



# GUAM COMMUNITY COLLEGE

Guam's Leader in Workforce Development

## SUMMER 2007

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guamcc.  
edu

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### REGISTRATION INFORMATION

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<b>OPEN REGISTRATION</b>	Mar 26, 2007 through May 31, 2007	Student Services & Admin Bldg
<b>ADD/DROP &amp; LATE REGISTRATION</b>	Jun 01, 2007 through Jun 6, 2007	Student Services & Admin Bldg
<b>REGISTRATION HOURS</b>	8:00am - 5:00pm 8:00am - 6:30pm 8:00am - 12:00pm	Mondays & Thursdays Tuesdays & Wednesdays* Fridays

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*Students can register at Admissions & Registration office located at the Student Services & Administration Building. All students are obligated to pay for registered courses unless they officially drop a course(s) no later than 4:00pm on May 31, 2007. After which a late registration fee will be charged. Please refer to the fee schedule and refund policy sections.*

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### STEPS TO REGISTER

- 1) **COMPLETE FORMS** – All students need an **ADD/DROP Form** completed to register for their desired courses. All ADD/DROP Forms must have advisor approval and Health Center clearance before registering for courses. All new students need to submit a **Student Information Form** and a **Health Information Form**. All Adult High School students must obtain clearance from the Adult Education Office located in Room A-9. Forms are available at the Admissions & Registration Office or on our web site, [www.guamcc.edu](http://www.guamcc.edu).
- 2) **UPDATE HEALTH RECORDS** – **All** students **must** provide complete health records before they register for classes as required by public law. Please submit your health records to the Student Health Center.
- 3) **SEE AN ACADEMIC ADVISOR** – All students are urged to seek advisement prior to registration in order to discuss course prerequisites, program requirements and educational plans. Also, all courses **must** receive approval from an advisor or a counselor **before** registration is completed. Continuing students must meet with their assigned advisor. New students must meet with a counselor at the Student Services & Administration Building.
- 4) **REGISTER FOR COURSES** – All students must process their completed ADD/DROP Form at Admissions & Registration Office located in the Student Services & Administration Building.
- 5) **PAY FOR COURSES** – After registering please pay for your courses at the Cashier's Office located in the Student Services & Administration Building.
- 6) **GET YOUR STUDENT I.D. & PARKING DECAL** – After paying for your courses you must obtain your student identification card and parking decal at Student Support Services located in Building B. You must have your receipt of payment in order to obtain your student ID.
- 7) **PURCHASE BOOKS** – Students may purchase their books at the GCC Bookstore located on the GCC campus.

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### PLACEMENT TESTS

College English and Mathematics Placement Tests are offered on a weekly basis. Interested persons may call or walk-in to make an appointment with the Counseling Department. There is a \$17.00 non-refundable charge for Summer 2007. Payments must be made to the GCC cashier prior to testing. Students must bring their payment receipt and a photo ID at the time of testing. Please see a counselor or call 735-5583 for details.

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*All information herein is subject to change. Please contact the Admissions & Registration Office at 735-5531 through 5534 if you have any questions.*

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## TUITION & FEES

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### TUITION RATES

**RESIDENT:** \$70.00 / Semester Hour.

A "Resident Student" is a student who makes his/her permanent home on Guam and pays Guam income taxes or is claimed by someone who pays Guam income taxes. Active duty military personnel and their dependents are considered as "Resident Students".

**NONRESIDENT:** \$95.00 / Semester Hour.

A "Nonresident" is a student who makes his/her permanent home away from Guam and does not pay Guam income taxes.

**FOREIGN STUDENT:** \$120.00 / Semester Hour.

A "Foreign Student" is a non-citizen who holds a nonimmigrant visa; i.e. A, B, C, D, F, H, J, L, or M visa.

All students enrolling will be classified as a resident, nonresident, or foreign student for tuition purposes when they register for classes. When the College is unsure of a student's residency classification, the College will assess the higher tuition rate. The burden of showing that the residence classification should be changed is on the student and must be provided during the semester in question. The Residence Classification Policy and Procedures of the College are available for inspection at the Office of the Registrar.

Tuition is charged per credit hour for all credit courses (courses numbered 050-299); no tuition is charged for Basic Education courses (courses numbered 000-049). Registration Fee is \$17.00. Student ID Card Fee is \$6.00. Library Fee is \$11.00. Student Activity Fee is \$11.00. Health Fee is \$11.00. Student Parking Fee is \$11.00. Technology fee is \$55.00 (half set aside in a special fund to systematically upgrade computer lab, software, and other technology-related student services). Total \$122.00 (only includes the fees per semester and not tuition, laboratory fees, and textbooks/supplies). Citizens over 55 years of age do not pay tuition and fees; proof of age may be required. Laboratory fees are charged for some courses offered by the College; these courses and fees include but are not limited to the following:

All Automotive courses	\$28.00
All Auto Body Repair courses	\$44.00
All CS courses (except CS152)	\$17.00
AE 150 CAD	\$44.00
ASL100,110,120,130 Am Sign Lang I,II,III,IV	\$22.00
CD110 Early Childhood Orientation	\$22.00
CD180 Physical & Language Development	\$55.00
CD240 Cognitive and Creative Development	\$55.00
CD260 Social and Emotional Development	\$55.00
CJ135 Firearms Use/Safety/Care	\$110.00
CM Cosmetology Lab (per credit hr)	\$110.00
CS152 Macintosh Application	\$28.00
ED180 Teaching Methods	\$55.00
All EE courses (per course)	\$39.00
EM111 Electrical Wiring (Residential)	\$39.00
EM113,EM114,EM115	\$39.00
EN100 B/R/W Fundamentals of English	\$11.00
HL130 First Aid & Safety	\$50.00
HL131 BLS for Healthcare Providers	\$50.00
HL140 Introduction to Clinical Lab	\$132.00
HS206 Beverage Management	\$83.00
HS245 Food Production Principles	\$165.00
MS141 Medical Assisting	\$132.00
NU101 Nursing Assistant	\$50.00
NU110 Nursing Foundations	\$330.00
OA101,103,109,130,210,211,220,230,240,250	\$17.00
SP051 Driver's Education (Behind-the-Wheel)	\$94.00
VC102,103	\$44.00
VC125,126,131,135,161,165,167,172	\$55.00
VC171,182	\$28.00
All WE courses except WE102,220,228	\$50.00
G.E.D. Retest (per subject)	\$7.00
Appraisal Test (A.H.S., E.S.L., A.B.E.)	\$28.00
External Diploma Program	\$800.00

### LATE FEE

The College will charge a Late Fee of \$28.00 if a student fails to make full payment by May 31, 2007. The College will not charge the Late Fee if:

1. A student registers only for non-credit courses, special courses, or open-entry courses, or
2. Student registers at mid-semester for courses that begin at mid-semester, or
3. A student adds a course during ADD/DROP dates to replace a cancelled course on or before the last day to add a class. The Late Fee is a non-refundable fee.

### REFUND POLICY

All students are obligated to pay for registered courses unless they officially drop a course(s) on or before the last day of late registration, June 6, 2007.

The "Regular Semester" refund policy will be applied as follows to semester long courses offered:

- If withdrawal occurs on or before the last day of late registration, 100% of the tuition, special fees and laboratory fees will be refunded.
- After the last day of registration, no refunds will be made for semester long courses.
- The Registration Fee, Late Fee, and Student I.D. Card Fee are non-refundable.

Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students whose classes are cancelled by the College provided that the students do not choose to enroll in other courses requiring special fees or laboratory fees. In instances where the College cancels all of the student's classes and the student chooses not to enroll in other classes, the College will also refund the registration fee. Refunds will be mailed to the student during the semester. All requests for refunds are initiated at the Student Services & Administration Building by dropping or withdrawing from classes on or before the due date within the current semester.

### PAYMENT OPTIONS

Payment in full of all current tuition and fees and outstanding obligations is required. Payment may be made in cash, by personal check, or by credit card; American Express, VISA or MASTERCARD are accepted.

### RETURNED CHECK POLICY

If a student makes payment for tuition and fees using a check, and the check is returned, the student will be contacted by the GCC's Business Office informing him or her of the returned check. Once contacted, the student must pay the amount of the check in full by cash or cashier's check within 48-hours of notice. Additionally, a \$28 returned check fee would be assessed. A \$28 late fee may also be assessed. If a student fails to make payment, he or she may be withdrawn from courses and will be referred to a collection agency.

*(All fees are subject to change)*

# GCC Schedule of Classes

## SUMMER 2007 SEMESTER

Course	Credits	Title	Instructor	Room	Days	Time		
<b>ACCOUNTING</b>								
AC100-1	3	FUND BKING & ACCTNG	GUERRERO,CAROL	A27	MTWR	18:01-20:00		
<b>ALLIED HEALTH</b>								
HL120-1	1	MEDICAL TERMINOLOGY	UCHIMA,KATSU	A29	MTWR	18:01-20:00		
HL160-1	1	INTRO PHARMACOLOGY	MAFNAS,BARBARA	A29	M	9:01-12:00		
HL161-1	1	PHARMA RX OF DISEASE	MAFNAS,BARBARA	A29	T	9:01-12:00		
HL162-1	1	ADMIN OF MEDICATIONS	MAFNAS,BARBARA	A29	WR	9:01-12:00		
HL162-2	1	ADMIN OF MEDICATIONS	MAFNAS,BARBARA	A31	MR	13:01-16:00		
MS201-1	2	MEDICAL LAW & ETHICS	MAFNAS,BARBARA	A29	F	9:01-13:00		
NU140-1	2	MENTAL HEALTH NURS	AVERY,JUDITH	203	MT	7:01-11:30	6/4/07	7/23/07
			<i>For Summer 2007, labs may be conducted at different days &amp; times as lectures. Please see the Allied Health department for details after registering.</i>					
NU140-1	2	MENTAL HEALTH NURS	CRUZ,DAISY	203	MT	7:01-11:30	6/4/07	7/23/07
			<i>For Summer 2007, labs may be conducted at different days &amp; times as lectures. Please see the Allied Health department for details after registering.</i>					
NU140-2	2	MENTAL HEALTH NURS	AVERY,J. / CRUZ,D.	203	WR	7:01-11:30	6/4/07	7/23/07
			<i>For Summer 2007, labs may be conducted at different days &amp; times as lectures. Please see the Allied Health department for details after registering.</i>					
NU140-3	2	MENTAL HEALTH NURS	AVERY,J. / CRUZ,D.	203	FS	7:01-11:30	6/4/07	7/23/07
			<i>For Summer 2007, labs may be conducted at different days &amp; times as lectures. Please see the Allied Health department for details after registering.</i>					
NU220-1	4	MED-SURG	HEANEY,M	TBA	TBA	TBA	6/25/07	7/27/07
			<i>For Summer 2007, this course will conduct all lab sessions at the Guam Memorial Hospital. Please see the Allied Health Department for details after registering.</i>					
NU280-1	1	NURSING TRENDS	ALMONTE,GLYNIS	TBA	MF	12:31-14:00		
<b>AUTOMOTIVE</b>								
AST100-1	3	INTRODUCTION TO AUTO	MENDIOLA,RICK	504	S	8:01-14:00	5/26/07	8/4/07
AST100-2	3	INTRODUCTION TO AUTO	MENO,CHARLES	504	MTWRF	18:01-20:00		
<b>COMPUTER SCIENCE</b>								
CS101-1	3	INTRO COMP SYS/INFO	SETZER,MICHAEL	D7	MTWR	16:01-18:00		
CS110-1	3	INTRO TO INTERNET	PARVIN,PAUL	D7	MTWR	18:01-20:00		
CS151-1	3	WINDOWS APP W/MS2003	UNPINGCO,ROSALIND	D8	MTWR	16:01-18:00		
CS151-2	3	WINDOWS APP W/MS2003	UNPINGCO,ROSALIND	D8	MTWR	18:01-20:00		
<b>COSMETOLOGY</b>								
CM103L-1	2	SALON I (lab/clinic)	ABSHIRE,RON	101/102/103	MTWRF	12:01-17:00		
CM203L-1	2	SALON I (lab/clinic)	ABSHIRE,RON	101/102/103	MTWRF	12:01-17:00		
<b>DRIVER'S EDUCATION</b>								
SP051-1	3	DRIVER'S EDUCATION	CASTRO,JESSE	A6	S	8:01-12:00	6/2/07	7/14/07

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, TBA=to be announced

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## SUMMER 2007 SEMESTER

Course	Credits	Title	Instructor	Room	Days	Time		
<b>EDUCATION</b>								
ED200-1	3	INSTRUCTIONAL TECH	POSTROZNY,MARSHA	TBA	TBA			
			<i>* Orientation meeting 6/7/07 from 18:00 – 20:00 in room D3.</i>					
ED220-1	3	HUMAN GROWTH & DEV	LEON GUERRERO,SARAH	202	MTWRF	16:01-18:00		
ED220-2	3	HUMAN GRO/DEV ONLINE	LEON GUERRERO,SARAH	TBA	TBA			
<b>ELECTRONICS</b>								
EE111-1	4	INTRO TO PC SYSTEMS	HO,MATTHEW	1220	MTWR	18:01-20:00		
<b>ENGLISH</b>								
EN100B-1	3	FUND ENGLISH-BASIC	TAM,WILSON	T5	MTWRF	18:01-20:00		
EN100B-2	3	FUND ENGLISH - BASIC	HUSEBY,POLLI	F5	MTWRF	12:01-14:00		
EN100R-1	3	FUND ENGLISH-READING	HUSEBY,POLLI	A6	MTWR	10:01-12:00		
EN100R-2	3	FUND ENGLISH-READING	TAM,WILSON	A6	MTWR	16:01-18:00		
EN100R-3	3	FUND OF ENGLISH/RDNG	HUSEBY,POLLI	A6	MTWR	14:01-16:00		
EN100R-4	3	FUND OF ENGLISH/RDNG	EGRUBAY,PATRICK	C22	MTWR	18:01-20:00		
EN100W-1	3	FUND ENGLISH-WRITING	BAZA-CRUZ,LISA	C4	MTWR	12:01-14:00		
EN100W-2	3	FUND ENGLISH-WRITING	SALAS,JUDY	C4	MTWR	18:01-20:00		
EN100W-3	3	FUND ENGLISH-WRITING	SALAS,JUDY	C4	MTWR	14:01-16:00		
EN110-1	3	FRESHMAN ENGLISH	MCKINNON,STAN	A7	MTWR	16:01-18:00		
EN110-2	3	FRESHMAN ENGLISH	TENORIO,JUANITA	C21	MTWRF	10:01-12:00	7/2/07	8/3/07
EN125-1	3	INTRO TO SPEECH	GRIFFIN,MICHAEL	C23	MTWR	18:01-20:00		
<b>HOSPITALITY/TOURISM</b>								
HS150-1	3	WELCME TO HOSPITALTY	CRUZ,CAROL	F8	MTWR	16:01-18:00		
HS152-1	3	CUSTOMER SERVICE	AGUILAR,NORMAN	TBA	MTWR	16:01-18:00		
<b>LANGUAGES</b>								
JA112-1	4	JAPANESE FOR TOURISM	SAWADA,FUMI	F2	MTWR	18:01-20:00		
<b>MATHEMATICS</b>								
MA052-1	3	GENERAL MATHEMATICS	TINGSON,N	C24	MTWRF	16:01-18:00		
MA095-1	4	COLLEGE MATHEMATICS	LAM,STEVE	A7	MTWRF	8:01-10:00		
MA095-2	4	COLLEGE MATHEMATICS	PANGELINAN,PILAR	D9	MTWRF	10:01-12:00		
MA095-3	4	COLLEGE MATHEMATICS	PANGELINAN,PILAR	TBA	MTWRF	14:01-16:00		
MA095-4	4	COLLEGE MATHEMATICS	HORMILLOSA,THERESA	D10	MTWRF	18:01-20:00		
MA108-1	3	INTRO COLLEGE ALG I	DE SAN JOSE,ROMMEL	D9	MTWRF	14:01-15:30		
MA108-2	3	INTRO COLLEGE ALG I	LAM,STEVE	D9	MTWRF	16:01-17:30		
MA108-3	3	INTRO COLLEGE ALG I	TORRES,CARL	A7	MTWRF	14:01-16:00		
MA108-4	3	INTRO COLLEGE ALG I	YAO,ANDY	TBA	MTWRF	16:01-17:30		
MA110A-1	3	FINITE MATHEMATICS	BLAS,FRANK	D9	MTWRF	18:01-19:30		
MA110A-2	3	FINITE MATHEMATICS	TORRES,CARL	D10	MTWRF	10:01-11:30		
<b>OFFICE TECHNOLOGY</b>								
OA101-1	3	KEYBOARDING APPL	CRUZ-JONES,JULIE	A27	MTWR	8:01-10:00		
OA101-2	3	KEYBOARDING APPL	CRUZ-JONES,JULIE	A27	MTWR	10:01-12:00		
OA101-3	3	KEYBOARDING APPL	BAMBA,RICARDA	D7	MTWR	14:01-16:00		
OA101-4	3	KEYBOARDING APPL	BOUCHARD-MIL,B	D2	MTWR	18:01-20:00		

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## SUMMER 2007 SEMESTER

Course	Credits	Title	Instructor	Room	Days	Time
<b>SCIENCE</b>						
SI051-1	3	EARTH SCIENCE	CANOS,AILEEN	C5	MTWRF	18:01-20:00
SI130-1	4	ANATOMY & PHYSIOLOGY	VEKSLER,RENEE	C25	MTWRF	18:01-20:00
<b>SIGN LANGUAGE</b>						
ASL100-1	4	SIGN LANGUAGE I	LEON GUERRERO,SARAH	202	MTWRF	14:01-16:00
<b>SOCIAL SCIENCES</b>						
HU120-1	3	PACIFIC CULTURES	QUAN,JONATHAN	TBA	S	12:01-17:30
						<i>* Saturday classes are required (6/9 &amp; 6/23) and involve requires field trips.</i>
HU120-1	3	PACIFIC CULTURES	QUAN,JONATHAN	105	TR	14:01-17:00
HU220-1	3	GUAM CULTURE/LEGENDS	SAN NICOLAS,BRIAN	TBA	S	12:01-17:30
						<i>* Saturday classes are required (6/9 &amp; 6/23) and involve field trips.</i>
HU220-1	3	GUAM CULTURE/LEGENDS	SAN NICOLAS,BRIAN	A28	MWF	14:01-17:00
SO130-1	3	INTRO TO SOCIOLOGY	MUNOZ,JOSE	207	MTWR	10:01-12:00
<b>SUPERVISION AND MANAGEMENT</b>						
SM108-1	3	INTRO TO BUSINESS	REIDY,MICHAEL	C1	MTWR	16:01-18:00
SM108-2	3	INTRO TO BUSINESS	PANGELINAN,PILAR	D10	MTWR	12:01-14:00

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## FINANCIAL ASSISTANCE

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Financial assistance is available for students. Types of financial assistance available include Pell Grants, privately funded scholarships and loans, and VA Education Benefits. Applications for any of these types of financial assistance can be obtained at the GCC Financial Aid Office, Room 2116 of the Student Services & Administration Building or by calling 735-5543/4. In general, a student may be eligible for assistance if:

1. Student demonstrates financial need,
2. Student maintains satisfactory progress toward declared program of study,
3. Student is admitted as a Declared Student,
4. Student is a U.S. citizen or eligible non-citizen, and
5. Student, as required by Federal Law, attests to his/her Selective Service status.

In order to receive any form of assistance, the student must comply with the following list of requirements:

1. Complete all necessary forms and documents on or before the established deadlines,
2. Be admitted as a DECLARED STUDENT and have a declared program of study,
3. Enroll in courses required by the program of study
4. Maintain academic SATISFACTORY PROGRESS,
5. Inform the Financial Aid Office of any changes that may affect financial assistance and/or educational benefits, and
6. Comply with all other policies established by the Financial Aid Office

Students who fail to comply with the requirements listed above may jeopardize their assistance and/or educational benefits.

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## FOREIGN STUDENTS

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All foreign students must have a valid status. All foreign students will be required to show their I-94 before being permitted to register for classes. All full time (I-20) foreign students must obtain a Counselor's or an Advisor's approval of their program of study before they register.

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## PROOF OF CITIZENSHIP/PERMANENT RESIDENT STATUS/STUDENT STATUS

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All students may be required to provide documentary evidence that indicate their citizenship. Permanent Resident Aliens may be required to show their Alien Registration Card as they register.

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## SERVICES FOR STUDENTS WITH A DISABILITY

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Students with special needs can be provided with auxiliary aids to pursue their academic/vocational goals. Most of the College's instructional and other facilities are readily accessible by students with disabilities. Students with special needs are urged to contact Accommodative Services at 735-5580 or TDD: 734-8324. Or visit a counselor at the Student Services & Administration Building, well in advance of their registration for classes. The College will make every effort to meet a student's special needs.

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## ACADEMIC CALENDAR

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Easter Break Begins .....	Apr 2, 2007	Last Day to Withdraw (no refund) .....	Jun 25, 2007
Easter Break Ends .....	Apr 08, 2007	HOLIDAY: Independence Day .....	Jul 04 2007
Classes Resume .....	Apr 09, 2007	Last Day of Classes .....	Jul 13, 2007
Open Registration.....	Mar 26, 2007 – May 31, 2007	Potential Make-up Day: .....	Jul 16, 2007
Faculty Start Day .....	Jun 1, 2007	Potential Make-up Day: .....	Jul 17, 2007
First Day of Classes .....	Jun 1, 2007	Potential Make-up Day: .....	Jul 18, 2007
ADD/DROP & Late Registration .....	Jun 1 – Jun 6, 2007	Grades Due (except for Saturday classes): .....	Jul 18, 2007
Last Day to Withdraw (with 100% refund) .....	Jun 08, 2007	Semester Ends: .....	Jul 18, 2007

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