
-
-
-
-
-
-

28

29

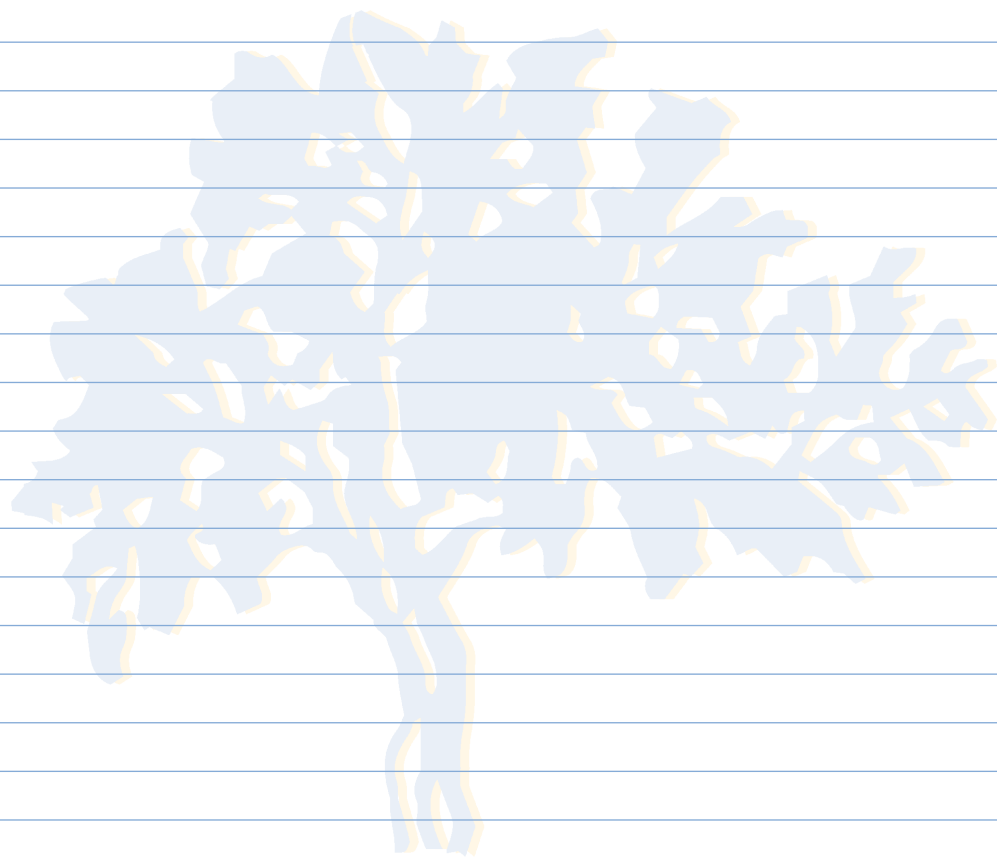
EID AL-FITR BEGINS AT SUNDOWN

30





Lined writing area with horizontal blue lines.



APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
31	APRIL FOOLS' DAY 1	2	3
7	8	9	10
14	15	16	17
21	EARTH DAY 22	23	24
28	29	30	1

THURSDAY

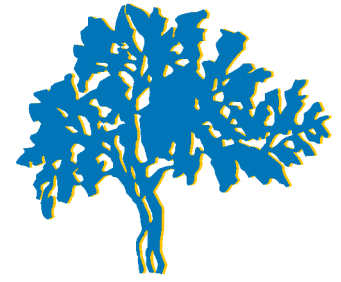
FRIDAY

SATURDAY

4

5

6



NOTES

11

PASSOVER BEGINS AT SUNDOWN

12

PALM SUNDAY

13

GOOD FRIDAY

18

19

EASTER

20

GOALS

25

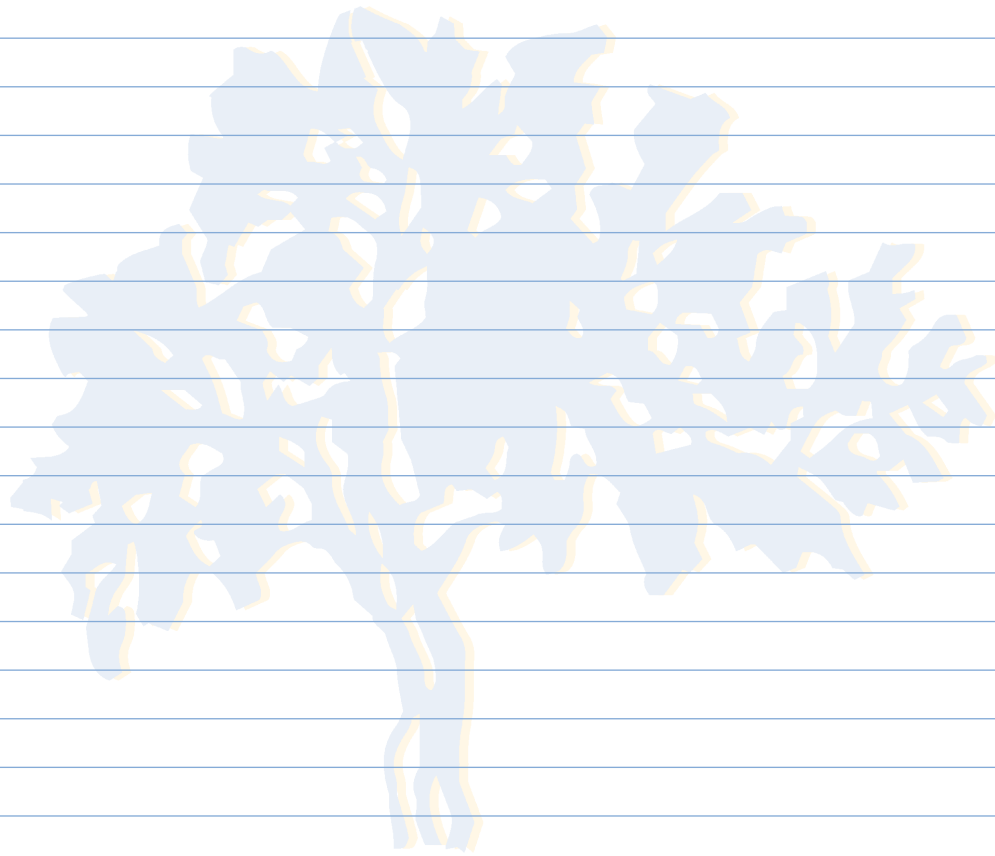
26

27

2

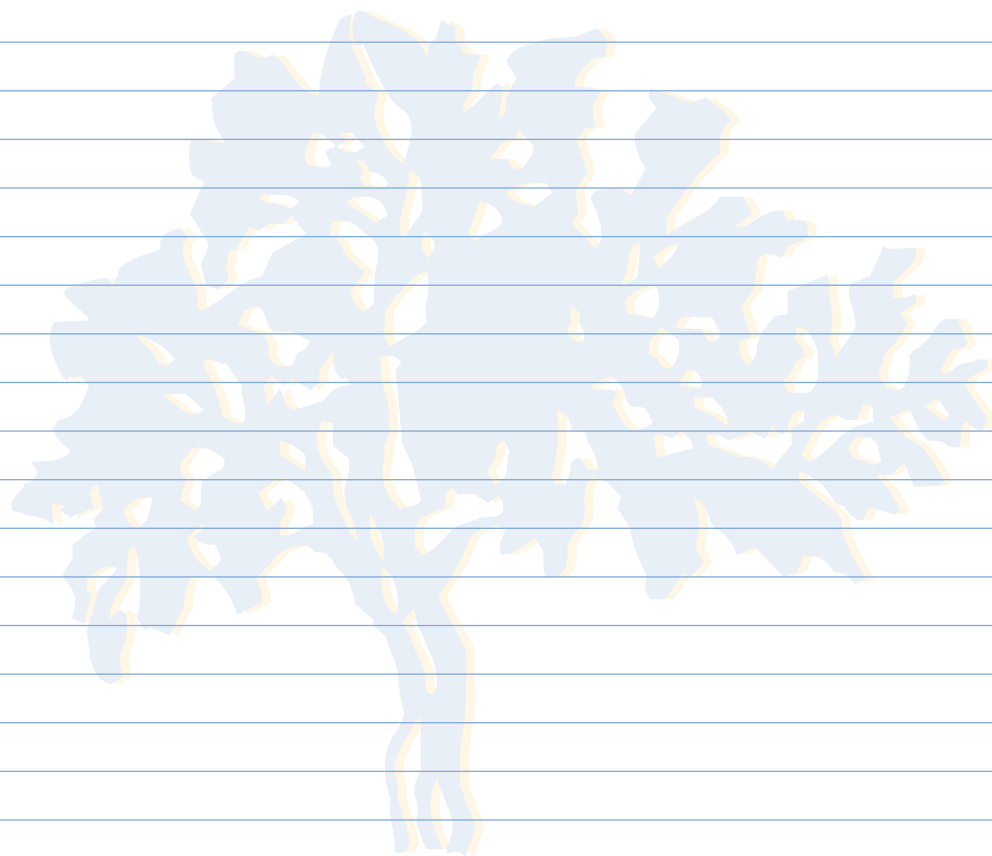
3

4





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



MAY 2025

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

THURSDAY

Last Day to W/D with "W" Grade

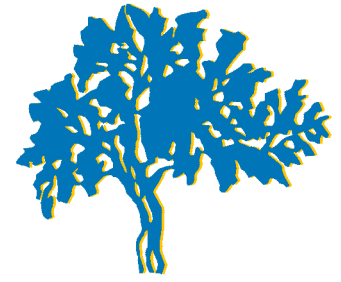
2

FRIDAY

3

SATURDAY

4



NOTES

Blank lined area for notes.

GOALS

Blank lined area for goals with checkboxes.

9

10

MOTHER'S DAY

11

16

17

18

23

24

25

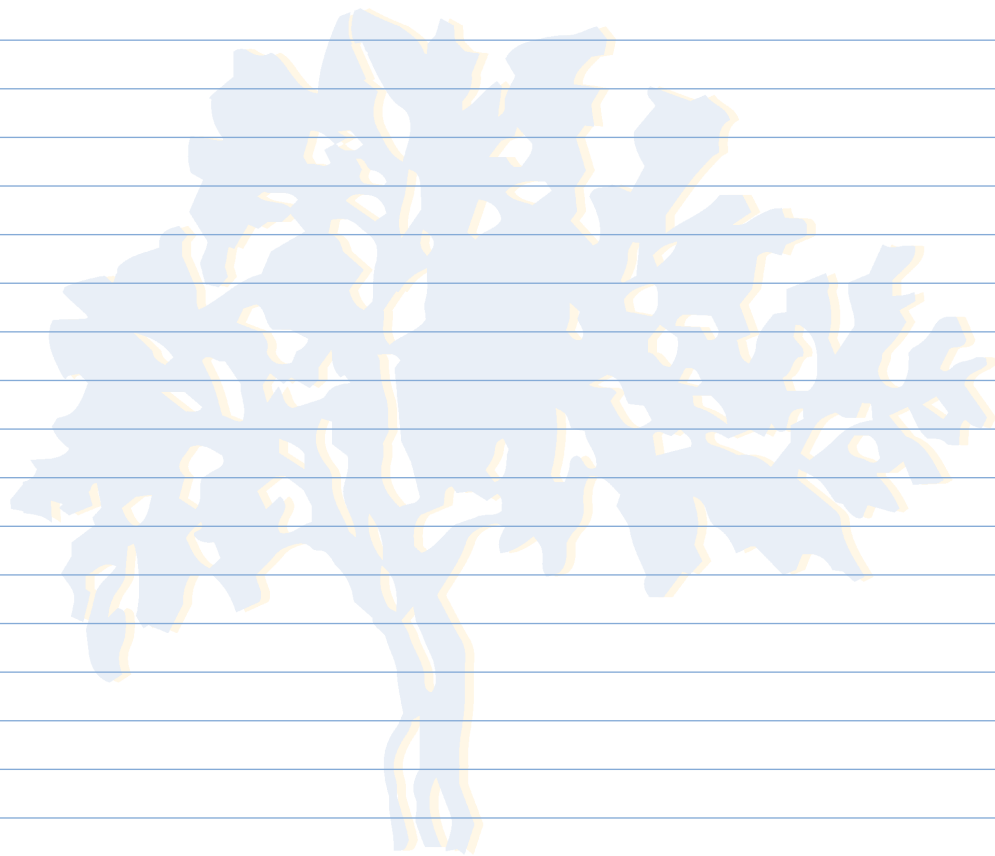
Last Day of Classes
11:00 AM - Graduation Rehearsal

30

Graduation

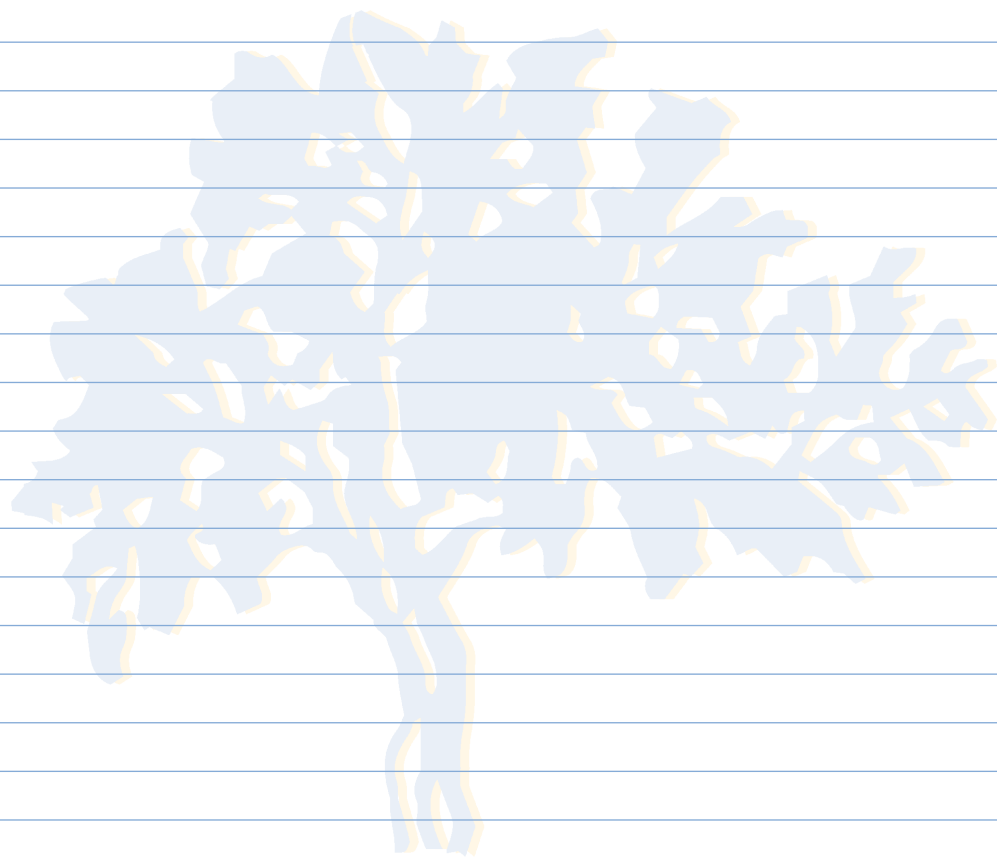
31

1





Lined writing area with horizontal blue lines.



JUNE 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
26	27	28	29
2	3	4	5
Summer Session Begins 9	10	11	Last Day to Register /Refund 12
16	17	18	JUNETEENTH Campus Closed Juneteenth 19
23	24	25	MUHARRAM BEGINS AT SUNDOWN 26
30			

THURSDAY

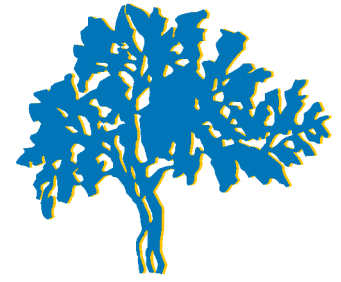
FRIDAY

SATURDAY

30

31

1



NOTES

EID AL-ADHA BEGINS AT SUNDOWN

6

7

8

Last Day to W/D without "W" Grade

13

FLAG DAY

14

FATHER'S DAY

15

FIRST DAY OF SUMMER

20

21

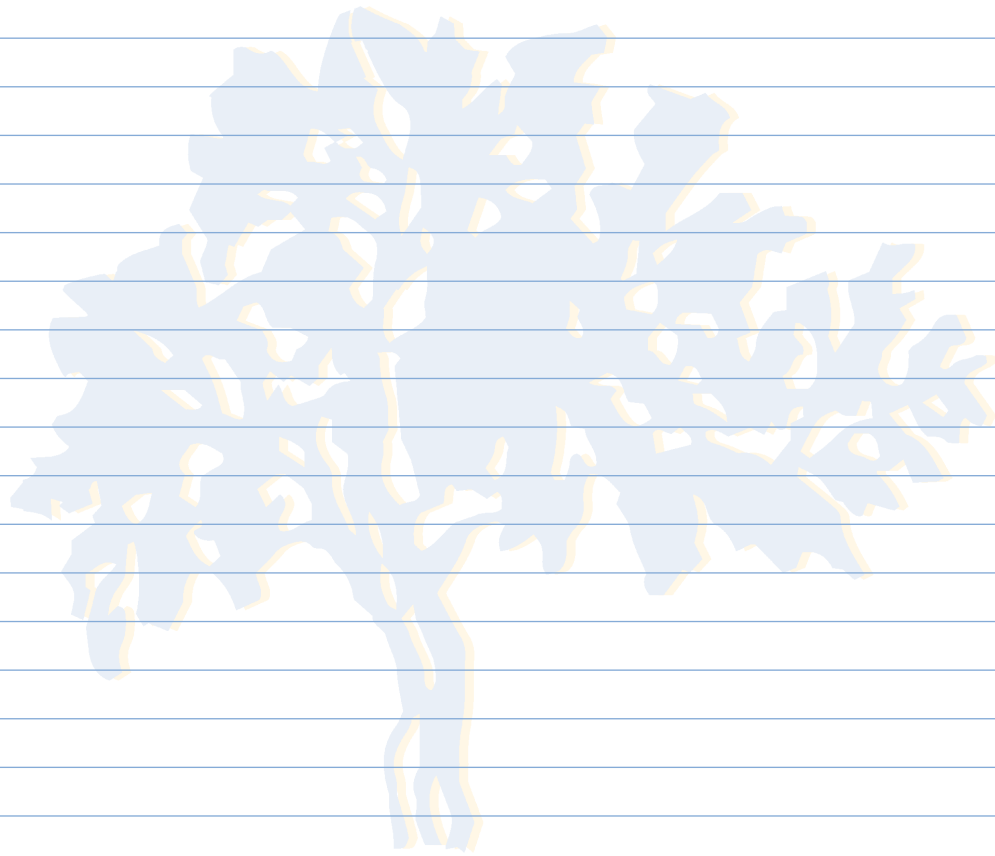
22

27

28

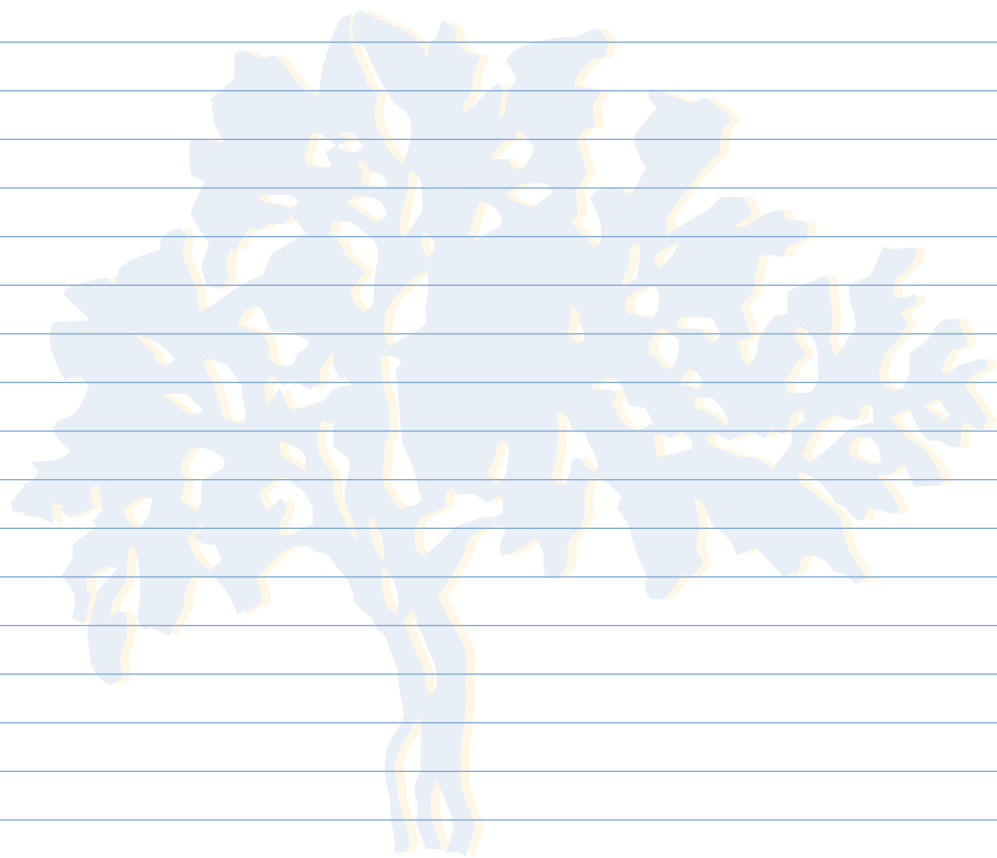
29

GOALS





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



JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
30	1	2	3 Campus Closed- Independence Day Observed
7	8	9 Last Day to W/D with "W" Grade	10
14	15	16	17
21	22	23	24
28	29	30	31

THURSDAY

FRIDAY

SATURDAY

INDEPENDENCE DAY

4

5

6

11

12

13

Summer Session Ends

18

19

20

25

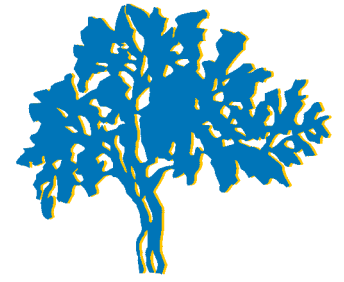
26

27

1

2

3

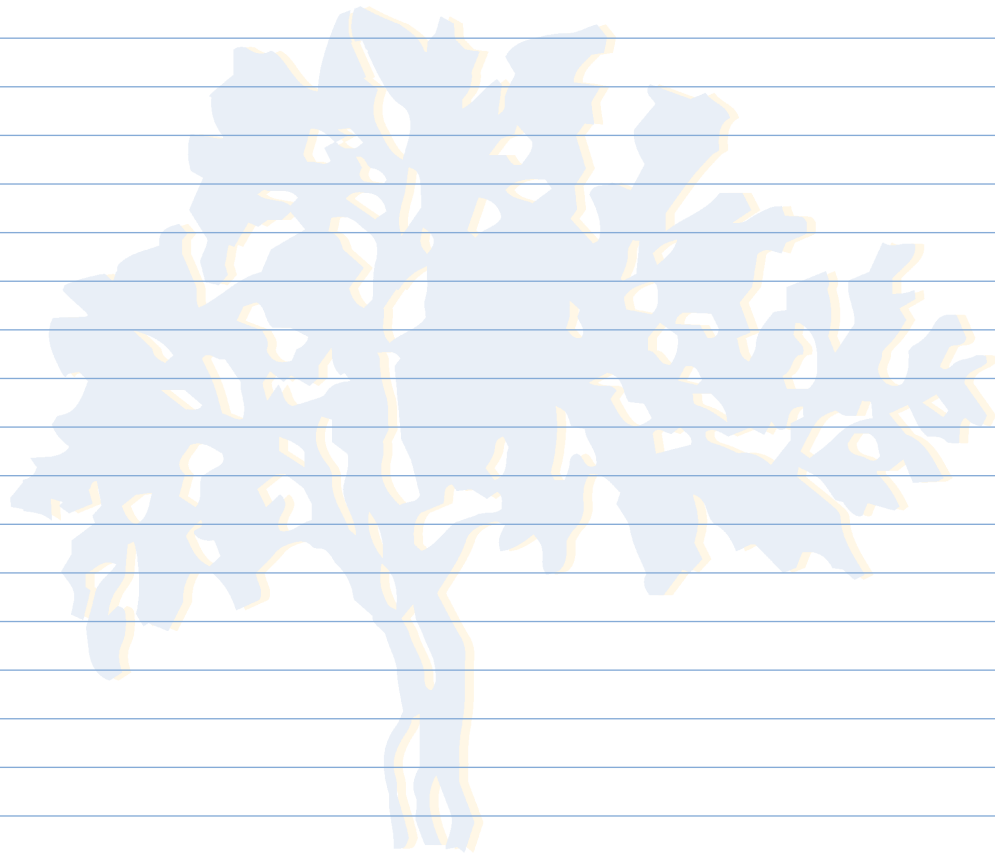


NOTES

Horizontal lines for writing notes.

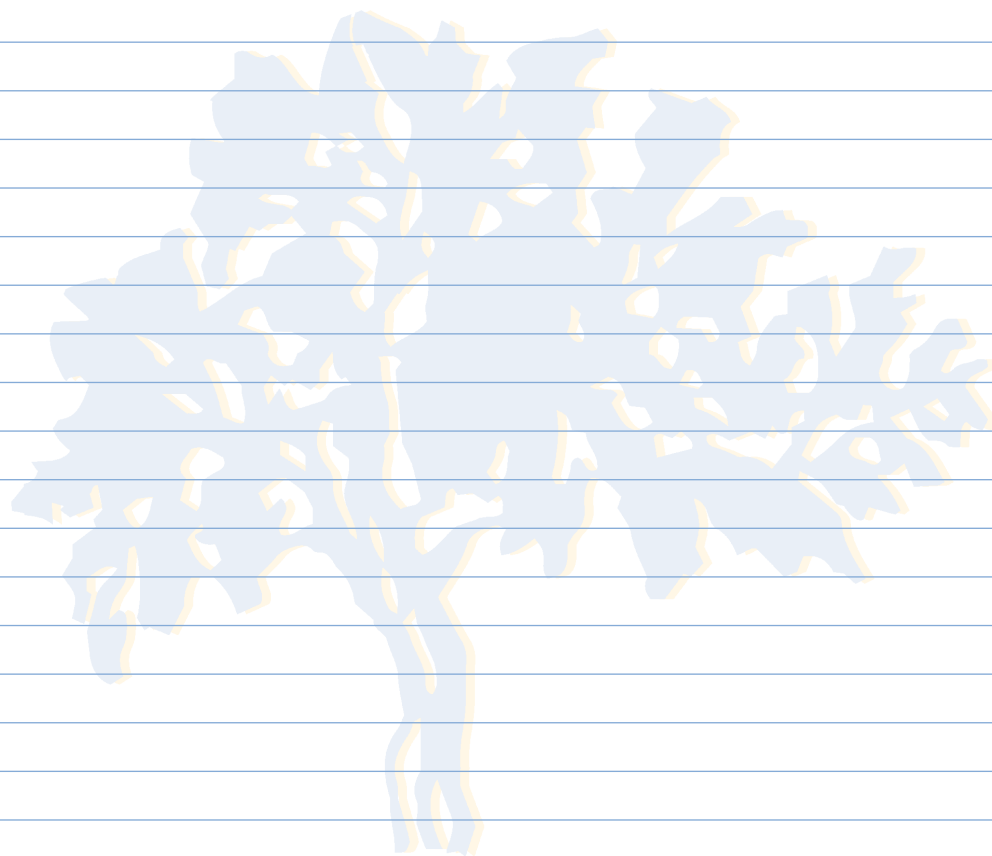
GOALS

Vertical lines with checkboxes for writing goals.

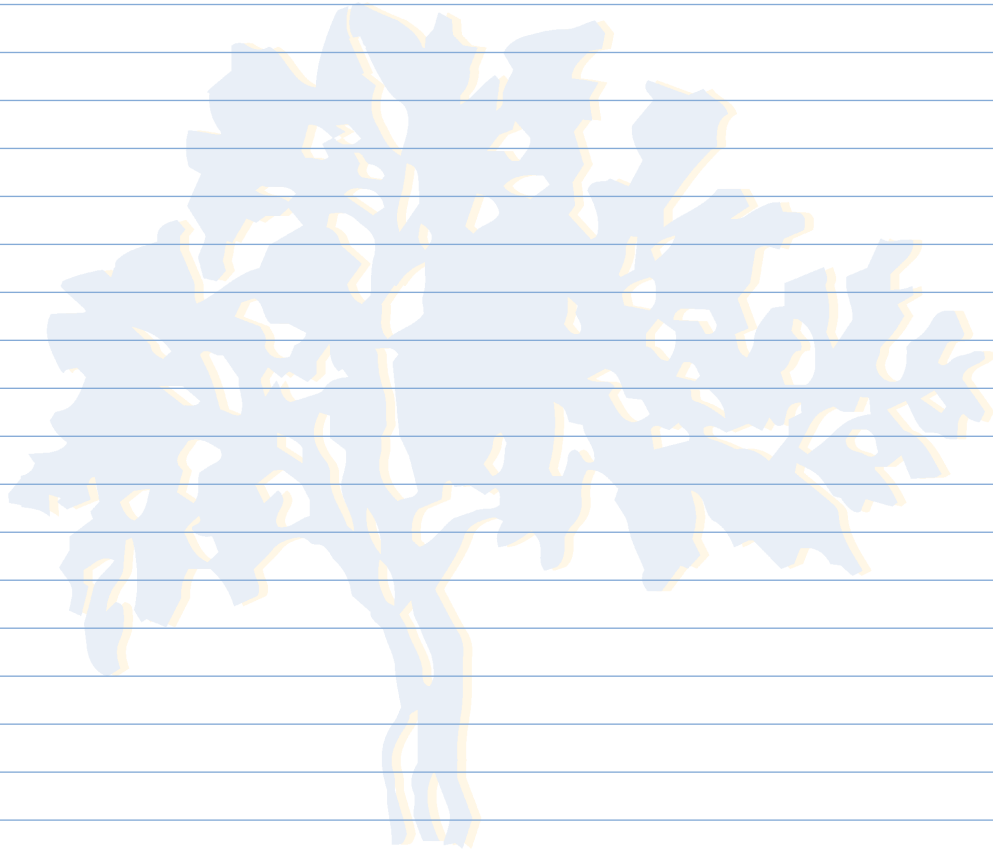




A series of horizontal blue lines for writing, spaced evenly down the page.



Notes



Student Services

2024-2025 Student Handbook & Planner



STUDENT SERVICES



LIMITATIONS ON ENROLLMENT

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

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



PALO VERDE COLLEGE
PIRATES

Student Services

STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

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

THE COLLEGE PROVIDES:

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

THE STUDENT AGREES TO:

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

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

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

BASIC NEEDS SUPPORT:

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

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

Housing and utility emergency assistance provided through Basic Needs program.

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

SSSP APPEALS PROCEDURE

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

REVIEW OF PLACEMENT DECISIONS

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

CHALLENGING PREREQUISITES/COREQUISITES

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

COMPLAINT OF UNLAWFUL DISCRIMINATION

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

ORIENTATION

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

ORIENTATION WILL:

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

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

PLACEMENT

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

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

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

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

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

COUNSELING AND EDUCATIONAL PLANNING

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

PETITION FOR GRADUATION

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

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

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

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

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

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

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

INDIVIDUAL STUDENT EDUCATIONAL PLAN (SEP)

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



Student Services

USING “SEARCH FOR SECTIONS”

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

KEY TO LOCATION ABBREVIATIONS

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



Student Services

FINANCIAL AID

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

SELECTIVE SERVICE REGULATIONS

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

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

REGISTRATION

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

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

PROGRAM EVALUATION

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

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

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

ADDING AND DROPPING CLASSES

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

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

TRANSFER CAREER CENTER/ COUNSELING

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

Students may see a counselor for direction.

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

Student Services

DSPS (DISABLED STUDENTS PROGRAM AND SERVICES)

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

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

For more information, please call the DSPS Office 760.921.5489.

EOPS/CARE/NEXT UP (EXTENDED OPPORTUNITY PROGRAMS & SERVICES/ COOPERATIVE AGENCIES RESOURCES FOR EDUCATION)

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

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

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

For more information, please call EOPS/CARE 760.921.5402.

CALWORKS (CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS ACT)

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

For more information, please call CalWORKs 760.921.5514.

STUDENT ACTIVITIES

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

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

ASG OFFICERS



YOUR EDUCATION

PROGRAMS OF STUDY

A.S/A.A DEGREE PROGRAMS, CERTIFICATES OF ACHIEVEMENT AND CERTIFICATES OF CAREER PREPARATION AVAILABLE THROUGH PALO VERDE COLLEGE.

PROGRAM/DECIPLINE	A.S DEGREE FOR TRANSFER (AST)	A.A DEGREE FOR TRANSFER (AAT)	A.S DEGREE	A.A. DEGREE	CERTIFICATES OF ACHIEVEMENT	CERTIFICATES OF CAREER PREPARATION
Agriculture						1
Alcohol & Drug Studies					1	2
American Sign Language						1
Arts & Humanities				1		
Automotive Technology			1		1	1
Building Construction Technology			1		2	1
Business & Technology				1		
Business Management/ Administration	1		1		1	3
Child and Adolescent Development		1				
Child Development	1		1		1	9
Communications Studies		1				
Computer Information Systems			1			7
Criminal Justice / Administration of Justice	1		1		1	
English		1				
English as a Second Lan- guage					1	
Fire Science Technology			2		14	
History		1				
Kinesiology		1				
Law, Public Policy, and Society		1				
Mathematics & Science				1		
Nursing & Allied Health			1		1	2
Public Health Science	1					
Psychology		1				
Social & Behavioral Science				1		
Sociology		1				
Welding Technology			1		1	4

Student Services

ASSOCIATE OF ARTS DEGREE

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

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

DISTANCE EDUCATION

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

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

ONLINE CLASSES

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

CORRESPONDENCE EDUCATION

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

NONCREDIT PROGRAMS

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

STUDENT FEES

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

ENROLLMENT FEES

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

(Subject to change without notice)

ENROLLMENT FEE REFUNDS

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

Student Services

FINANCIAL ASSISTANCE TO OFFSET ENROLLMENT FEE

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

Eligibility criteria are:

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

Loss of BOG Fee Waiver eligibility

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

TUITION AND FEES

Cost of attending Palo Verde College

California Residents

\$46 per Unit

The Board of Trustees is required to charge each student a state enrollment fee for credit classes. The enrollment fee shall be as specified by the Board of Governors of the California Community Colleges. Payment is due upon registration and payments can be made online at PVC Services or in-person in the College Administrative Services Office.

Arizona and Nevada (Guest Agreement: Western Undergraduate Exchange Fee, Effective January 1, 2023. Available to all students living in Arizona and Nevada.)

\$69 per Unit (or 1.5 times the current California Resident per Unit fee)

Non-residents

Tuition: \$414 per Unit

Enrollment Fee: \$46 per Unit

California residents are charged an enrollment fee and do not pay tuition. Non-residents (not including those under the Guest Agreement) enrolling for credit classes at Palo Verde College will be charged tuition plus enrollment fees, which is due and payable upon registration.

*** Non-resident tuition fees approved by the Board at the February 14, 2023 Meeting**

TUITION REFUNDS

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

First three weeks of semester 75%

Fourth and fifth weeks of semester 50%

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

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

Student Services

TRANSCRIPT FEE

How to Order Transcripts

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

Transcript request options and fees:

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

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

Mailing:

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

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

Transcript Policies

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

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

STUDENT OBLIGATION POLICY

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

ASG MEMBERSHIP FEE

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

LIBRARY/STUDENT LEARNING CENTER

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

THE VIRTUAL BOOKSTORE

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

VETERAN SERVICES

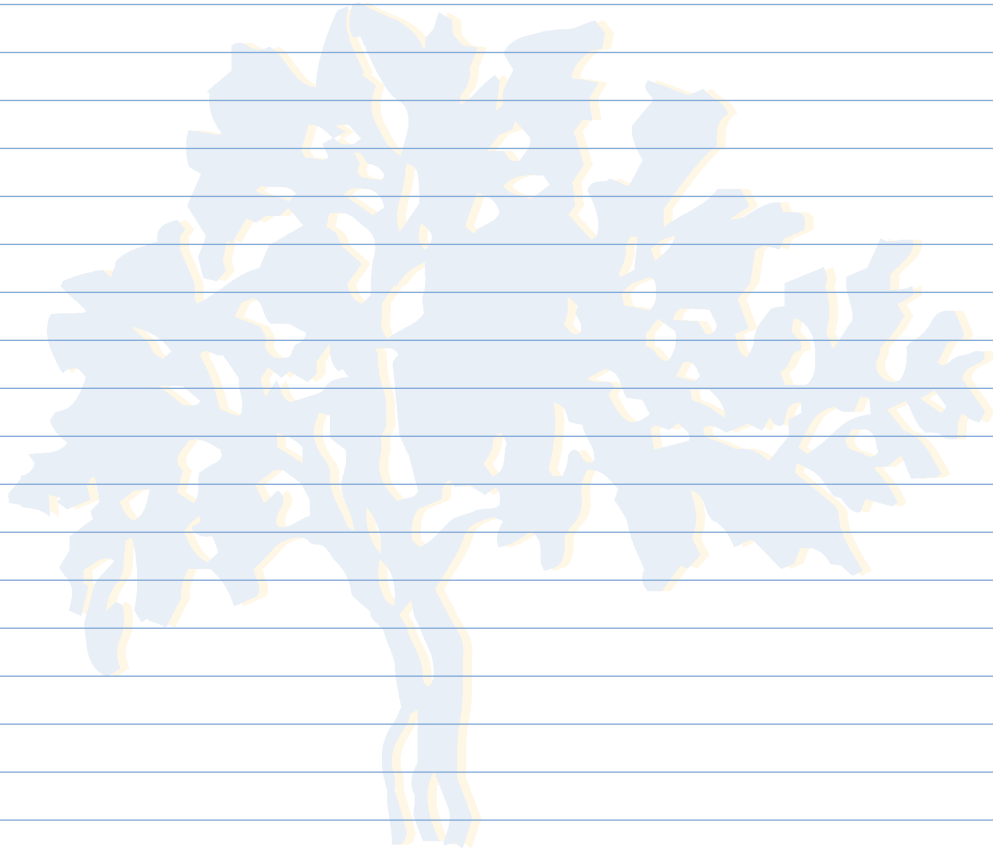
PVC will grant priority registration for enrollment to any member or former member of the armed forces of the United States for any academic term within 2 years of leaving active duty as verified by DD214 (check the current schedule of courses for priority registration dates).

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

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

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

Notes



Campus Policies

2024-2025 Student Handbook & Planner



Policies and Regulations

POLICIES AND PROCEDURES

ADMISSIONS ELIGIBILITY

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

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

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

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

COURSE REPETITION

Course Repetition Definition

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

Course Repetition To Alleviate Substandard Work

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

Course Repetition As A Result of a Withdrawal

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

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

Significant Lapse of Time

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

Policies and Regulations

2. Variable Unit Courses

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

3. Extenuating Circumstances

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

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

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

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

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

GRADES AND GRADE POINTS

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

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

REQUIRED GRADE POINT AVERAGE

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

Policies and Regulations

WITHDRAWAL GRADES

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

WITHDRAWALS AND GRADE RESPONSIBILITY

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

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

MILITARY CIRCUMSTANCES

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

ATTENDANCE

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

ATTENDANCE AT FIRST CLASS MEETING

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

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

AUDITING COURSES

Auditing of courses is not permitted

Policies and Regulations

PROBATION, DISQUALIFICATION AND READMISSION

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

ACADEMIC PROBATION

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

PROGRESS PROBATION

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

DISQUALIFICATION/DISMISSAL

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

ACADEMIC RENEWAL WITHOUT COURSE REPETITION

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

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

RESIDENCY

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

Policies and Regulations

CAMPUS SECURITY

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

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

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

STUDENT PARKING LOT

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

DRUG AND ALCOHOL-FREE CAMPUS POLICY

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

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

NON-SMOKING POLICY

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



Students' Rights and Responsibilities

2024-2025 Student Handbook & Planner



Students' Rights and Responsibilities

STUDENTS' RIGHTS AND RESPONSIBILITIES

ACADEMIC HONOR CODE

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

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

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

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

ACADEMIC HONESTY IN ONLINE AND CORRESPONDENCE COURSES

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

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

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

STUDENT CONDUCT/DISCIPLINARY PROCEDURES

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

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

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

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

Students' Rights and Responsibilities

PRINCIPLES OF DISCIPLINE

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

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



Students' Rights and Responsibilities

STUDENT CONDUCT

GENERAL GUIDELINES

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

PROHIBITED CONDUCT

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

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

Students' Rights and Responsibilities

PRELIMINARY PROCEDURES

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

HEARING PROCEDURES

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

CLASSROOM-RELATED DISCIPLINARY PROCEDURES

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

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

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

COMPLAINT PROCEDURES/ DUE PROCESS

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

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

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

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

Students' Rights and Responsibilities

NON-DISCRIMINATION

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

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

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

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

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

SEXUAL HARASSMENT

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

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

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

OR

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

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

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

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

Students' Rights and Responsibilities

FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

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

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

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

RELEASE OF STUDENT INFORMATION

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

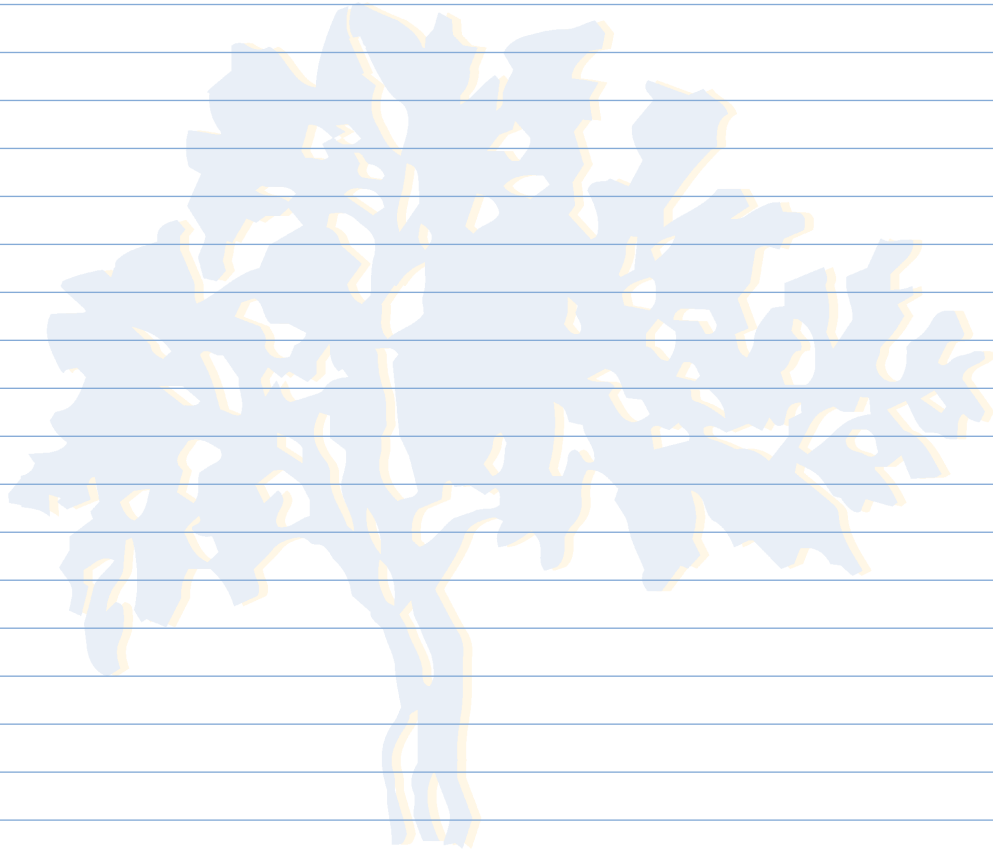
Degrees and awards received are published to recognize individual scholastic achievements. If a student attains scholastic honors or awards and does not wish public recognition, the student should notify the Registrar within ten (10) days.

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

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



Notes



Financial Aid Handbook

2024-2025 Student Handbook & Planner



Financial Aid Handbook

Dear Students and Parents,

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

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

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

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

Sincerely,

Financial Aid Staff

Palo Verde College 760.921.5553

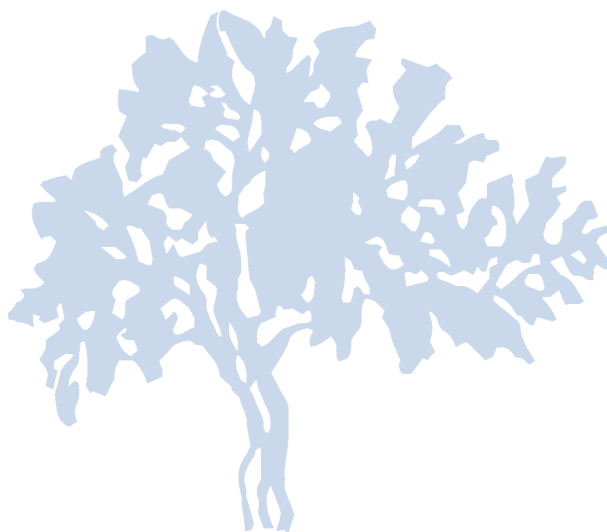
financialaid@paloverde.edu

**–Creating better futures for our
students and our communities–**

Financial Aid Handbook

Table of Contents

Financial Aid.....	96
How to Apply.....	96
Eligibility	96
Types of Financial Aid	97
Pell Grant Facts.....	100
Disbursement Dates	100
Maintaining Eligibility for Financial Aid.....	100
Useful References	104



Financial Aid Handbook

FINANCIAL AID

The Palo Verde College Financial Aid Office is located in the John O. Crain Building. Financial aid is available to eligible students who might otherwise not be able to attend college. Applications for financial assistance should be completed during the fall, spring or summer preceding the year the student plans to attend Palo Verde College.

HOW TO APPLY

SUBMIT THE FAFSA OR CADAA

FAFSA: Students who are US Citizens, permanent residents, or **eligible non-citizens** should complete the FAFSA. Beginning with the 2024-25 FAFSA, anyone who's required to provide information on the FAFSA form will need to create a **Federal Student Aid ID (FSA ID)**. This includes the student and if applicable, the student's spouse, a biological/adoptive parent, or parent's spouse (if remarried). All contributing individuals must provide **consent** to have information transferred onto the FAFSA form. If consent is not given, the FAFSA form will remain incomplete, and the student will be ineligible for federal student aid.

CADAA: Undocumented students, DACA recipients (valid/expired), U Visa holders, students with Temporary Protected Status (TPS) and who meet **AB 540 requirements** can complete the CA Dream Act Application. Students completing the CADAA must finalize eligibility for **AB 540** with their college – this important step allows students to pay in-state tuition and receive state financial aid. Students should work with their financial aid office to confirm eligibility and submit any necessary documentation to prove eligibility. The CA Dream Act Application is used to apply for state financial aid, like Cal Grant and the Middle Class Scholarship as well as institutional aid from colleges like the Blue and Gold Scholarship or the State University Grant (SUG). Information provided on the CADAA is not shared with the federal government and it is not used for immigration enforcement. CSAC will work to the fullest extent of the law to protect all students that share their information through the CADAA.

IMPORTANT: Information that is provided on the FAFSA and CADAA is used to determine a student's financial aid eligibility. Should a parent or spouse provide information on the FAFSA or CADAA, it does not make them financially responsible for the student's educational costs.

For more information: <https://www.csac.ca.gov/how-apply>

ELIGIBILITY

Palo Verde College offers a variety of financial aid programs. The Financial Aid Office is required to confirm your financial aid eligibility prior to awarding a student financial aid. Funds will not be disbursed until all conflicting items have been resolved.

Note: If your income has significantly changed from the data you input on your financial aid application (such as loss of job) or you have a special circumstance, please reach out to the Financial Aid Office as you may be eligible to request a professional judgment.

To confirm financial aid eligibility, a student:

- Be a U.S. citizen or eligible non-citizen for federal aid;
- Meet AB 540 criteria for state aid;
- Have a high school diploma, GED, pass the California Proficiency Exam, or pass an Ability to Benefit (ATB) test that has been approved by the U.S. Department of Education prior to July 1, 2012;
- Register with Selective Service (this applies to all males born after December 31, 1959, and are between the ages of 18-25). Students who believe that they are not required to be registered with Selective Service, need to contact the Selective Service Office at 1-847- 668-6888 for information regarding exemptions in order to receive a Student Status Information Letter. Students, still within the age range, must register online at www.sss.gov;
- Declare an educational goal at the Admissions and Records Office and take courses towards an Associate of Arts (AA) or Associate of Science (AS) degree, Certificate of Achievement, or a transfer program (approved by the Department of Education);

Financial Aid Handbook

- Not owe a refund on any grant received at any institution or be in default on any educational student loan, such as the Perkins Loan or Stafford Loan; and
- Maintain Satisfactory Academic Progress (SAP) as described in the Financial Aid Office's Satisfactory Academic Progress requirements as listed in this catalog.
- Must be enrolled full-time status, 12 or more units, per semester to qualify all aid. If you enroll in fewer units, your financial aid will be adjusted based on your enrollment.
- Must attend the Fall and/or Spring semesters of the current academic year. Financial aid offered for the academic year will be divided between the two semesters. Changes in your enrollment will impact your financial aid eligibility.

Verification

The Financial Aid Office is required to verify and confirm your financial aid eligibility prior to awarding a student their financial aid package. In some cases, additional documents may be required before your eligibility for aid can be determined. This process is referred to as *Verification*.

Financial Aid forms can be found online: <https://www.paloverde.edu/fin-aid/forms.aspx>

TYPES OF FINANCIAL AID

Federal Programs:

- Federal PELL (Title IV)

You should start by submitting a *Free Application for Federal Student Aid (FAFSA®) form*. Schools use the information on the FAFSA® form to determine your eligibility for a Pell Grant, and if so, how much you're eligible to receive. You will have to fill out the FAFSA form every year you're in school to stay eligible for federal student aid, including Pell Grant awards. Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

The amount you get, though, will depend on

- your Expected Family Contribution (2023-24 FAFSA form) or your Student Aid Index (2024-25 FAFSA form),
- the cost of attendance (determined by your school for your specific program),
- your status as a full-time or part-time student, and
- your plans to attend school for a full academic year or less.

In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year. **Please note** that you can receive the Federal Pell Grant for no more than 12 terms full-time terms or the equivalent (roughly six years). You'll receive a notice if you're getting close to your limit. If you have any questions, contact the financial aid office.

In general, you must maintain enrollment in an undergraduate course of study at a nonforeign school to receive a Federal Pell Grant. Additionally, you will have to fill out the FAFSA form every year you're in school to stay eligible for federal student aid. Once you have earned a baccalaureate degree or your first professional degree or have used up all 12 terms of your eligibility, you are no longer eligible to receive a Federal Pell Grant.

Summer term is at the beginning of the end of the year for Palo Verde College

- Federal Supplemental Educational Opportunity Grant (FSEOG)

To get an FSEOG, you must fill out the *Free Application for Federal Student Aid (FAFSA®) form* so your college can determine how much financial need you have. The financial aid office will award FSEOGs to students that have the most financial need. You must maintain enrollment as an undergraduate student and must not have previously earned a bachelor's degree. Your eligibility for federal student aid, including the FSEOG, is determined by completing the FAFSA form on an annual basis. Your institution will award the FSEOG each year based on that eligibility and other factors at the college.

Financial Aid Handbook

- Federal Work Study (FWS)

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

FWS:

- Provides part-time employment while you are enrolled in school.
- Is available to undergraduate, graduate, and professional students with financial need.
- Is available to full-time or part-time students.
- Is administered by schools participating in the Federal Work-Study Program.

Your total work-study award depends on

- when you apply,
- your level of financial need, and
- your school's funding level.

The amount you earn can't exceed your total Federal Work-Study award. When assigning work hours, your employer or your school's financial aid office will consider your class schedule and your academic progress.

State Programs:

- California College Promise Grant (CCPG)

The California College Promise Grant (CCPG) waives community college enrollment fees if you're eligible. Fill out the FAFSA or the California Dream Act application for additional financial aid to help with other costs of attendance (books, food, rent, etc.).

YOU SHOULD APPLY IF:

- You've lived in California for at least one year, or
- You've been determined a California resident homeless youth by the Financial Aid Office, or
- You're eligible for non-resident tuition as an AB 540 or AB 1899 student, or with a "T" or "U" visa.

WHAT YOU'LL NEED:

- Your or your parent's/guardian's tax information.

Summer term is at the beginning of the end of the year for Palo Verde College

- Cal Grant (CSAC)

A Cal Grant is money for college you don't have to pay back. To qualify, you must apply for the Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application (CADAA) by the deadline and meet the eligibility and financial requirements as well as any minimum **GPA requirements**. Cal Grants can be used at any University of California, California State University or California Community College, as well as qualifying independent and career colleges or technical schools in California.

There are three kinds of Cal Grants — A, B and C — but you don't have to figure out which one to apply for. Your eligibility will be based on your FAFSA or CA Dream Act Application responses, your verified Cal Grant GPA, the type of California colleges you list on your FAFSA or CA Dream Act Application and whether you're a recent high school graduate.

Pell Grants are federal grants and Cal Grants are state grants. Both are for students with financial need. Some Cal Grants have a minimum GPA requirement while federal Pell Grants do not. You could qualify for both a Pell Grant and a Cal Grant.

To apply for a Pell Grant, you must submit the FAFSA. For the Cal Grant, you must submit both the **FAFSA** OR **CA Dream Act Application** and your verified **Cal Grant GPA** by the March 2 Cal Grant deadline.

For more information: <https://www.csac.ca.gov/post/what-cal-grant-award>

Financial Aid Handbook

- Cal Grant for Foster Youth (CSAC)

Students who are part of the foster care system may be eligible for financial aid. There are grants specifically designed to provide free money to foster youth for college or career training.

Cal Grant B for Foster Youth program expands aid for students who are current and former foster youth to be eligible for increased Cal Grant eligibility.

- Foster youth students may renew their Cal Grant B awards for the equivalent of eight years of full-time attendance in an undergraduate program.
- Foster youth students have until their 26th birthday to apply for the Cal Grant High School Entitlement Award.
- Foster youth students attending a California Community College can apply for a High School Entitlement award through September 5th (rather than March 2nd).

Questions about Cal Grant B for Foster Youth? Send an email to studentsupport@csac.ca.gov or give us a call at 1-888-224-7268, Monday through Thursday from 8:30 am to 4:00 pm. Friday 8:30 am – 3:00 pm.

For more information: <https://www.csac.ca.gov/foster-youth-students>

- Chafee Grant for Foster Youth (CSAC)

Chafee Foster Youth Grant Program is a federal and state funded grant subject to yearly availability of funds.

- This program is administered by the Commission through an interagency agreement with the California Department of Social Services (CDSS).
- Chafee provides current or former California foster youth up to \$5,000 per year for education expenses at an eligible California or out of state college.
- Awards may be used for postsecondary education including career and technical training.

You only need to fill out the Chafee application once. Submitting multiple applications will delay the awarding process.

Visit the Chafee Grant for Foster Youth website for more information: <https://chafee.csac.ca.gov/>

- Student Success Completion Grant (SSCG)

The Student Success Completion Grant is a financial aid program that helps you afford full-time enrollment so you can graduate, begin your career and start earning money sooner. If you're a current California community college student or are planning to enroll, you now have the opportunity to receive more financial aid as a full-time student.

Just complete the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) and your financial aid office will determine your eligibility and automatically award you this grant. The FAFSA form and CADAA are available beginning October 1 each year. Be sure to complete the forms as soon as possible (but no later than the Sept. 2 Cal Grant deadline) to receive the most aid possible. If you've already completed the FAFSA or CADAA, your application form will be reviewed and you will receive the Student Success Completion Grant if you are eligible, so there is no need to re-apply.

This grant provides an additional annual award of up to \$2,596 per year if you take 12 - 14.99 units per semester, or up to \$8,000 if you take 15+ units per semester. So, you'll want to take at least 15 units per semester (about five classes) to receive the most money possible and earn your degree in two years.

You are eligible for the Student Success Completion Grant if you enroll full-time (12+ units per semester), apply for financial aid, and are awarded a Cal Grant B or C. To stay eligible for this grant you will need to maintain satisfactory academic performance including a 2.0 Grade Point Average (GPA) or higher. Contact the financial aid office at your college for more information.

Other Programs:

- Bureau of Indian Affairs Education Programs

Part of BIE's mission is to prepare students with the knowledge, skills, and behaviors needed to flourish in the opportunities of tomorrow. Higher education, also called postsecondary education, is an optional stage of formal learning after secondary education.

Financial Aid Handbook

Scholarships are a type of financial aid that helps you pay for college. Unlike loans, you don't have to pay back a scholarship award:

- [American Indian College Fund](#)
- [Cappex-Every College. Every Scholarship](#)
- [CollegeBoard](#)
- [American Indian Graduate Center](#)

Fellowships, internships, or volunteer opportunities are excellent ways to refine your educational and career aspirations while adding experience to your resume. Many of these opportunities can provide invaluable experience and potentially offer clear-cut paths to exciting careers.

- [CDC - Fellowships and Internships](#)
- [EPA - Internships](#)
- [USA.gov - Pathways](#)
- [Department of Education](#)
- [Department of Defense - Workforce Recruitment Program](#)

For more information please visit: <https://www.bie.edu/>

PELL GRANT FACTS

To receive a Pell Grant at Palo Verde College you must have completed the FAFSA and have a completed student financial aid file. If you have not completed these steps, you will not receive your Pell grant disbursement on the scheduled dates. Pell Grants are disbursed over the entire academic year: one-half in the fall and one-half in the spring. Each semester there are two disbursements.

You must present a picture ID and your Social Security Card if you are picking up a physical check. If you forget to bring either ID, you will not be able to pick up your check. Please do not send another person to pick up your check, as they will not be permitted to do so.

Not every student receives the same amount of Pell Grant money. Your award depends on the calculated SAI (Student Aid Index) indicated on your SAR (Student Aid Report) and whether you live with parents or on your own. Your award also depends on the number of units in which you are enrolled. If you enroll in Correspondence courses, as opposed to regular courses, your financial aid could be drastically reduced. Also, if you withdraw, fail, or drop any number of units you are taking, your Pell grant disbursement will be adjusted/reduced. You must maintain satisfactory academic progress to receive the Federal Pell grant.

DISBURSEMENT DATES

FALL 2024		SPRING 2025	
1st	8/19/2024	1st	1/29/2025
2nd	11/20/2024	2nd	5/7/2025

DISBURSEMENT DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

MAINTAINING ELIGIBILITY FOR FINANCIAL AID

What is Satisfactory Academic Progress (SAP)?

The Satisfactory Academic Progress (SAP) standards measure a student's progress toward degree completion using both qualitative (GPA) and quantitative (units completed compared to units attempted) methods. To be eligible for federal and state aid, students must maintain progress toward a degree, certificate, or transfer. The standards apply to all college coursework taken, regardless of whether financial aid was received or not, including coursework transferred from another institution. Academic progress is reviewed at the end of each semester when grades are available. Students who fail to meet the Standards for Satisfactory Academic Progress (SAP) will have their financial aid eligibility suspended.

Regulations require Palo Verde College to establish standards for evaluating Satisfactory Academic Progress (SAP). These standards measure qualitative and quantitative requirements and maximum timeframe for student's progress toward degree completion. To be eligible for financial aid, students must meet these standards. Failure to maintain these standards will result in suspension of the student's financial aid eligibility.

Financial Aid Handbook

SAP Standards:

1. **GPA (cumulative) Standard** - Maintain a cumulative GPA of 2.0 or above (qualitative)
2. **Pace of Progress Standard** - Successfully complete a minimum of 67% of the total number of units attempted/completed (quantitative); and
3. **Maximum Time Frame (MTF) Standard** - Students cannot exceed 150% of the established maximum time frame for their program of study. Students can **Not** exceed a maximum of 90 total units attempted/completed. *Example: The 150% of a program that requires 60 units for completion will have a maximum time frame of 90 units (60 x 150% = 90).*

Earned grades of A, B, C, and D are considered completed credits and are calculated in a student's cumulative grade point average (GPA). The grade CR and P are considered completed credits but do not count toward a student's grade point average (GPA). The grades I, IF, IP, NC, NP, W, EW or MW are not considered completed units but count toward a student's attempted credits for financial aid completion. Grade F is not considered a completed credit but counts in a student's cumulative grade point average (GPA) and the student's attempted credits for financial aid completion. Audit units or any zero-unit courses are not included in either the attempted or completed figures as these units are ineligible for financial aid. During the COVID-19 National Emergency, EW grades were not included in the satisfactory academic progress calculation as these were considered excused withdrawals due to COVID-19. Effective May 27, 2023, now that the COVID-19 National Emergency has ended, EW grades posted after May 27, 2023, will count towards satisfactory academic progress for financial aid purposes.

Failure to meet one or more of the SAP standards may affect whether or not you can continue to receive your aid.

What does my SAP status mean?

- **Satisfactory Status** - SAP status for students meeting all SAP standards. **Eligible for aid***.
- **Warning Status** - SAP status for students who do NOT meet the SAP standards after a semester. **Eligible for aid***.
- **Suspension Status** - SAP status for students NOT meeting the SAP standards after a warning semester. **Not eligible for aid.**
- **Probation Status** - SAP status for students with an approved SAP appeal and meeting SAP appeal contract. **Eligible for aid***.

**Eligibility for aid is based on federal and state regulations. Students must meet these regulations in addition to meeting SAP standards.*

What happens if I did not meet one or more of the SAP standards?

Students will be notified via their email account by the Financial Aid Office at the end of each term (Fall, Spring & Summer) once grades have been finalized and posted.

Students who failed Pace of Progress or GPA will have ONE **warning** semester*. Failure to improve after one semester of warning status will result in a **suspension** status. Students who fall into suspension status are NOT eligible to receive federal/state aid.

Students who **exceed 150%** of the established maximum time frame (**MTF**) for their program of study will automatically result in suspension status. Note, students who exceed their MTF will not have a warning semester.

**Please note, some students may be automatically suspended based on previous academic history.*

How to appeal your Suspension status?

Reasons for discontinuing financial aid are as follows:

- failure to achieve satisfactory academic progress.
- proven willful fraud.
- completion of educational Goal.

Students requesting an exception to these policies or any students who have been denied financial aid, may appeal by following the procedures outlined below.

Students are required to submit a complete SAP appeal before the deadline of the term they are appealing for.

Financial Aid Handbook

2024-2025 Deadline to Appeal:

- **Fall 2024:** November 29th, 2024 (*Friday*)
- **Spring 2025:** May 9th, 2025 (*Friday*)
- **Summer 2025:** July 17th, 2025 (*Thursday*)

A student requesting exceptions to these policies may appeal by following these procedures:

1. Obtain and complete a “Financial Aid SAP Appeal Form” from the Financial Aid Office in Student Services.
2. Make an appointment with a counselor to update your student educational plan (SEP) and include a copy of your appeal form’s academic program.
3. Write a statement of appeal to the Financial Aid Board with the updated educational plan attached. Appealable items are as follows: Death in the family, personal injury/illness, or other extenuating circumstances (must all be documented).
4. A meeting of the Appeals Committee is scheduled.
5. The Appeals Committee will review the student’s case and reach one of the following conclusions:
 - Approve appeal
 - Deny appeal, or
 - Table appeal for more information
6. The Financial Aid staff notifies the student in writing as to the final decision of the committee.
7. The right to appeal a second time is not allowed.

If the SAP appeal is APPROVED, the student will be placed on Financial Aid **probation** status for the approved semester. Students on probation status will be monitored at the end of each semester to ensure they are meeting the signed SAP appeal contract. Failure to meet contract will result in automatic suspension status.

Students who do not meet Pace of Progress and/or GPA may also reinstate themselves to Satisfactory status if they are meeting all the SAP standards.

Is there a limit on how many times I can appeal?

Yes. Students can complete the SAP appeal once per lifetime at Palo Verde College.

May I receive financial aid for non-degree applicable and repeated courses?

Yes, up to 30 units of non-degree/remedial courses can qualify for federal financial aid. You may also be paid for any repeated class (one time) if you previously passed (‘D’ or better).

May I receive financial aid for classes not needed for my program of study?

No. Financial aid is intended to fund your program of study, including any preparatory courses needed.

Satisfactory Academic Progress (SAP) vs Academic Standards

Satisfactory Academic Progress (SAP) is a policy specific to the Financial Aid Office that follows federal laws and is tied to a student’s eligibility to receive federal and/or state financial aid. However, students attending Palo Verde College are required to follow the school’s academic standards, as outlined in the school catalog.

Overpayment Recovery

The Financial Aid Office will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements, the student will not be able to enroll for courses until the funds are paid in full.

Withdrawal and Return to Title IV (R2T4)

In accordance with federal regulations, students that receive federal financial aid and withdraw from classes for the semester may be required to repay any unearned grant funds that they have received. If a student drops from or withdrawals from a portion of their classes an adjustment may need to be made to the student’s subsequent disbursements or the student may be required to repay a portion or the entire grant(s) that were received. The amount will be calculated using the formula specified by the federal government. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the Federal formula. All calculations are based upon the withdrawal date as determined by the Admissions and Records Office.

Financial Aid Handbook

Official Withdrawal

The date the student notifies the school of his/her intent to withdraw.

Unofficial Withdrawal

The last date of recorded attendance as documented by the institution or the midpoint of the payment period.

The Return to Title IV calculation is performed to determine any amount the Institution may owe, and/or the student; as well as any required offer of a post withdrawal disbursement. If the student owes any money or if the student is entitled to additional funds, the appropriate letters are sent to the student (one indicating the amount of funds they need to return and the timeframe and manner in which to do so; or one offering them a “post withdrawal” disbursement). The calculations and the letters are sent within 30 days of the date the institution’s determination that the student withdrew.

Order of Return

The order of return is as prescribed by Federal Regulations:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Post Withdrawal Disbursement (PWD)

If you did not receive all the funds that you earned, you may be due a post withdrawal disbursement. This means that you are eligible for financial aid that you have not received. Students are notified within 30 days of their withdrawal date of their eligibility for a PWD and a disbursement will happen within 45 days.

Student Owes Funds

If the R2T4 Calculation determines that a student owes money, the student will be notified by mail that repayment needs to be made. The student may return the funds by submitting full and immediate repayment to the Business Office.

If the student fails to take one of the positive actions listed above during the 30-day period, the overpayment will be reported to NSLDS and may be referred to the U.S. Department of Education’s Borrower Services for collection. A student that has been referred to the U.S. Department of Education’s Borrower Services, can reach the U.S. Department of Education’s Borrower Services at the following number 1-800-621-3115.



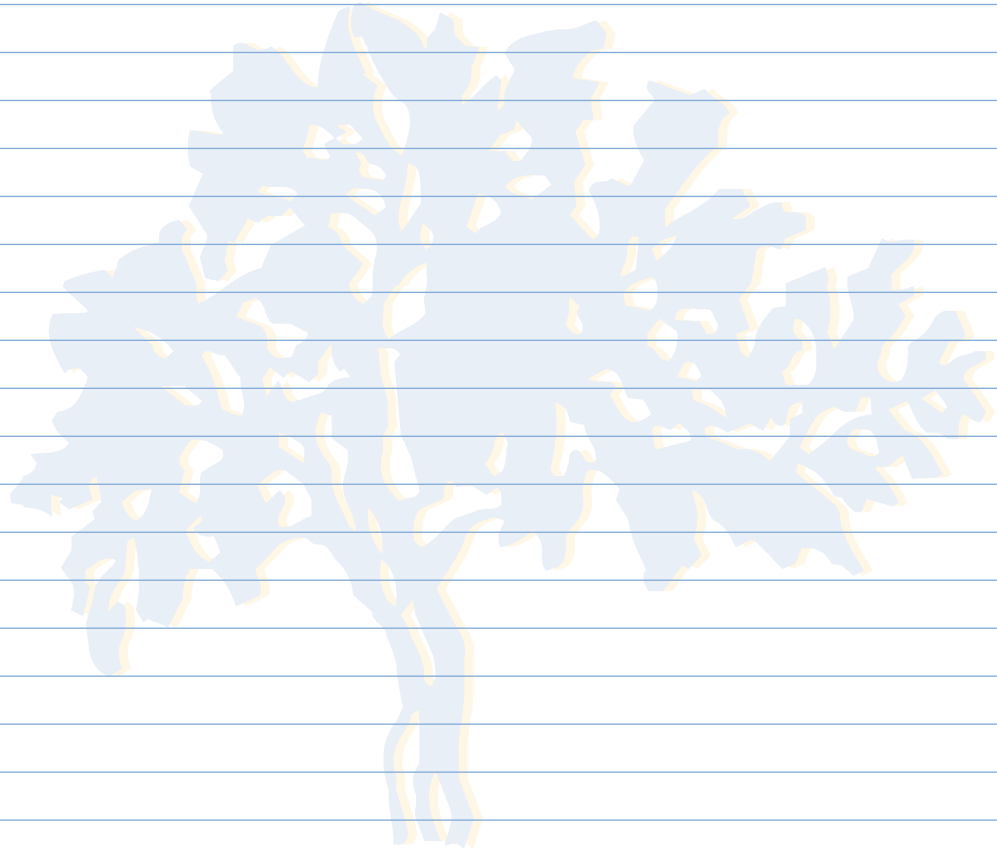
USEFUL REFERENCES

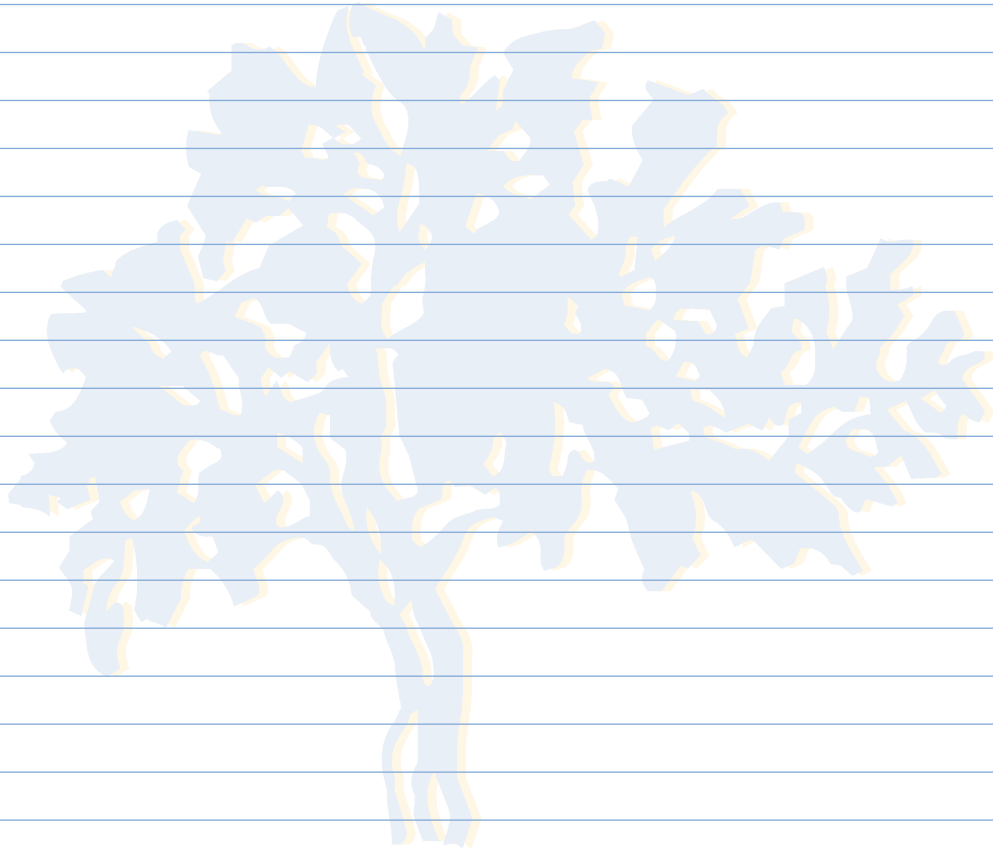
Apply for the FAFSA by phone	1-800-4-FED-AID (1-800-433-3243)
Apply for the FAFSA Online	https://studentaid.gov
Apply for an FSA ID	https://fsaid.ed.gov
Federal Student Aid Information Center	1-800-4 FED-AID (1-800-433-3243) www.nsls.ed.gov
IRS – Student tax credits, Copies of Taxes	www.irs.gov 1-800-829-1040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

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

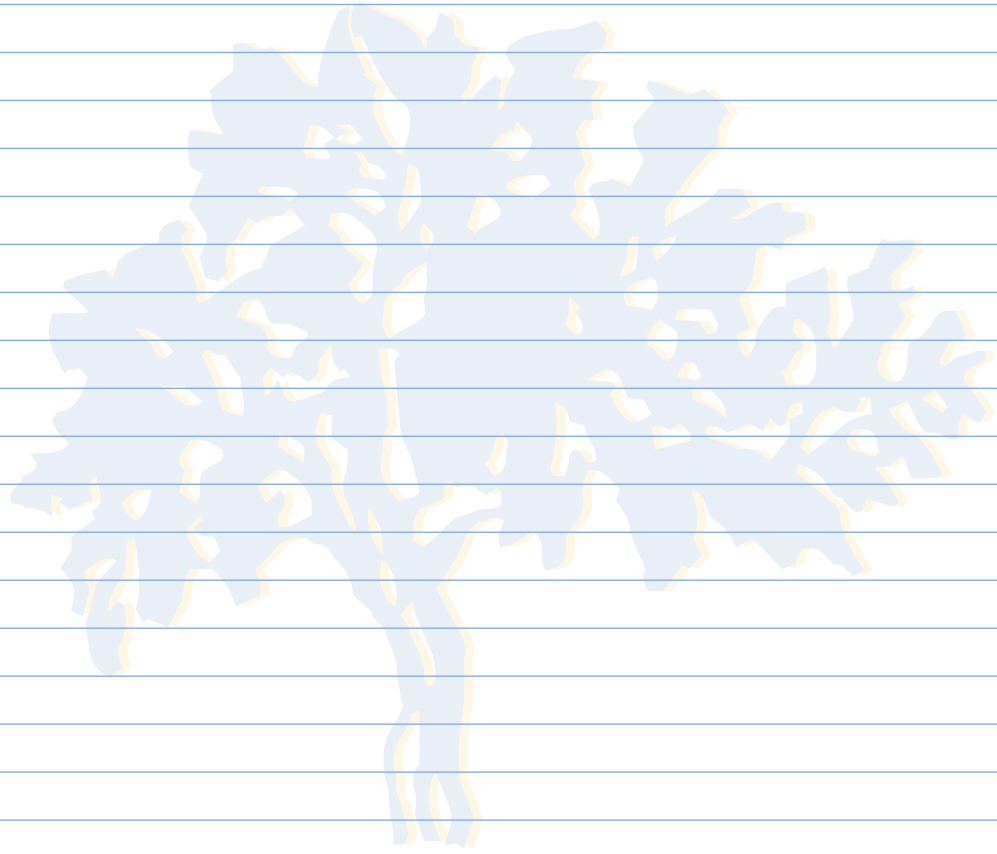


Notes

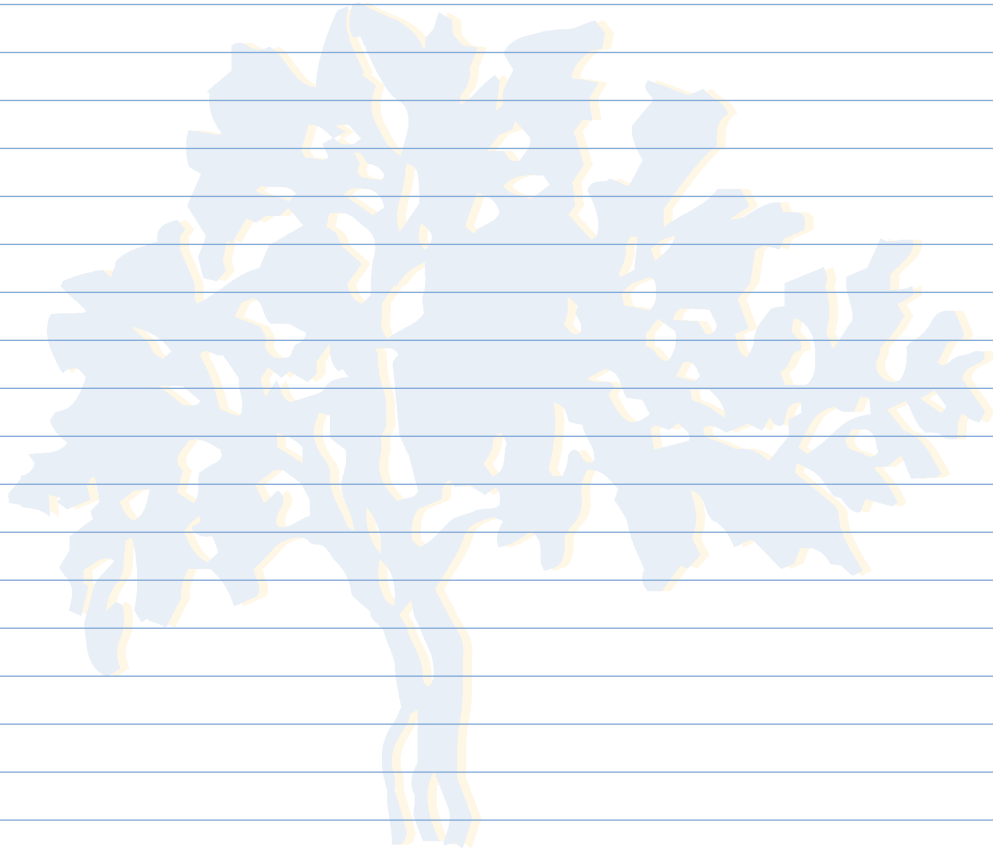




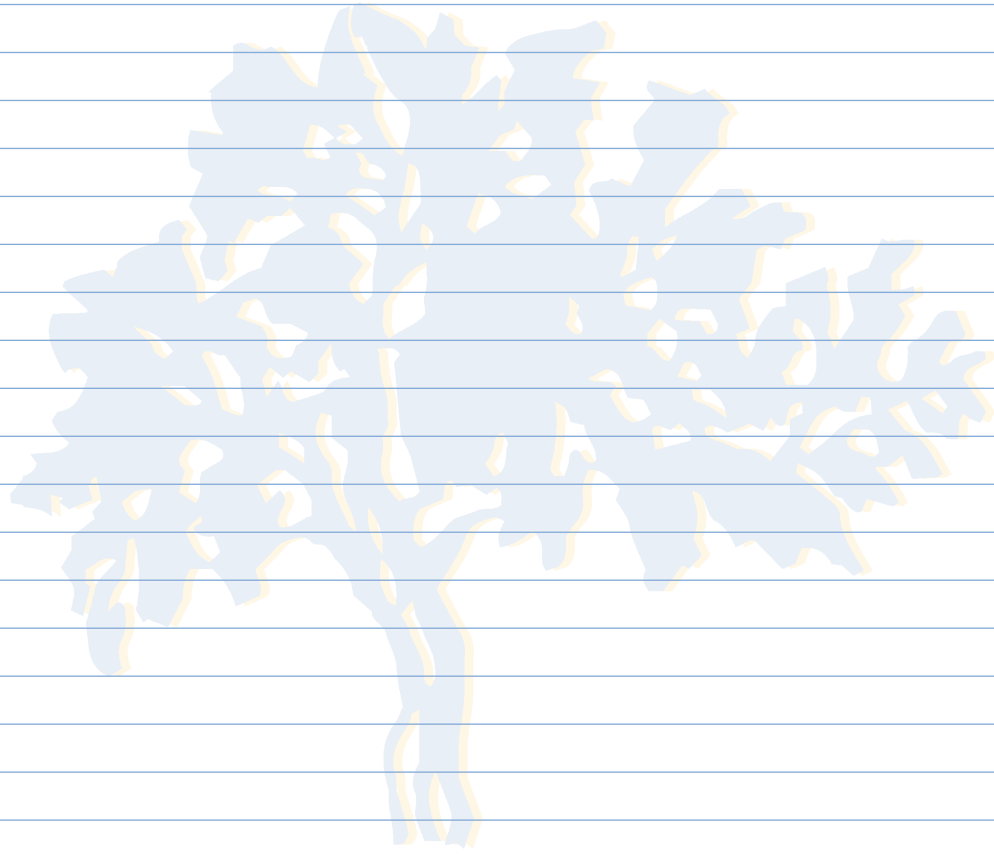
Notes



Notes



Notes



Palo Verde College Main Campus Map Legend

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

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

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

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

3. Lucas Oil Technology Building (TB)

- Automotive Trades
- Building Trades
- Welding Trades

4. Clancy Osborne Physical Education Center (PE)

- Dance Room
- Gym
- Weight Room
- EDD Office



5. Fine Arts Building (FA)

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

6. Theater (PA)

- Green Room
- Scene Shop
- Theater

7. Maintenance and Operations (MO)

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

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

Campus Map

