

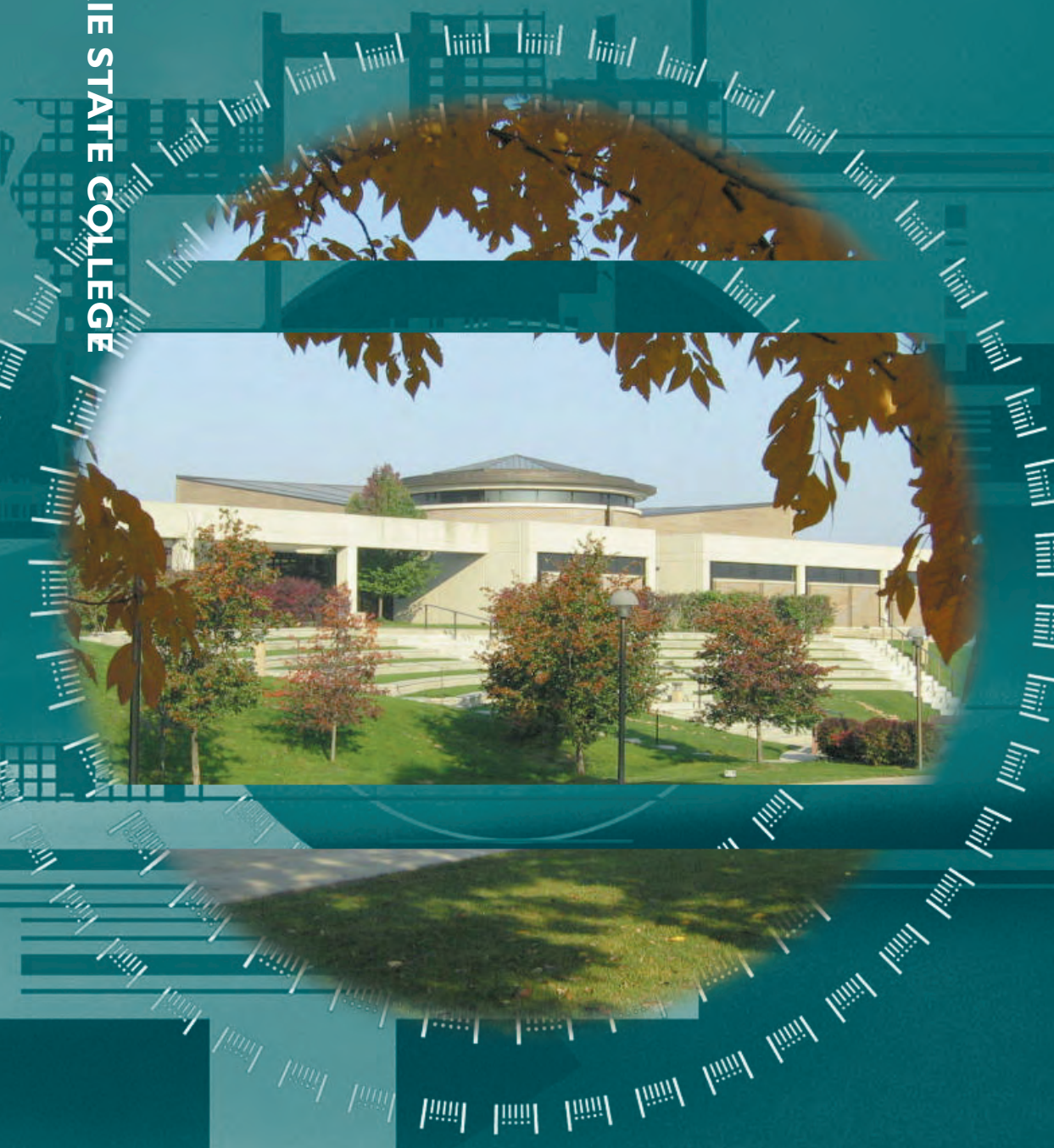
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PRAIRIE STATE COLLEGE

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2006-2008



2006-2008 CATALOG

**PRAIRIE STATE COLLEGE**  
**2006-2008 CATALOG**

**START NEAR. GO FAR.**

 **Prairie State College**

*A comprehensive community college*  
202 South Halsted Street  
Chicago Heights, IL 60411  
(708) 709-3500

[www.prairiestate.edu](http://www.prairiestate.edu)

# ACADEMIC CALENDAR

## 2006-2007

### FALL 2006

Term begins	August 15
Classes begin	August 21
Labor Day (College closed)	September 4
Late Start classes begin	September 18
First Eight-Week classes end	October 16
Mid-Term	October 17
Second Eight-Week classes begin	October 17
Thanksgiving recess (College closed)	November 23-26
Last day of classes	December 7
Final exams	December 8-14
End of term	December 15
Holiday Break (College closed)	To be announced

### SPRING 2007

Term begins	January 9
Martin Luther King, Jr., Day (College closed)	January 15
Classes begin	January 16
Late Start classes begin	February 12
First Eight-Week classes end	March 12
Mid-Term	March 13
Second Eight-Week classes begin	March 13
Spring Break (classes not in session)	March 19-25
Classes resume	March 26
Spring Holiday (College closed)	April 6
Last day of classes	May 10
Final exams	May 11-17
End of term	May 18
Commencement (graduation) ceremony*	May 19

\* only ceremony held all year

### SUMMER 2007

Memorial Day (College closed)	May 28
First session classes begin	May 29
Second session classes begin	June 11
Independence Day (College closed)	July 4
First session classes end	July 19
Second session classes end	August 2

## 2007-2008

### FALL 2007

Term begins	August 14
Classes begin	August 20
Labor Day (College closed)	September 3
Late Start classes begin	September 19
First Eight-Week classes end	October 15
Mid-Term	October 16
Second Eight-Week classes begin	October 16
Thanksgiving recess (College closed)	November 22-25
Last day of classes	December 6
Final exams	December 7-13
End of term	December 14
Holiday Break (College closed)	To be announced

### SPRING 2008

Term begins	January 8
Classes begin	January 14
Martin Luther King, Jr., Day (College closed)	January 21
Late Start classes begin	February 11
First Eight-Week classes end	March 10
Mid-Term	March 11
Second Eight-Week classes begin	March 11
Spring Break (classes not in session)	March 14, 17-23
Spring Holiday (College closed)	March 21
Classes resume	March 24
Last day of classes	May 8
Final exams	May 9-15
End of term	May 16
Commencement (graduation) ceremony*	May 17

\* only ceremony held all year

### SUMMER 2008

Memorial Day (College closed)	May 26
First session classes begin	May 27
Second session classes begin	June 9
Independence Day (College closed)	July 3
First session classes end	July 17
Second session classes end	July 31

# KEY PHONE NUMBERS

## AREA CODE 708

College Switchboard	709-3500
Admissions, Records & Registration	709-3516
Adult Education	709-3548
Bookstore	709-3587
Business Office	709-3577
Campus Safety	709-3756
Career Development Services	709-3755
Children's Learning Center (Child Care)	709-3725
Corporate Education & Training	709-3941
Counseling & Academic Advising	709-3506
Dental Clinic	709-3707
Disability Services	709-3603
English as a Second Language	709-3790
Financial Aid & Veterans Affairs	709-3735
Foundation	709-3636
GED Classes	709-7880
Honors Classes	709-3771
Illinois Employment Training Center	709-3911
Library (including South Metropolitan Philanthropy Center)	709-3552
Matteson Area Center	709-3750
Minority Student Affairs	709-3503
Non-Credit Courses	709-3750
Physical Education & Athletics	709-7837
Placement Tests	709-3558
Student Clubs/Government/ Newspaper	709-3910
Student Success Center (formerly AAAC)	709-3663
Touchtone Registration	709-2527
Truck Driver Training (CDL)	709-7811

## IS THE COLLEGE CLOSED?

Click on [www.emergencyclosings.com](http://www.emergencyclosings.com).  
Listen to **WGN-AM 720** or **WBBM-AM 780**.  
Watch WGN Morning News (channel 9), FOX 32,  
CBS 2, NBC 5, ABC 7 or CLTV.  
Call PSC at **(708) 709-3500**.

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## 2006-2008 CATALOG



*Illinois Community College District 515*

### **MAIN CAMPUS**

202 South Halsted Street  
Chicago Heights, IL 60411  
**(708) 709-3500**

### **MATTESON AREA CENTER**

4821 Southwick Drive  
Matteson, IL 60443  
**(708) 709-3750**

**[www.prairiestate.edu](http://www.prairiestate.edu)**

*Serving the communities of . . .  
Beecher, Chicago Heights, Crete, Flossmoor, Ford Heights,  
Glenwood, Homewood, Matteson, Monee, Olympia Fields,  
Park Forest, Richton Park, Sauk Village, South Chicago Heights,  
Steger, University Park, plus portions of Country Club Hills,  
Hazel Crest, Lynwood, Tinley Park and adjacent  
unincorporated areas of Cook and Will Counties.*

## OUR MISSION

Prairie State College is a richly diverse community college dedicated to student-centered instruction that fosters success in adult, transfer and workforce education.

## NOTICES

This catalog describes programs, classes and regulations in effect as of June 1, 2006. All are subject to change, and the College reserves the right to modify program offerings and rules without prior notification. Interested individuals are advised to examine carefully all program and class listings in order to remain current with Prairie State College's most recent additions. This catalog is also available via our Web site and on CD, where course and program updates can be found. Substantive changes and the respective semester's offerings are announced in the Fall, Spring and Summer Credit Course Schedules, available in printed form (on campus, at public libraries, mailed to district residents) or online. All tuition and fees are subject to change by Board of Trustees' actions.

Prairie State College recognizes the diversity of students, faculty, staff and community as an integral part of lifelong learning. We are committed to building and maintaining an inclusive, accessible and supportive environment on campus. Prairie State College embraces the diversity of individual beliefs and opinions, and supports diversity in religion, gender, ethnicity, race, sexual orientation, physical and mental ability, age and socioeconomic status. The College will adhere to policies and procedures which discourage harassment and other behaviors that infringe upon the freedom and respect every individual deserves.

Prairie State College does not discriminate on the basis of race, religion, color, age, gender, disability, ancestry, marital status, military discharge status, national origin, veteran status, sexual orientation or other non-merit factors in educational programs, activities or employment practices. Inquiries may be directed to the Affirmative Action Officer, Prairie State College.

The Board of Trustees recognizes the importance of conserving natural resources and properly disposing of waste. Therefore, and in compliance with Illinois Public Act 86-1363, it supports PSC's Waste Reduction Program of source reduction, recycling and the purchasing of products with a recycled content. ♻️

The College's financial statements are available for public viewing upon request through the Freedom of Information Act.

## OUR CORE VALUES

- **Teaching and Learning** are the core of our purpose and meaning.
- **Community** will be respected and served to ensure the educational needs of our citizens are fully met.
- **Accessibility** to our programs and services is guaranteed, providing a full range of educational opportunities to those able to benefit.
- **Excellence** in our learning environment will be fostered by maintaining measurable standards of achievement for those who teach and learn.
- **Caring Concern** for all students, faculty and staff will be maintained.

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**OVERVIEW**  
*GETTING ACQUAINTED*



Consider some facts about Prairie State College and the excellent Illinois community college system:

- PSC was the first community college in the state to guarantee that credits will transfer to other Illinois colleges, an assurance that has grown through the Illinois Articulation Initiative.
- Our Adult Training & Outreach Center, is one of the only buildings in the country dedicated to Adult Education.
- More than 50 colleges and universities are represented by the graduate degrees of our faculty.
- Students in PSC's health profession programs have a near-perfect pass rate on certification exams.
- PSC has received 10 Government Financial Officers Association awards for excellence in financial reporting.
- Since 2002, the College has added four intercollegiate sports to its line-up.
- In 2004 the U.S. Dept. of Education awarded PSC a grant of \$1.79 million over five years, under the Title III Strengthening Institutions Program.
- PSC was one of only eight community colleges in the country in 2006 to receive an American Association of Community Colleges Service Learning Grant.
- The first community college in the nation, Joliet Junior College, was established in Illinois in 1901. Co-founder William Rainey Harper, who had founded the University of Chicago 10 years before that, came up with the "two + two" transfer idea, that students would first attend a "junior college" and then transfer to a "senior college."
- Community colleges in Illinois enroll 60 percent of all undergraduate students in Illinois public higher education.

But we're more than mere bullet points. Your future is not a trivial pursuit to us. At Prairie State College, we mean what we say: *Start near. Go far.*

## EDUCATIONAL OPTIONS

Whether you're a high school student, an adult juggling family and work responsibilities, a career-changer needing to retrain, someone in need of English-language training or a GED, or a lifelong learner seeking a personal interest class, we are your community college.

We have the people and the programs to help you define and achieve your goals. Here are the highlights of our credit and non-credit programs. Use the Contents page and the Index in the back to find out more about a particular topic.

### TRANSFER EDUCATION: STARTING A BACHELOR'S DEGREE

If a bachelor's degree is your goal, PSC can be a great place to start. The combination of high-quality education, small class size, well-equipped facilities, and low tuition make us an excellent first choice for many. In fact, about one-fifth of the graduates from district high schools enroll at PSC each year.

Take care of general education requirements while deciding on your major. The Student Success Center, advisors and counselors, excellent professors, ease of transferring credits, and a host of other services move you toward the undergraduate degree you want. We offer three degrees with which you can transfer as a junior and earn a Bachelor of Arts, Bachelor of Science or Bachelor of Fine Arts.

**Associate in Arts (A.A.).** Choose from more than 20 majors in the arts, humanities and social sciences, including Criminal Justice, Education, English, pre-Law, Mass Communication, Music and Political Science.

**Associate in Science (A.S.).** We offer more than 15 majors in the sciences, including Astronomy, Biological Sciences, Chemistry, Computer Science, Earth Science/Geology, pre-Engineering, Mathematics, pre-Medicine, Nursing, pre-Physical Therapy and Physics.

**Associate in Fine Arts (A.F.A.).** The A.F.A. allows you to take the same sequence of studio art courses that art majors take at four-year colleges and universities. Excellent instruction and facilities help you earn the credits and develop that portfolio needed for admittance to B.F.A. programs.

**Associate of Arts in Teaching (A.A.T.).** The newest of our degrees is designed for students preparing for careers in secondary education, particularly to teach in high-need disciplines.

See page 45 for a complete list of transfer degree programs.

### CAREER EDUCATION: TRAINING AND RETOOLING

Whether you're a recent high school graduate or between jobs and needing to retool for today's (and tomorrow's) workplace, PSC's Career programs provide what you need. Up-to-date, well-equipped facilities and experienced faculty members combine to help you step out and step up.

**Associate in Applied Science (A.A.S.).** The 60- to 62-credit-hour programs cover nearly every career field from auto tech to info tech to the health professions. See page 71 for a complete list of degree programs.

**Certificates.** Short-term programs are the perfect way to gain new skills to boost your earnings and your career potential. We offer more than 60 certificates, including Accounting, CAD, Networking, Industrial Electrician, Digital Design, Surgical Technology, Personal Trainer and Photography. See page 71 for a complete list of certificate programs.



## ASSOCIATE IN GENERAL STUDIES: LEARNING FOR LIFE

The A.G.S. degree allows students to create, within certain broad requirements, their own 62-credit-hour degree program. Although the potential for enrichment and learning is great, the degree is not intended to lead into a specific occupational area. It also is not a transfer degree leading to a bachelor's.

## INSTRUCTIONAL PROGRAMS: EARNING YOUR CREDITS, YOUR WAY

Your life is busy and your learning style is your own, so you need options. Credit courses are offered in a variety of formats. Check the Credit Course Schedule to find out that semester's offerings, then register for the section that's right for you. The schedule is available in print and on the Web site.

**Late Start Classes.** Students who are unable to start classes at the beginning of the semester may also take advantage of Late Start courses, which are accelerated courses that begin the fifth week of the semester and run for 12 rather than 16 weeks. A selection of such courses is available each semester.

**Evening/Weekend Classes.** Realizing that many of our students have family and work responsibilities that make it difficult to take classes during the day, Prairie State College offers a number of courses in the evening and on weekends at the main campus and the Matteson Area Center in Matteson. This makes it possible for you to pursue part-time college-level work for cultural and intellectual improvement, advancement in business or professional fields, technical and specialized training, or to fulfill requirements for degrees or certificates.

**Online Courses.** A growing variety of courses are offered over the Internet. Self-directed students with computers connected to the Internet may take advantage of these classes. Students must attend a mandatory orientation meeting at the start of the online class.

**Illinois Virtual Campus.** The Illinois Virtual Campus is your link to online classes at other colleges and universities in the state. Log onto [www.ivc.illinois.edu](http://www.ivc.illinois.edu) and get connected to hundreds of classes available to fit your busy schedule. Call (708) 709-3518 for more information.

**Telecourses.** Telecourses are college-credit courses taught with videotapes in conjunction with a required text and study guide. The tapes may be viewed in the Library or, with a few exceptions, be checked out to be viewed at home. Students must attend a mandatory orientation meeting at the start of the online class.

**Fast Track in Business Degree.** PSC's Fast Track program in Business is specially designed for busy adults who are seriously committed to continuing their education. You can earn an Associate of Arts transfer degree in two years and then transfer into most bachelor's degree programs as a junior. The classes follow a recommended course sequence and are offered during the evening and online. For more information or to enroll, contact the Counseling & Academic Advising Center at (708) 709-3506.

**Honors Program.** PSC's Honors Program offers qualified students enhanced learning and transfer opportunities. Benefits include smaller class size and a creative, challenging atmosphere including guest speakers, field trips and other enrichment activities. Honors classes are special sections of regular courses and will be designated "Honors" on your transcripts.

To begin taking Honors courses, you must have either 12 credit hours of 100+ level PSC course work and a minimum

grade point average (GPA) of 3.5; or college-level placement scores in reading and English as well as a composite COMPASS score of 220. To continue taking Honors courses, a minimum GPA of 3.5 must be maintained.

Recent offerings have included Biology, Communication, Earth Science, English (Composition and Literature), Humanities, Philosophy, Political Science and Psychology, but the offerings vary by semester. For a list of available courses, see the Honors listing in the Fall and Spring Credit Course Schedules. For more information, contact the Honors Enrollment Advisor at (708) 709-3641.

**Learning in Community (LinC).** In a LinC, you enroll in two courses taught together by two instructors. The curriculum is organized in a way that promotes connections across courses, fosters a sense of community among students and faculty, and encourages active and collaborative learning. The result is that students actively participate in learning, interact more with the faculty and learn to work in problem-solving groups. For more information, contact an advisor at (708) 709-3622.

**Study Abroad.** You don't have to go far to expand your horizons. In association with the Illinois Consortium for International Studies and Programs (ICISP), Prairie State College is able to provide students with opportunities to study abroad and experience different cultures. ICISP is a consortium of 40 community colleges and small liberal arts colleges that offers a semester-long summer study abroad program in Costa Rica.

## ADULT EDUCATION INSTITUTE

Prairie State College offers several programs free of charge to eligible students in need of basic education, through the support of state and federal grants. Classes are offered during the day, evenings and on weekends in the Adult Training & Outreach Center, as well as at various locations throughout the PSC district.

All programs are open to persons 16 years of age or older and who are not enrolled in public school. Based on an assessment of needs and skill level, students are placed in the proper program. Call (708) 709-7880 for information on any of the following:

**Adult Literacy.** Help is available to those who have difficulty or are unable to read, write or do basic math.

**Adult Basic Education.** ABE classes help students improve their basic skills in reading, mathematics and English.

**General Education Development (GED).** Review classes prepare you to take the high school equivalency exam. They cover the five areas of student that are tested on the GED exam: English, social studies, science, literature and math. Preparation and testing for the Illinois and federal constitutions are also included in the course.

**English as a Second Language (ESL).** Classes teach skills in speaking, reading, writing and listening in English to non-native speakers. In recent years, the program has provided instruction to thousands of students.

**Family Learning Institute.** Parents who have less than a high school education or whose native language is other than English can learn along with their children, with a special emphasis on reading together. On-site child care is provided for those between ages 1 and 13.

**Adult Education Computer Program.** Students in GED, ABE or ESL classes at the College can take beginning-level computer classes in the well-equipped lab in the Adult Training & Outreach Center. Supportive help is also provided.

## CONTINUING & PROFESSIONAL EDUCATION ... AND MORE

The opportunities to be trained—or entertained—continue with other programs of Prairie State College. Each semester's classes are described on our Web site, in the Fall and Spring "Personal & Professional" Non-Credit Schedule, and in the Summer Schedule (which includes Credit, Non-Credit, Kids@College and Y.E.S./Teen classes). All these programs are coordinated through PSC's Matteson Area Center, 4821 Southwick Drive, Matteson, IL 60443.

Opened as a convenient satellite campus, the Matteson Area Center has a variety of classrooms, meeting rooms (available for rent) and computer labs. Phone (708) 709-3750 for more details.

**Non-Credit Classes.** Whether you're pursuing a hobby, trying to understand personal finances or seeking new vocational skills, these classes meet your need. They are offered at the Matteson Area Center, the main campus in Chicago Heights and at other locations throughout the district. Online non-credit courses are also available.

**Non-Credit Vocational Certificates.** Although you won't be earning college credit, you will soon be earning more in salary. In as little as one semester, you can open the door to excellent jobs. Topics include Medical Billing/Coding Specialist, Home Inspection, Real Estate, Security Officer Training and more.

**Kids@College and Teen Classes.** Children ages 3 to 13 enjoy our Kids@College classes, most of which are held at the Matteson Area Center. Meeting once or twice a week for approximately four weeks, usually in July, topics cover Art (various media), Computers, Study Skills, Languages, Music, Being a Detective, Math, Drama and more.

Teenagers are not forgotten, as summer classes include the Y.E.S. (Youth + Education = Success) program. Meeting once or twice a week for approximately four weeks, usually in July, recent classes have included Basic Car Care, Web Design, Preparation for College and Entrepreneurship.

During the Fall and Spring semesters, a limited number of Youth and Teen classes are offered. They are listed in the "Personal & Professional" Non-Credit Schedule and on the Matteson Area Center Web page.

## RESPONDING TO THE COMMUNITY

Prairie State College has grown in many ways over its nearly 50-year history—in size, in facilities, in breadth and depth of educational options, and in reputation. Always we have responded to the needs and concerns of the district's residents and businesses while maintaining strong partnerships with the area's other educational, cultural, social service and civic organizations.

### OUR HISTORY: THE SUM OF MANY STORIES

Founded in 1957 as Bloom Township Junior College, Prairie State College held its first classes the next year in a local church. Originally established to offer only transfer liberal arts courses and occupational-technical courses, the College was reorganized in 1967 as a Class I junior college. With the combining of four high school districts into an enlarged territory, the College was renamed Prairie State College. In 1989, the Beecher Community High School district was added to District 515 by the Illinois Community College Board.

In 1968, the College was housed in 10 interim buildings on its campus at Halsted Street and Vollmer Road. Construction of permanent facilities began in the fall of 1972 and was completed for the 1975-76 academic year.

A vocational-technical addition to the Main Campus Building, housing classrooms and laboratories, was dedicated in August 1979. A new Library, the Christopher Art Gallery and the Community Instructional Center (later renamed the Business & Community Education Center) opened in 1996. Six years later, the Donors Forum of Chicago selected the PSC Library to house the South Metropolitan Philanthropy Center, the only resource and service center of its kind for nonprofit organizations in the south and southwest suburbs.

The Health/Tech Center, home to the Dental Hygiene, Surgical Technology and Networking programs, opened in 2000. The Fitness Complex, a unique partnership among Prairie State College, the Chicago Heights Park District and St. James Hospital and Health Centers, opened in 2001. Ground was broken in May 2002 for the Adult Training and Outreach Center and Children's Learning Center; the dedication ceremony was held two years later.

### WORKFORCE DEVELOPMENT

To prepare and train employees and support the businesses of the Chicago Southland, the College encompasses a number of departments and programs, as well as hosting two or more job fairs each year.

Here are a few of the services within the Division of Community & Economic Development:

**Corporate Education & Training.** Trained professionals provide customized solutions to the training needs of businesses and organizations large and small, including the popular Computers-on-the-Go program, technical training, leadership skills, Industrial & Environmental Safety Training Institute, ISO 9000, ISO 14000 and TS 16949 training, customer service, quality skills, and more. Call (708) 709-3941 for more information.

**Business & Community Education Center.** The center includes a 487-seat auditorium for lectures, concerts and other events, as well as four break-out rooms for meetings. Space is available for rental, with a customer-service-oriented staff to serve you. Call (708) 709-3782 for more information.

*Illinois Employment Training Center.* The IETC at PSC is an affiliate of the Cook County President's Office of Employment Training. Housed in the Adult Training & Outreach Center, it offers a wide array of employment services and resources to help both workers and employers. Call (708) 709-3911 for more information.

*Truck Driver Training Program (CDL).* Affordable training with a near-guarantee of employment is available through PSC. In four or eight weeks, students can take the state-administered Class A road test. Call (708) 709-7811 for more information.

### ACCREDITATIONS AND MEMBERSHIPS

Prairie State College is one of the 39 community college districts (comprising 48 colleges) in Illinois.

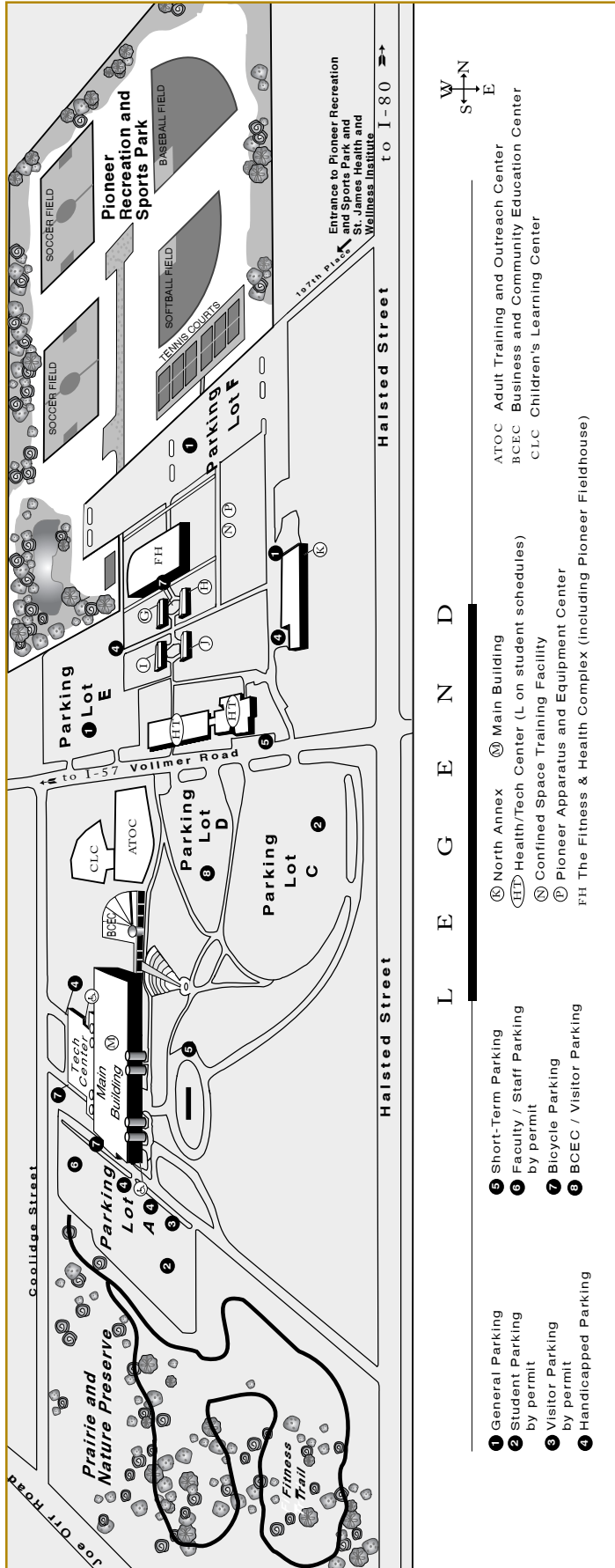
The College is fully accredited by the NCA Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Chicago, IL 60602, (800) 621-7440. In 1999, the College received a 10-year re-accreditation, the maximum given by North Central.

The College has also been approved by the following:

- Illinois Community College Board
- State Approval Agency for Veterans' Training
- Office of the Superintendent of Education
- Illinois State Teacher Certification Board

PSC is also a member of the following:

- American Association of Community Colleges
- Skyway Community College Conference (athletics, music, art, College Bowl, writing)
- North Central Council of Community-Junior Colleges
- National Junior College Athletic Association
- National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY 10006, (212) 363-5555, extension 153.



**DIRECTIONS AND MAPS**

**TO MAIN CAMPUS AND MAPS**

*From the North:* Drive south on I-94 to I-80 west exit. Follow I-80 west about two miles to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

*From the North/West:* Take the Tri-State Tollway (294) south to I-80/94 east. Follow I-80/94 east about one mile to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the PSC campus.

*From the South:* Drive north on I-57 to the Vollmer Rd. exit. Follow Vollmer Road east about five miles to the PSC campus on your right.

*From the East:* Follow I-80 west to Halsted Street south exit (Route 1). Take Halsted Street south about three miles to the campus.

**TO MATTESON AREA CENTER**

From Lincoln Highway (Rt. 30) turn south on Cicero Ave. Turn right at the second traffic light onto Southwick Drive. The MAC will be on your left.

**MAPS AND MORE**

Printable maps, directions and floor plans are available on our Web site. From [www.prairiestate.edu](http://www.prairiestate.edu) click on Maps & Locations.

**ENROLLMENT**  
*STARTING UP*



## ADMISSIONS & REGISTRATION

Prairie State College is a comprehensive community college with an open-door admissions policy for high school graduates and recipients of a GED (or the equivalent). Currently enrolled high school students are also eligible to register for courses with the written approval of their high school principal and parents plus approval from one of their guidance counselors.

All entering students will be assigned a counselor or advisor who will help them explore their interests and select a program that best meets their needs.

### GENERAL ADMISSION REQUIREMENTS

New students who wish to follow a specific transfer or career program for academic credit must take the COMPASS placement test and provide evidence of a high school diploma or GED certification. For more information, including COMPASS testing dates, consult a Credit Schedule or call the Testing Center at (708) 709-3558.

PSC provides a full range of developmental courses and support services to prepare students for enrollment in baccalaureate transfer or career/technical programs.

New students, students on academic probation and students who want to enroll in developmental courses must get the signature of a PSC counselor or advisor prior to registering for classes. This step enables the counselor or advisor to help students with course selection and ensure they meet program and degree requirements. Visit the Counseling & Academic Advising Center or call (708) 709-3506 for more information.

### TRANSFER DEGREE ADMISSION REQUIREMENTS: A.A., A.S., A.F.A. AND A.A.T.

Students applying for admission to a baccalaureate (bachelor's) transfer program must have 15 credits of high school in the following:

- 4 credits in English (*written and oral communication, literature*)
- 3 credits in Mathematics
- 3 credits in Social Studies
- 3 credits in Science
- 2 credits in electives (*foreign language, art, music, vocational education*) (*Illinois Public Act 86-0954*)

Students who do not meet these minimum requirements can satisfy these deficiencies upon successful completion of 24 transferable credit hours (with a minimum GPA of "C"), which must include ENG 101: Composition I (3), COMM 101: Principles of Communication (3), one social science course, one 4-credit laboratory science course and one mathematics course (MATH 151: College Algebra (4) or higher).

Complete information is found in the section DEGREES, CERTIFICATES, COURSES: Transfer Degrees.

### CAREER PROGRAM ADMISSION REQUIREMENTS: A.A.S. DEGREES AND CERTIFICATE PROGRAMS

Students may enroll in any career programs for which they meet requirements. A few programs have special admissions requirements, such as Dental Hygiene, Nursing, LPN-ADN Progression Track, Paramedicine and Surgical Technology. All other programs are open admissions.

Contact the Admissions Office for information about the following programs:

**Dental Hygiene.** The Dental Hygiene program typically has a February 15 application deadline and begins its academic year during the summer session (usually in early June). You may begin only at this time and must be at least 18 years of age. You must complete the full application process by the deadline date. If you wish to apply, contact the Admissions Office for an application packet at (708) 709-3515 or visit Room 1160.

**Nursing.** The Associate Degree Nursing program typically has a February 1 application deadline for its Fall semester classes. You must complete the full application process by the deadline date. Those who wish to apply should contact the Admissions Office at for an application packet at (708) 709-3517 or visit Room 1160.

**LPN-ADN Progression Track.** The LPN-ADN Progression Track is a program designed for LPNs to become RNs. Students must pass the proficiency test to receive credit for NURS 101. Interested LPNs should contact the Admissions Office at (708) 709-3517 for information or visit Room 1160.

**Surgical Technology.** The Surgical Technology program has an application deadline of March 15. Students must be 18 years of age, complete COMPASS placement testing and submit transcripts and proof of high school diploma or GED by the application deadline. Contact the Admissions Office for an application packet at (708) 709-3517 or visit Room 1160.

**Honors Program.** Special sections of regular courses offer enhanced learning and transfer opportunities. Students are eligible based on COMPASS score or GPA. For more information, contact the Honors Program Advisor at (708) 709-3641.

### REGISTRATION PROCESS FOR NEW STUDENTS

Here are the steps of registration:

1. Apply for admission. Complete the application form and submit it to the Admissions Office in Room 1160. Application forms are also available on the PSC Web site at [www.prairiestate.edu](http://www.prairiestate.edu) and can then be mailed or brought to Admissions.
2. Forward all high school transcripts to Prairie State College. The ACT test is not required for admission to the College; however, students can have their ACT scores included in their files. Request that your scores be sent to PSC (Site Code: 009590).
3. Take the COMPASS placement test (allow approximately three hours). There is no need to register for the COMPASS test, but call the Coordinator of Testing at (708) 709-3558 for test dates and times or consult the current semester's Credit Course Schedule. Your scores are usually available after four working days.
4. Call the Counseling & Academic Advising Center at (708) 709-3506 to make an appointment to obtain test results and meet with a counselor or advisor.
5. Meet individually with a counselor or advisor to discuss test results and plan your academic schedule. The counselor must sign your schedule before you can register.
6. Register for courses in the Admissions Office.

7. Pay tuition and fees at the Business Office or online via FACTS e-cashier; full information is available on the Business Services section of the Web site. Installment plans are also available. The Office of Financial Aid & Veterans Affairs is glad to provide information and assistance should you need help with financial aid (more information is found in the section STUDENT SERVICES: Finding Help).

The College recognizes knowledge obtained by means other than formal classroom learning. This knowledge is assessed by examination or other appropriate methods. Call the Testing Center at (708) 709-3558 for details.

### REGISTRATION PLANNING

To find out what courses are offered each semester and the times and places they are taught, consult the Credit Course Schedule for that semester. For questions about registration, call the Admissions Office at (708) 709-3516. Continuing students and new students who have completed their assessment testing and met with advisors may register any time during Open Registration. Touchtone and online registration are also available for qualified continuing students.

*WebAdvisor* is your convenient online window to PSC's course offerings and more. Find out courses and sections offered, credit hours for that course, faculty assigned, when and where the class meets, and the number of seats left in the section. You can also search for classes through WebAdvisor. Once you're registered, you'll be given a user ID and password. Then you can view your own class schedule, grades, GPA and unofficial transcript. After your first semester, you can also register via WebAdvisor.

To access WebAdvisor, go to the PSC home page ([www.prairiestate.edu](http://www.prairiestate.edu)) and click on WebAdvisor. Or you can enter via the "Prospective Students" or "Current Students" link. Help with WebAdvisor is available in the Student Success Center computer lab.

Prairie State College is an approved site for veterans training by the Illinois Department of Veterans Affairs. See page 30 for more information.

### INTERNATIONAL STUDENTS

Prior to enrolling at Prairie State College, international students must have successfully completed the equivalent of 12 years of schooling, consisting of primary and secondary levels.

You must comply with the following requirements without exceptions:

**1. Educational Records.** You must present official records of all schoolwork completed or attempted. All records must list the subjects taken, grades earned or examination results in each subject, as well as all certificates and diplomas. If these are in a language other than English, they must be accompanied by an official English translation. The credentials presented must be certified by an official of the school issuing the documents or by a United States consulate official. Uncertified copies are not acceptable.

**2. English Proficiency.** You must demonstrate a proficiency in English at a college level as indicated by a Test of English as a Foreign Language (TOEFL) score of 500 (paper-based) or a score of 173 (computer-based). The TOEFL may be waived if the national language of your home country is English. You may contact PSC's International Student Advisor for more information on English proficiency at (708) 709-3641. Contact the nearest American Consulate in your home country for dates when TOEFL will be administered.

**3. Financial Resources.** In order to be considered for admission, you must furnish documented evidence that adequate provision for all financial needs has been made while pursuing studies in the United States.

**4. Local Sponsor.** If you have a local sponsor, you must indicate who the local sponsor is. The local sponsor must be an American citizen or a permanent resident who will be financially responsible for you while you attend Prairie State College.

**5. Application Deadline.** All credentials need to be submitted at least four months prior to the proposed admission date.

The College does not provide housing but will provide information to help you locate housing. You must indicate that housing arrangements have been made by your local sponsor.

You must register for a full-time (at least 12 credit hours) load for each semester while in attendance at Prairie State College to comply with immigration regulations. No more than six semesters will be allowed to complete all requirements toward a degree. It may not be possible for international applicants to secure financial aid on the basis of federal and state regulations. If you knowingly defraud the government, you may be subject to legal consequences.

For more information, visit the Counseling & Academic Advising Center or call the International Student Advisor at (708) 709-3641.

### CURRENT HIGH SCHOOL STUDENTS

If you are a high school junior or senior, you may be admitted to Prairie State College on the written recommendation of your high school principal or guidance counselor. Guest student application forms are available in the Counseling & Academic Advising Center. The College reserves the right to make the final determination on whether to admit a high school student.

Qualifying high school students in District 515 may be eligible to take one free course. See "Tuition-free Classes for High School Seniors" in the "Tuition & Fees" section below.

The Career Preparation Network allows qualified high school students in PSC's district to take classes in areas such as accounting, automotive technology, information technology, computer electronic technology, manufacturing technology and CAD/mechanical design that transfer to PSC. For more information, see the section on Tech Prep in DEGREES, CERTIFICATIONS, COURSES (page 104).

### GENERAL INFORMATION

A full-time student must take at least 12 credit hours in a semester. Anything less than that is considered part-time. Applications for part-time enrollment are processed in the same way as those for full-time students. If you wish to enroll in more than 18 credit hours, you must have the approval of the Dean of Academic Services & Counseling.

As a student at Prairie State College, you will be classified as follows:

**Freshman.** Any student who has completed less than 30 credit hours of college work.

**Sophomore.** Any student who has completed 30 credit hours or more of college work.

During the registration period and at designated times during the first week of classes, you may add or drop courses. An additional fee may be charged for changes made after the beginning of classes.

Courses or particular sections of courses are occasionally canceled due to insufficient enrollment. In such cases, the College will make every attempt to notify you so you may enroll in another section or another course. Refunds are automatically approved for canceled classes.

### TUITION & FEES

In order to pay in-district tuition, a student must live in Prairie State College District 515 or with parents or a legal guardian who lives in the district. A list of the communities within Prairie State College's district may be found on the title page of this catalog.

In addition, full-time employees of in-district companies may be eligible for in-district rates. High school seniors and senior citizens are eligible for additional tuition and fee discounts (see "Special Tuition Discounts" below for more information). Generally, if you live in Illinois but do not reside in the district, you will be charged out-of-district rates. If you are a Lake County, Ind., resident, you are eligible for that special rate. If you live outside of Illinois and outside of Lake County, Ind., you will be charged the out-of-state rate.

#### TUITION & FEES

##### In-District Residents and Employees of In-District Companies

\$73 + \$9 fee = \$82 per credit hour

##### Out-of-District Residents

\$230 + \$9 fee = \$239 per credit hour

##### Out-of-State/International Students

\$318 + \$9 fee = \$327 per credit hour

##### Lake County, Indiana, Residents

\$83 + \$9 fee = \$92 per credit hour

*A non-refundable registration fee of \$10 is charged each semester. Tuition and fees are subject to change without notice.*

Consult the Credit Course Schedule and PSC Web site each semester for current tuition rates. Visit the Business Office or contact them at (708) 709-3577 for more information.

Please note that you are responsible for the charges on your student account. If you apply early, financial aid may be available. Also, you may set up an installment payment plan to resolve the balance. However, if you do not make arrangements or pay the balance by the date published in the Credit Course Schedule, you may be dropped from all your classes for non-payment and have to re-register.

### INSTALLMENT PAYMENT PLAN

Prairie State College utilizes the services of FACTS e-cashier for payment plans. The non-refundable charge for setting up the plan is \$30 and will be processed immediately. If a down payment is required, it also will be processed immediately.

Failure to make the minimum down payment or to make payments by the deadlines will result in a late-payment fee.

**Payment is due even if you do not receive a bill.**

For more information call the Business Office at (708) 709-3577, e-mail [businessoffice@prairiestate.edu](mailto:businessoffice@prairiestate.edu) or go to [www.prairiestate.edu/bus/ssc/cashier.htm](http://www.prairiestate.edu/bus/ssc/cashier.htm) to download a payment plan brochure.



### SPECIAL TUITION DISCOUNTS

For all discounts, the \$10 registration fee still applies.

**Tuition for Senior Citizens.** Senior citizens (65 years of age or older) who reside in District 515 are permitted to enroll in any credit course (on a graded basis only) offered at PSC at no charge for tuition. However, if you wish to audit a class, full tuition payment is required. Payment will be required for any necessary books, laboratory fees or materials used in classes. You must present proof of age at the Admissions Office in Room 1160.

**Tuition for Employees of In-District Companies.** If you are employed on a full-time basis by an in-district employer but live outside of our district, you may attend PSC at the lower in-district tuition rates. A signed affidavit is required. Contact our Admissions Office at (708) 709-3516 or visit Room 1160 for more information.

**Tuition-free Classes for High School Seniors.** High-achieving high school seniors may take one college-credit class at PSC with no charge for tuition. To be eligible, you must attend a high school in the PSC district, have a GPA of at least 2.5 on a 4.0 scale and have permission from your appropriate school authority. If you take a class in either the summer before your senior year or the fall semester and earn a "B" or better, you may take a second college-credit course tuition-free in the next semester of your senior year. Students who have graduated from high school are not eligible for this waiver.

Registration fees, laboratory fees, books and supplies are not included in this waiver. Placement testing is required. For more information, visit or contact the Advising Office at (708) 709-3506.

### COOPERATIVE AGREEMENTS

If your local Illinois community college district does not offer a program that is offered by Prairie State College, you may be eligible to receive assistance from your district's community college. You must obtain a "Declaration of Intent" from your local community college. If approved, you will receive a signed cooperative agreement form, which you must present to Prairie State College at registration, and you will be billed at PSC's in-district rates.

Prairie State College has cooperative agreements with several community college districts that enable PSC district residents to enroll in career programs not currently offered by Prairie State College. For more information, see "Cooperative Programs" on page 104 in the section DEGREES, CERTIFICATES, COURSES.

### ADDITIONAL FEES

**Course Fees.** Certain courses require additional fees. These are indicated in the Credit Course Schedule issued for each semester and include lab fees and Internet course fees. Courses also may require special supplies and materials, field trips, and additional expenses might be incurred through enrollment. Check with individual instructors concerning such costs.

**"Bad Check" Fee.** A service fee of \$25 will be charged for each check that is returned by the bank for non-payment. Persons who do not make good on bad checks within two weeks of notification of default will have their accounts placed with a credit bureau for collection.

**Graduation Fee.** A fee of \$20 will be charged upon petitioning for graduation. This fee is assessed for each degree application.

Students who earn a certificate will have that information posted to their college transcript free of charge. However, if you wish to participate in the graduation ceremonies and receive a diploma, you will also be charged a fee of \$20.

**Late Registration Fee.** If your initial registration occurs after the deadline for open registration, you will be charged a \$20 late registration fee. In addition, tuition and fees are due the day you register.

### REFUNDS

If you withdraw from a credit class or classes, you may receive a full or partial refund of your tuition and student fees.

Registration fees and some lab fees are not refundable. The refund percentage is based on your withdrawal date as follows:

- By the end of the first business day after the course start date—100%
- Within one week of the course start date—80%
- Within two weeks of the course start date—50%

Consult the Refund Table for Credit Courses in each semester's Credit Course Schedule for exact dates. **(Please note that you must withdraw from non-credit courses 48 hours before the start date to receive a refund.)**

The College issues refund checks on Fridays (Thursdays in the summer) beginning with the third week of the term. If you would like a refund made to your credit card, please contact the Business Office. No refunds will be made in cash. Refunds are made directly to the student, even if the payment was made by a third party.



**POLICIES & GUIDELINES**  
*KNOWING THE ROPES*



## STUDENT RIGHTS & RESPONSIBILITIES

All students at Prairie State College are considered to be responsible adults. Therefore, they are accountable for their own personal behavior. The College expects students to be informed about and obey local, state and federal laws and conform to the College's standards of conduct. In affirming the rights of its students, the College also affirms the obligations to preserve an atmosphere of orderly behavior and free exchange of ideas and a respect for the rights and dignity of all of its members.

Prairie State College supports student rights of free inquiry, expression, association, peaceful assembly, redress of grievances and due process. The exercise and preservation of these freedoms and rights require a respect for the rights of all in the community. Students enrolling in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College's function as an education institution. It is clear that in a community of learning, willful disruption of the educational process, destruction of property and interference with the orderly process of the College, or with the rights of other members of the College, cannot be tolerated. In order to fulfill its functions of imparting and gaining knowledge, the College has the authority and responsibility to maintain order within the College and to exclude those who are disruptive of the educational process.

The College President shall be authorized to establish administrative procedures to safeguard these rights and ensure the discharge of these responsibilities.

### STUDENT CONDUCT (BOARD POLICY F-15)

Prairie State College shall require a Code of Student Conduct whereby persons attending or visiting the College assume an obligation to conduct themselves in a manner compatible with the College's functioning as an educational institution.

In accordance therewith, the College shall institute the following Code of Student Conduct:

- A. Children are not to accompany students to classes or be left unattended on campus, in College buildings or at any College event.
- B. Food, beverages, sleeping, card-playing, playing of personal radios/cassette/CD players, disruptive activity, misuse of furniture or other property, and/or inappropriate interpersonal conduct for a public area are not permitted in the Atrium or other designated areas.
- C. The College shall be designated as a "Clean Air/Smoke-Free" environment.
- D. The College shall be designated as a "Safe School Zone" with *zero tolerance* for any violations of the law committed on the campus or at any College activity. The College operates according to the Safe School Act of 1984, which allows for a "Safe School Zone," thereby prohibiting criminal activities from occurring within the boundaries of the College campus.
- E. Misconduct for which students may be asked to leave the College premises and be subject to official College disciplinary actions fall into the following categories:
  1. **False information.** Furnishing false, incomplete or misleading information to the College on official records or altering official documents;
  2. **Obstruction of College business and activities.** Obstruction, unauthorized interruption or disruption of the business of the College or any College activity including but not limited to testing, research, teaching, or of the classroom setting;

3. **Abuse/Assault/Harassment.** Physical or verbal abuse, assault or harassment against a student, employee or any other person on the campus or at any College event; conduct or expression that intimidates, threatens or endangers the health or safety of any person on the campus or at any College event;
4. **Destruction of College Property.** Unwarranted damage or destruction of property belonging to the College or to a member or guest of the College, including that which is rented or leased;
5. **Theft.** Unauthorized taking, embezzlement, misappropriation or possession of any College-owned property, the property of others, or property maintained by the College by any person on the campus or persons attending a College event;
6. **Unauthorized Entry and Use of College Facilities.** Unauthorized use, entry or occupancy of any College room, building or area of the College or any unauthorized or improper use of the College property, facility and equipment;
7. **Computer Information.** Unauthorized or misuse of computers, including damaging or altering records, furnishing false information, unauthorized use of files, programs or data without permission or any unauthorized use of computer hardware, software, accounts, passwords or keys;
8. **Unauthorized Use or Possession of Keys.** Unauthorized possession, duplication or use of keys of the College;
9. **Alcoholic Beverages.** Possession, distribution or use of alcoholic or intoxicating beverages on College property, except as authorized in accordance with College policy;
10. **Illicit Drugs and Controlled Substances.** Use, unlawful manufacture, sale, possession or distribution of illicit drugs and controlled substances on the campus or at any College event in accordance with local, state and federal laws;
11. **Weapons on Campus.** Use or possession of firearms, ammunition, other dangerous weapons or materials (except as expressly authorized by Board policy), and the use of instruments to simulate such weapons in acts which endanger or are reasonably likely to endanger any person;
12. **Fire Safety.** Tampering with fire safety equipment, setting or causing unauthorized fires, or calling in or setting off false fire alarms on campus or at any College event;
13. **Bribery.** Bribery, accepting a bribe, or failure to report a bribe by any member of the College community;
14. **Rights of Others.** Interference with the lawful rights of others to any College activity or College event;
15. **Conduct/Behavior.** Disorderly behavior and/or lewd, indecent, dangerous, violent, unlawful or obscene conduct or expression as defined in federal, state or local statutes on the campus or at any College event;
16. **College Policies and Regulations.** Violation of College policies or regulations;
17. **Failure to Comply with College Officials.** Failure to comply with directions of College officials, including faculty in assigned courses, when these officials are acting in performance of their duties and responsibilities and are requesting the student behave in accordance with College policies and regulations;

18. **Motor Vehicles.** Violation of properly constituted rules and regulations governing the use of motor vehicles on the campus or at any College event, or the operation of a vehicle in a manner that endangers the safety of others;
19. **Obligations or Debts.** Incurring obligations or debts in the name of the College;
20. **Distribution of Unauthorized Materials.** Distribution of unauthorized materials, including literature, handbills, posters or other such printed matter;
21. **Hazing.** Any action or situation intended or created intentionally to produce emotional or physical discomfort, embarrassment, harassment or ridicule;
22. **Gambling.** Betting of money on the outcome of a game, contest or other event or activity; playing games of chance or skill (such as cards, dice-throwing; coin-tossing, etc.) for money or other stakes
23. **Electronic Devices.** The use of personal pagers, cell phones, and other electronic communication and entertainment devices (e.g., CD players, tape recorders, video-graphic recorders, any such contrivance with photographic capability, etc.) in classes, labs and the library is prohibited. Pagers, cell phones, and other electronic equipment should be turned off and put away prior to entering classes, labs, or the library. Students with legitimate reasons for using this equipment can do so only after receiving explicit consent of the instructor or a librarian.

#### DISCIPLINE OF STUDENTS (BOARD POLICY F-16)

In accordance with the College's right to establish standards of student conduct, Prairie State College possesses the corollary disciplinary responsibility to enforce said standards when methods of example, counseling, guidance and admonition are deemed ineffectual or inappropriate.

The enforcement of the College's standards of student conduct will adhere to the following provisions and principles:

- A. A student may not be disciplined for conduct or actions that do not occur on College property and are unrelated to the College or its activities.
- B. Any employee, student or other person who feels that a student or group of students has violated a policy, rule or regulation of the College which would warrant disciplinary action is to report the incident for appropriate referral. If in doubt as to the appropriate referral, report should be made to the Vice President of Student Affairs. The incident is then to be promptly investigated and appropriate disciplinary measures taken, as warranted.
- C. Types of disciplinary action include:
  1. **Warning.** Notice to students that continuation or repetition of specified conduct may be cause for other disciplinary action.
  2. **Reprimand.** Official statement to the student that he/she has been found guilty of misconduct (such reprimand may be entered upon the student's College record, either permanently or for a specific period of time, and may also include the loss of certain campus privileges for a designated period of time).
  3. **Restitution of Damages.** The student may be directed to pay for damages caused by his/her action (such restitution may also include the loss of certain campus privileges for a designated period of time. Failure to pay damages will result in additional disciplinary actions being applied).

4. **Behavioral Contract.** Written agreement whereby the student consents to modify his/her behavior (failure to fulfill terms of the contract could result in additional disciplinary actions being applied).
5. **Probation.** An official warning regarding a student's behavior that may result in the withdrawal of one or more of the following student privileges: holding office in a campus organization, attending non-academic activities at the College or representing the College in any inter-college events. (Probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires. Any subsequent violation of conduct, as described in the Board of Trustee's policy on Student Conduct, during the probationary period may result in more severe disciplinary actions.)
6. **Suspension.** Exclusion from classes and other activities for reasons set forth in a notice of suspension:
  - a. Suspension is not to exceed seven (7) days pending the final determination of the alleged violation; and
  - b. The President, through the College's judicial officer, as designated by the College's President, may impose suspension immediately for reasons relating to the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, employees or College property;
7. **Dismissal.** Termination of student status for a period not to exceed one (1) term (after the period of dismissal, the student must appeal in writing to the judicial officer for reinstatement. This action may be imposed only after review by the College President); and
8. **Expulsion.** Termination of student status for a period not to exceed one calendar year (after the expulsion period, the student must appeal in writing to the judicial officer who will act on the appeal or refer the matter to the Student Appeals Committee. Reinstatement is not automatic and decisions must be reviewed by the College President).
- D. In the role as judicial officer and in keeping with the Mission of the College, the primary emphasis shall be on the student's learning of responsible behavior; acceptance that there are consequences for actions, and effective resolution of conflict.
 

The judicial officer should attempt to handle student misconduct matters within the counseling/guidance mode. However, he/she is empowered to impose disciplinary actions as outlined.
- E. The disciplinary action taken should be appropriate to the nature and severity of the particular infraction.
- F. Disciplinary actions imposed are subject to appeal in accordance with Board Policy or Student Due Process.
- G. The student who violates the law may incur penalties prescribed by civil authorities; however, College authority shall never be used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the special authority of the College be asserted.
- H. Disciplinary actions as a result of violations of this policy should be taken independent of and free from community pressure. Such actions should be guided by institutional and student interests.

- I. Discipline for violation of College policies, on College campuses/locations, or at College functions may be imposed whether or not such violations are violations of civil or criminal law.

### STUDENT DUE PROCESS (BOARD POLICY F-17)

Prairie State College recognizes that all students have the right to due process when charged with an alleged violation of a rule, policy or regulation of the College. In the event that an alleged infraction cannot be resolved within the counseling/guidance mode, the College's judicial officer, as designated by the College President, may impose disciplinary actions. Should the student wish to appeal the decision and imposed actions, he/she may request a hearing to review the matter. The judicial officer may also mandate such a hearing. For more information, call (708) 709-3506 or visit the Counseling & Academic Advising Center.

### GRIEVANCES/COMPLAINTS BY STUDENTS (BOARD POLICY F-13)

PSC shall provide an avenue through which students may request the review and consideration of an alleged, unjust or improper practice or harassment on the part of the College, a member of the Board of Trustees, one or more employees, or other student(s).

Efforts to address and resolve grievances/complaints are done in a timely manner and in accordance with the following principles and general sequence:

- A. Every attempt is to be made to resolve the matter at the point of origin.
- B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinator of the area concerned.
- C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.
- D. If the situation is yet unresolved, the student may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned.

Appeals which allege capricious grading will be addressed by following the procedures for the review of alleged capricious grading.

- E. Following receipt of a written response from the appropriate vice president, and if still dissatisfied, the student may submit a written appeal and related correspondence/records to the College President for consideration.
- F. As a final College recourse, the student may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Vice President of Student Affairs, or designee, shall serve to assist students, as necessary, in implementing or utilizing this policy. Confidentiality shall be maintained.

### STUDENT APPEAL PROCESS

Concerns with College policies and procedures can be addressed through an appeal process. Student appeal forms are obtained from and then submitted to the Counseling & Academic Advising Center. For more information, call (708) 709-3506 or visit the Center.

### STUDENT RECORDS AND DIRECTORY INFORMATION

**Student Records.** Prairie State College shall develop and maintain a permanent educational record of each student's course work at the College. Transcripts of academic records shall contain only information regarding the academic status of the student and official actions regarding the student while at the College or upon leaving the College.

The College shall safeguard and keep confidential all academic and personal information contained in such records which is not otherwise considered to be public information.

**Student Directory Information.** Student directory information shall be defined to include a student's name, address, telephone number, date and place of birth, major field of study, class schedules, participation in officially recognized College activities, current enrollment status, dates of attendance, and degrees and awards received.

Student directory information shall be subject to public release by the Office of Admissions and Records. Students who object to public release must notify the Office of Admissions and Records in writing no later than Friday of the second week of any term. Such restriction will remain in effect during the term for which it is filed.

Access to student information by College staff members shall be governed by legitimate educational interests. Decisions regarding the release of such information shall reside with the appropriate official, as designated by the College President.

The College shall comply with limitations of the Family Educational Rights and Privacy Act (FERPA) in matters related to the release of student information.

### PRIVACY RIGHTS OF PARENTS AND STUDENTS

PSC complies with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students.

**1974 Family Educational Rights and Privacy Act (FERPA).** For students 18 years or older, the Family Educational Rights and Privacy Act forbids the College from releasing any information (for example, registration, records, payment, grades, classroom performance, attendance) to *anyone* other than the student unless the student has signed a "Release of Confidentiality Form." This form is available in Academic Advising, Admissions, the Business Office, and the Financial Aid Office.

As amended, FERPA requires that students be advised of their rights concerning education records and of certain categories of public information that the College has designated "directory information."

Students have the right to inspect and review all records that meet the act's definition of "education records," which are all records maintained by the College about each student. The following are exceptions:

- employment records
- medical, psychological and counseling records used solely for treatment
- records of the Police Department
- financial records of a student's parents
- confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
- confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975, for which students have waived the right to inspect and review

Requests to review records must be made separately to

each office that maintains records. Requests must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor requests. For most students these offices include the Business Office; Barnes & Noble College Bookstore; Admissions, Enrollment & Career Development Services; Office of Financial Aid & Veterans Affairs; Counseling & Academic Advising Center; Library; Student Success Center; and Office of Disability Services.

Students may challenge any information contained in education records that may be misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. To challenge information in a file, students must make a written request for a hearing to the Vice President of Student Affairs.

The hearing will be held within a reasonable period of time after the administration has received the request. The student shall be given notice of the day, place and time well in advance of the hearing. The hearing will be conducted by three staff members and two students appointed by the Vice President of Student Affairs. A decision of the panel will be final and based solely on the evidence presented.

If the hearing is not conducted according to the student's expectation, he or she may insert a note of exception in the record. The institution will correct or amend any documented record in accordance with the decision of the hearing panel.

Under the act, prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision. These exemptions include the following:

- requests from the College staff with a legitimate educational "need to know"
- requests in accordance with a lawful subpoena or court order
- requests from representatives of agencies or organizations from which students have received financial aid
- requests from officials of other educational institutions in which students enroll
- requests from other persons specifically exempted from the prior consent requirement by the act (certain federal and state officials, organizations conducting studies on behalf of the College, accreditary organizations)
- requests for directory information

In accordance with the act, the College has designated the following categories of information as public. This information will be released to any inquirer with the approval of the Dean of Academic Services & Counseling unless students request that all or part of this list be withheld. These categories are the following:

- name
- city/town of residence
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (including current classification and year, matriculation and withdrawal dates)
- degrees and awards received (type of degree and date granted)

If students wish to file a request withdrawing some or all of the information in the directory classification, they should report to the Admissions Office and complete the necessary form. After students file this form, the Admissions Office will notify the appropriate College offices and begin to comply as soon as possible.

If students have questions regarding the provisions of FERPA, they may contact the Office of the Dean of Academic Services & Counseling at (708) 709-3518.

### **RIGHTS AND RESPONSIBILITIES FOR STUDENTS WITH DISABILITIES (BOARD POLICY F-24)**

Prairie State College shall recognize and comply with the Americans with Disabilities Act (ADA), PL-10136, and with Section 504 of the Rehabilitation Act, which apply to post-secondary education programs and activities.

With regard to recruitment, admission, academic programs, occupational training, counseling, placement, financial aid, physical education, athletics, intercollegiate activities and clubs, Prairie State College shall provide reasonable accommodation to all qualified disabled students to afford them an equal opportunity to participate in those programs or activities for which they demonstrate an ability to benefit. A qualified disabled student is an individual with a disability who meets the academic and technical standards requisite to admission or participation in the College's educational programs or activities.

It shall be the responsibility of the student who requires accommodations to request such accommodation through the College's designated Coordinator of Disability Services, who can be reached at (708) 709-3603, or by visiting Room 1200.

### **CLEAN AIR/SMOKE-FREE ENVIRONMENT (BOARD POLICY C-11)**

Prairie State College shall contribute to a healthy environment for its students, employees and the public by fully complying with, or exceeding, the Illinois Clean Indoor Air Act of 1990.

To eliminate air contamination and the harmful effects and unsanitary conditions caused by smoking and smokeless tobacco products, the College shall establish and maintain a "Clean Air/Smoke-Free" environment and shall prohibit the use of tobacco products in its buildings, facilities, selected grounds and vehicles, and in those spaces leased for its use.

Persons in violation of this policy shall be subject to the appropriate disciplinary policies relating to employees, students and visitors.

Primary enforcement shall be the responsibility of the Office of Campus and Public Safety.

Further, the College shall offer tobacco-use cessation assistance to its employees and students through appropriate programs and services.

**DRUG-FREE AND ALCOHOL-FREE WORKPLACE  
(BOARD POLICY G-40)**

Prairie State College shall provide a drug-free workplace. Accordingly, the College shall prohibit the use, unlawful manufacture, distribution or possession of controlled substances in its workplace in accordance with the Drug-Free Workplace Act of 1988. The College shall also prohibit the distribution, consumption, use, possession or being under the influence of alcohol while on College premises or while performing work for the College except during certain special events taking place on College property and properly approved in advance consistent with Board policy C-14, Alcoholic Beverages on College Property, and approved by the College President. However, all College employees in attendance at such special events as a part of their assigned College duties, shall be prohibited from consumption, use, possession or being under the influence of alcohol.

Alleged violations of this policy shall be reported to the Campus and Public Safety Office, and a written report shall be forwarded to the College President or designee. A conference will be conducted to discuss an alleged violation(s) with the employee(s).

Prairie State College certifies that it will provide a drug-free and alcohol-free workplace by:

- A. Posting this policy in a place where other information for employees is posted;
- B. Publishing this policy and distributing a copy of it to all employees;
- C. Notifying each employee that as a condition of their employment they shall abide by the policy statement;
- D. Conducting periodic seminars/workshops for all employees to educate them about the dangers of drug/alcohol abuse in the workplace;
- E. Making a good-faith effort to continue to maintain a drug-free and alcohol-free workplace for the overall health and safety of its employees;
- F. Requiring employees to report any convictions of a state or federal criminal statutory drug offense occurring in the workplace within five (5) days of the event to the Human Resources Office;
- G. Reporting employee convictions to the appropriate federal grant agency within ten (10) days and issuing appropriate disciplinary action against such employee within thirty (30) days; and
- H. Making a good faith effort to continue to maintain a drug-free workplace for the overall health and safety of its employees.

As a condition of employment, each employee shall:

- A. Abide by this policy statement; and
- B. Notify his/her supervisor of his/her conviction under any criminal drug statute for a violation occurring on the College premises or while performing work for the College, no later than five (5) days after such conviction.

Violation of this policy may result in one or more of the following disciplinary actions:

- A. Mandatory participation in a drug/alcohol rehabilitation program approved by the College and the state/local health board;
- B. Written reprimand; or
- C. Suspension or termination of employment.

The College shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

**SEXUAL HARASSMENT (BOARD POLICY C-9)**

Prairie State College shall support and protect the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is unacceptable conduct for College employees and students and is subject to sanctions and disciplinary actions up to and including dismissal or expulsion. Sexual harassment is illegal under state and federal law.

Sexual advances, requests for sexual favors and other verbal or physical conduct of an unwelcome sexual nature shall constitute sexual harassment. Typically, sexual harassment occurs when such conduct would be deemed hostile or abusive by a reasonable person, and/or, when: submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an employee/student; such conduct has the purpose or effect of substantially interfering with professional or academic performance; and/or such conduct creates an intimidating, hostile or offensive employment, educational or living environment.

A violation of this policy may result in discipline up to, and including, discharge, suspension or expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, suspension or expulsion.

The College President shall be responsible for causing administrative procedures to be developed by which an employee or student may file a complaint based upon perceived sexual harassment conduct; such practices shall be developed to protect the confidentiality of complaints and responses pending disciplinary action.

Information and communication of this policy shall be made a part of the orientation materials for employees and students and shall be published in appropriate College documents for the information of employees and students. Furthermore, the President shall be authorized to initiate the development of employee codes of conduct, the inclusion of sexual harassment policy statements in negotiated agreements and grants, and the further dissemination of the policy through appropriate student and employee awareness programs.



**POSSESSION OF WEAPONS (BOARD POLICY C-8)**

No employee, student or visitor shall possess on the Prairie State College campus or in any other location during College-sponsored activities any dangerous or deadly weapon as enumerated in Section 24-1 of Chapter 38 of the Illinois Criminal Code. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle or in any place of storage on the campus.

A violation of this policy by an employee or student shall be an irremediable offense warranting disciplinary action up to and including dismissal or expulsion. Any violator of this policy shall be subject to being reported promptly to appropriate authorities.

The prohibition set forth in this policy does not apply to sworn peace officers with proper credentials, College personnel who are required as a condition of employment to carry a weapon, or anyone who obtains express written approval in advance from the College President.

**STUDENT CLASSROOM RESPONSIBILITIES**

The following guidelines have been established by the PSC faculty in an effort to ensure the best learning environment for everyone:

1. Do your homework; be prepared for class; turn your work in on time.
2. Arrive to class on time and don't leave early.
3. Pay attention, listen, ask questions and take notes during class.
4. Respect the rights of the professors and other students.
5. Attend class regularly.
6. Be a positive and active participant in the learning process.
7. Avoid disruptive behaviors; private conversations with friends are not permitted.
8. Actively contribute in class discussions.
9. Take responsibility for your own learning. Seek help from faculty or tutorial staff.
10. Bring necessary textbooks and equipment to class.

**ACADEMIC CODE OF CONDUCT (BOARD POLICY F-25)**

Education at Prairie State College is a privilege. The students at the College are assumed to have the maturity to behave in a manner appropriate to a variety of classroom settings. Faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices and other instructional areas.

When a student's behavior interferes with an effective learning climate, the student shall be subject to the loss of the privilege of attending or receiving credit in the course and may be subject to more severe disciplinary actions, including suspension or expulsion from the College.

**Violations of the Academic Code of Conduct**

Violations of the Academic Code of Conduct include:

- A. **Academic Dishonesty:** Use of, attempt to use, or knowingly assisting in the use of false or misleading information; cheating, any attempt to cheat or use unauthorized material and/or information in the taking of a test(s); or to submit material to meet any course requirements which is not one's own work.
- B. **Disruptive Behavior:** Any activities which constitute an unreasonable interruption of the learning process, including, but not limited to, the following:
  1. Behaviors that are inconsistent with commonly acceptable classroom conduct including tardiness, leaving and returning during class, or leaving class early without prior authorization;
  2. Personal discussions and conversations that distract from the learning process, or impede or inhibit the ability of other students to obtain the full benefit of the educational presentation;
  3. Use of abusive language or epithets directed specifically toward other persons with the purpose or effect of creating a hostile environment or which may reasonably be expected to incite verbal or physical violence;
  4. Failure to comply with the directions of faculty;
  5. Unauthorized use of electronic devices such as cellular phones, pagers and beepers. All such devices are to be turned off while in the classroom or laboratory; and
  6. Bringing children into the classroom, laboratory or other instructional areas.
- C. **Unauthorized Use or Misuse of Equipment:** Theft or abuse of computer software and hardware, instructional material, and laboratory equipment including, but not limited to the following:
  1. Unauthorized use or copying of software;
  2. Unauthorized use of computer time for personal or business purposes;
  3. Interfering in any way with the work of another individual;
  4. Modifying the computer program or systems without authorization;
  5. Use of the computer system to send obscene, abusive or inappropriate messages; and
  6. Unethical, unlawful, or irresponsible use of the Internet.

**Sanctions for Violation of the Academic Code of Conduct**

In instances of Academic Dishonesty, the faculty member shall determine the academic sanction, which may include a failing grade on the test or assignment and/or a failing grade for the course. In instances of Disruptive Behavior or Unauthorized Use or Misuse of Equipment, the faculty member may discuss the matter with the student, issue verbal or written warnings, or refer the student to the appropriate College official for disciplinary action, in accordance with Policy F-16, Discipline of Students.

The severity of the disciplinary action shall be determined on a case-by-case basis and may not require progressive discipline.

**ACADEMIC HONESTY: STATEMENT FOR STUDENTS****I. Why is academic honesty important?**

- A. Academic honesty is vital to the whole Prairie State College community. Our reputation and our self-respect as a college depend on our commitment to academic honesty. All students, faculty, and staff participate in this commitment. Academic dishonesty undermines both our reputation and our shared goals as a college community.
- B. Academic honesty is vital to your work as a student. The credit, certificate, and/or degree that you earn must reflect the work that you do. If you commit an act of academic dishonesty, you will always know that your grade, certificate, and/or degree was not honestly earned. In addition, academic dishonesty is a very serious offense that could have damaging consequences for you as a student and later in life, ranging from a lowered grade on one assignment to suspension from the College. For this reason, professors will report cases of academic dishonesty to the Dean of Student Affairs.

**2. What do I have to do to be academically honest?**

- A. Academic honesty means that:
1. Any work you hand in with your name on it is your own work.
  2. If you have used any outside sources, whether written sources or help from another person in writing your assignment, you must cite them. Your professor may or may not require specific forms for citation of sources, but it is never honest to omit this step.
- B. In order to practice academic honesty, it is important to:
1. Make sure you understand what is expected for each assignment.
  2. Ask your professor when you don't understand.

**3. How can I avoid academic dishonesty?**

The Number One way to avoid academic dishonesty is by understanding what it is. All students are expected to have read and understand the PSC Academic and Student Codes of Conduct (printed in the Prairie Planner, the PSC Catalog, and online at [www.prairiestate.edu](http://www.prairiestate.edu) under Board Policies). You are responsible for understanding what is and is not honest college work.

The two main kinds of academic dishonesty are the following:

- A. **Plagiarism** means handing in any work as your own which contains any part that is not your own and not properly cited. It includes any copying or paraphrasing of others' words or ideas, whether another student's, or printed or internet sources, without clearly and accurately identifying it and its source.
- B. **Cheating** means using any source not permitted on a particular assignment or test. Sources might include someone else's test or help, or printed, photographed, or written material when not permitted. Cheating also includes knowingly furnishing any false information (such as data or sources) to fulfill an assignment or helping someone else to cheat.

Too much help can lead to academic dishonesty. It is okay, and sometimes very useful, to study and discuss assignments with your classmates, and to help each other edit and improve your work. It is also useful to work with a tutor to improve

your work. However, you have received too much help on an assignment when another person has:

- Written or revised your homework for you rather than with you, or rather than helping you to do it yourself.
- Corrected your mistakes for you rather than discussing them with you.
- Lent you their homework for you to copy.

**GRADING & OTHER ACADEMIC POLICIES****GRADE DEFINITIONS**

The following letter grades are used on semester grade reports and transcripts for credit courses:

- A**—Superior work (4 grade points).
- B**—Above average work (3 grade points).
- C**—Average work (2 grade points).
- D**—Inferior work (1 grade point).
- F**—Failing work (0 grade points).
- W**—Official withdrawal. Student officially withdrew from class prior to the 12th week of classes during the Fall and Spring semester (6th week in the Summer semester); not counted in student's grade point average.

**I**—Incomplete. An "I" grade will only be given in special circumstances in which a student has completed most of the work for the course with a passing grade but was unable to complete the course due to extenuating circumstances (e.g., hospitalization, death in the family). The "I" is given only with prior arrangement and agreement of the course professor.

Once an "I" is assigned, deficient work must be completed satisfactorily and the grade change processed during the following semester, excluding Summer, or the grade of "I" will automatically become an "F."

**U**—Audit. Students may elect to audit a course (no credit, no grade points, not figured in grade point average). When auditing a course, you attend class but are not required to take examinations, write papers or complete other academic course requirements. If you enroll for credit, you may change from credit to audit through the fourth week of classes in the Fall and Spring semesters by filling out the proper form in the Admissions Office in Room 1160. However, you may not change from audit to credit during the semester.

**R**—Credit by Proficiency Test (no grade assigned).

**L**—Credit by Prior Learning Experience (no grade assigned).

Note: Students' grades are ONLY available online through WebAdvisor, accessed via [www.prairiestate.edu](http://www.prairiestate.edu). Grades are no longer mailed to students. Help with WebAdvisor is available in the Student Success Center.

**WITHDRAWALS**

You may request an official withdrawal (grade of "W") from one or more courses without grade penalty prior to the 12th week of classes each Fall or Spring semester (6th week in the Summer semester). To do so, you must fill out a course withdrawal form in person in the Admissions Office (Room 1160). It is your responsibility to keep a copy of the completed withdrawal form as proof.

If you do not officially withdraw from a course, and if you do not complete the coursework required for the professor to assign a passing grade, you will be assigned the grade of "F." A grade of "F" cannot later be changed to "W."

### CALCULATING GRADE POINT AVERAGE

Each academic term, the college calculates two grade point averages for a student. First, your semester's grades will be combined in the term GPA. This includes all courses graded on the A-F basis as outlined in the section above. Second, the College calculates your cumulative GPA (CGPA). This calculation includes only those courses numbered 100 and above and excludes developmental courses, since they do not count toward meeting degree or certificate requirements. All academic honors and decisions about academic standing are based on your cumulative GPA. A student's cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

For the purpose of your official transcript, honors at graduation, and the President's and Part-Time Honors Lists, the GPA calculation *will not include* developmental courses. For the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation *will include* developmental courses.

### GRADE APPEAL PROCESS

Information about the grade appeal process may be obtained from the office of the appropriate dean. Students may not appeal a grade for an individual assignment or examination in a course. Only the final course grade may be appealed.

### PROBATION AND DISMISSAL

This policy is designed to encourage academic excellence and provide assistance in improving a student's performance if necessary. At the end of each term, if you have a cumulative grade point average of less than 2.0 ("C") after completing nine or more credit hours, you will be placed on Academic Probation.

You may also be placed on Academic Probation or dismissed for unsatisfactory attendance, unacceptable scholarship, or unacceptable conduct as specified in the College Policies and Procedures Manual and the Student Handbook.

Once you are placed on Academic Probation, you will be given the next two semesters of enrollment to raise your cumulative grade point average to at least 2.0 ("C"). Failure to do so will jeopardize your continued enrollment at the College.

Students placed on Academic Probation will be notified through a letter from the College that explains your status and spells out assistance that is available to you to help you improve your academic performance. If you fail to earn the necessary 2.0 ("C") cumulative GPA at the end of the probationary period, you will be subject to Academic Dismissal. Copies of the complete policies are available in the Admissions Office.

Typically, students placed on Academic Dismissal will maintain this status for at least one term. However, those students whose cumulative GPA has shown significant and substantial improvement during their probationary period, or those who have already been away from their studies for at least one term, may file a written petition for readmission to the Dean of Academic Services & Counseling. Those readmitted to PSC under such circumstances return on Academic Probation and are given the next semester to reach "good standing."

### ACADEMIC FORGIVENESS

The College allows students to make up for poor past academic performance on a credit-hour by credit-hour basis. After a period of five years of non-enrollment at PSC, you may use grades earned in more recent course work to obtain grade point average relief for past academic performance.

You may use the academic forgiveness policy only once during your tenure at PSC. Note that while this policy provides a mechanism for deleting grades from grade point average calculations, all grades, including those forgiven, will continue to appear on your academic transcript. For details, contact an enrollment advisor at (708) 709-3506.

### COURSE REPEAT POLICY

If you receive a grade less than "C," you can retake that class in order to increase your learning and earn a higher grade. In such cases, all completed courses and earned grades will appear on your transcript; however, the later grade for a particular course will be the only one used to calculate your cumulative grade point average. If you retake a course for which you received a grade lower than a "C," you may do so only once at the regular tuition rate. For more than one retake, you must pay tuition plus a course repeat fee. This policy only applies to courses that are not designated for multiple enrollments. Courses deemed by the state to be repeatable (such as Aerobics, Private Music Lessons) may be taken up to four times at regular tuition charges.

### ACADEMIC HONORS

Each Fall and Spring, students who have demonstrated high academic achievement will be recognized in one of the following ways:

- **Dean's List:** To be eligible for this recognition, a student must be "in good standing" and have (1) completed a minimum of twelve (12) credit hours in the semester; (2) earned a semester GPA of 3.75 or better; (3) maintained a cumulative GPA of 3.5 ("B+") or better; and (4) completed a minimum of twelve (12) credit hours at Prairie State College (excluding courses transferred in to PSC).

- **Part-Time Honors List:** To be eligible for this recognition, a part-time student must be "in good standing" and have (1) earned a semester GPA of 3.75 or better; (2) maintained a cumulative GPA of 3.5 ("B+") or better; and (3) completed a minimum of twelve (12) credit hours at Prairie State College (excluding courses transferred in to PSC).

Other honors that the college offers include Trustee Scholars (for high school seniors), Phi Theta Kappa (community college honor society), the Honors Program (honors credit for some courses) as well as three categories of Graduation Honors: Cum Laude (3.30-3.64 GPA); Magna Cum Laude (3.65-3.84 GPA); and Summa Cum Laude (3.85-4.0 GPA). Additional information about these honors is available by calling the Office of the Vice President of Student Affairs at (708) 709-3507.

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### PROFESSIONAL HONOR SOCIETIES

Students at Prairie State College can belong to four professional honor societies. Phi Theta Kappa is the international honor society for community college students. Alpha Beta Gamma is the national honor society for students in business-related disciplines. Sigma Phi Alpha is the national honor society for students in dental hygiene. There is also the Prairie State College Nursing Honorary Society.

### ATTENDANCE

Regular class attendance is an essential component of successful learning. Students are responsible for prompt attendance and participation in all class meetings of every course for which they are registered. You have the responsibility to contact professors in case of unavoidable absence. Make-up work will be arranged at the professors' discretion.

The specific attendance policy of each professor will be included in the course syllabus distributed on the first day of class. Students who do not regularly attend class are strongly advised to officially withdraw from the course by the designated date for the semester. Those who do not officially withdraw will be given a grade of "F" for the course.

### COURSE LOAD

The College reserves the right to make decisions on the maximum amount of credit to be carried on the basis of your previous academic record and your obligations beyond the instructional program. If you have a full-time job, you should not attempt to take a full-time load of classes (12 or more credit hours).

Please note that the maximum course load changes during the Summer sessions, which are shorter. Consult with an advisor at (708) 709-3506.

## OUR EDUCATIONAL GUARANTEES

Prairie State College stands behind the service we provide—that's why PSC was the first community college in Illinois to guarantee its product. As part of our commitment to students, PSC guarantees the effectiveness of our educational programming.

The College guarantees to students earning an Associate in Arts (A.A.), Associate in Science (A.S.), Associate of Arts in Teaching (A.A.T.: Secondary Mathematics) or Associate in Fine Arts: Art (A.F.A.: Art) degree that transfer courses will transfer to IAI-participating institutions in Illinois.

The College additionally guarantees to students earning an Associate in Applied Science (A.A.S.) degree that they will be properly trained for entry into their respective professions. We guarantee that.

Also, if Dental Hygiene, Nursing, Surgical Technology and Paramedicine graduates do not pass the state board licensing examinations, the College will provide remedial help to prepare them to re-take the exams.

## STUDENT SERVICES

*FINDING HELP*



From counseling and academic advising to multicultural student affairs, Prairie State College is here to help you. We have the services you need to help you with program requirements, financial aid, daycare, tutoring, studying, research and more. We're here to help you succeed!

## COUNSELING & ACADEMIC ADVISING

### COUNSELING & ACADEMIC ADVISING CENTER

Staffed with caring, experienced advisors and counselors, the Counseling & Academic Advising Center is your one-stop shop for all your advising, counseling, career search and educational planning needs. It is located on the first floor adjacent to the library. The phone number is (708) 709-3506.

Services provided include the following:

**Pre-Enrollment Counseling.** Students planning to attend Prairie State College are encouraged to take advantage of all counseling and advising services. The staff is available to assist students with COMPASS testing and placement, explore which program best suits their needs and interests, and answer questions about all aspects of PSC.

**Orientation.** A prepared student is a well-informed student. At Orientation, new students get to know each other, meet faculty and staff, receive information on key departments, and have an opportunity to tour the College. Students meet with their advisor or counselor to receive their assessment results, select classes, and discuss college requirements.

**Personal Counseling.** Well-trained professional counselors are available to listen to students' personal concerns and to assist them confidentially in resolving their personal problems, including providing referrals when appropriate.

**Transfer Advising.** The staff is available to assist students in selecting a transfer college or university and in planning courses that will transfer to other schools. Numerous college guides and catalogs are available for student use in the Counseling & Academic Advising Center. Representatives from various colleges and universities visit the campus regularly. Contact the Counseling & Academic Advising Center at (708) 709-3506 or stop by the office.

### CAREER DEVELOPMENT SERVICES

The Office of Career Development Services provides students and alumni with individual support services, including résumé critiques, writing assistance and interview coaching. Job-readiness seminars, on-campus company visits and job fairs are offered throughout the year.

Career Development Services is proud to be a member of [www.ccJobnet.com](http://www.ccJobnet.com), a consortium of 12 community colleges' career development and placement offices in northern Illinois. These colleges have a joint Web site in partnership with *The Daily Herald*. The redesigned Web site is free to both job seekers and employers and consists of two easy-to-use parts:

1. The Employers' ccJobNet.com data bank gives employers the choice of posting a position or internship that can be viewed by all 12 colleges.
2. The Job Seekers' site offers easy online registration and 24 hour access to the job data bank. Job seekers can search for positions and internships by location, category or company name and contact employers directly. It also serves as a "virtual job fair" that allows candidates the option of posting their résumés. Employers can search posted résumés by job category, major or degree to match candidates and contact them to arrange interviews.

Visit the Career Development Services, located in the Library, to receive your personal password. Call (708) 709-3755 for more information or stop by the office in Room 1202.

## FINANCIAL AID & VETERANS AFFAIRS

Financial aid is available to Prairie State College students who prove eligibility and are enrolled in approved programs. Types of funding available to assist students include the following:

- **Grants:** Federal Pell, Illinois Student Assistance Commission's Monetary Award Program, Federal Supplemental Educational Opportunity (SEOG)
- **Loans:** Federal Stafford, Unsubsidized Federal Stafford, Federal PLUS, Federal Family Educational Loan Program (FFELP)
- **Work Opportunities:** Federal Work-Study jobs on campus

### STUDENT ELIGIBILITY FOR FINANCIAL AID

In order to qualify for financial aid through any of the programs listed above, you must meet the following criteria:

1. **High School Equivalence:** You must hold a high school diploma OR have earned a GED certificate equivalent.
2. **Citizenship:** To be eligible for aid, you must be (a) a citizen or national of the United States, (b) a permanent resident (FORM I-151 or I-551), (c) an eligible non-citizen with a Temporary Resident Card, or (d) an eligible non-citizen with a Department Record (I-94) from the United States Immigration and Naturalization Service showing any one of the following designations: "Refugee," "Asylum Granted," or "Cuban-Haitian Entrant."
3. **Satisfactory Progress:** Under federal and state regulation, if you receive financial assistance you must fulfill the requirements of the Satisfactory Academic Progress guidelines. Failure to meet this requirement will result in financial aid termination. Details of the College's Satisfactory Academic Progress guidelines are available from the Office of Financial Aid & Veterans Affairs in Room 1359. Contact the office at (708) 709-3735.
4. **Defaults/Repayments:** If you are in default or owe a repayment for any Title IV program, you are not eligible for any further aid.
5. **Transfer Students:** If you have attended other colleges or postsecondary schools, you must submit a financial aid transcript from each previously attended institution.

### HOW TO APPLY

To apply for federal and state need-based assistance, you must complete the Free Application for Federal Student Aid (FAFSA). You can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The information you provide on the FAFSA is used to determine your eligibility for the Federal Pell Grant and to calculate your family's financial need. The information reported on the FAFSA is confidential and remains within the Office of Financial Aid & Veterans Affairs. You may be asked to submit documentation (such as income tax returns) to the Office of Financial Aid & Veterans Affairs to verify the information reported on the FAFSA.

**Financial Aid Deadlines.** Priority consideration is based upon a completed financial aid file and enrollment by the following priority deadlines:

- Fall semester—July 1
- Spring semester—December 1
- Summer semester—June 1

Apply early. Financial aid is sometimes awarded on a first-come, first-served basis. Be sure to complete the entire application and provide required signatures. Incomplete forms will cause delays. Always keep a copy of every form you complete and submit.

For more information or an application, contact the Office of Financial Aid & Veterans Affairs at (708) 709-3735 or visit Room 1359.

**Federal Family Education Loan Program.** In an effort to decrease the college default rate, all students interested in borrowing through the Federal Family Educational Loan Program (FFELP) must complete 6 credit hours before applying for a loan. You must maintain a 2.0 grade point average to continue borrowing under this plan.

### SCHOLARSHIPS

Here are some of the countless scholarships available through PSC, local, state and federal programs. Information is available in the Office of Financial Aid and Veterans Affairs.

- Abby Foundation
- David Berezin Memorial
- Michele Bogdan (Nursing)
- Chicago Southland Chamber of Commerce/Ron Milnes
- Robert Christopher GED
- Vivien J. Costello Memorial
- Datatel
- First National Bank in Chicago Heights/Claire Luecke
- Ford Motor Company EEOC Endowment
- ICCSF—Illinois Health Improvement Association
- Harry Kabbes
- Hoekema
- Homewood Rotary Foundation
- Kiwanis Club of Chicago Heights
- Kline Family
- Dr. Timothy & Deborah Lightfield Returning Student
- Mocha Moms
- Francis Meyer/Bank Calumet
- Harriet S. Murray
- National Council of Jewish Women (book scholarship)
- Father William O'Connor (Latino Heritage)
- Olympia Fields Woman's Club (Nursing)
- Park Forest Nursing Club
- Phi Theta Kappa (tuition waiver)
- PSC Faculty Federation
- Lynn Rudy Memorial Scholarship (performing arts)
- St. James Hospital Auxiliaries
- Scottish Rite (Health Care)
- Suburban Service League
- South Suburban Association of Chiefs of Police (James Wade Memorial)
- United States Trust
- PSC Foundation Scholarships
  - Books for Scholars
  - New Beginnings
  - Returning Student
  - Student Athletes
- PSC Student Government Association
- PSC Trustees
  - Achievement
  - Honor
  - Athlete (male & female)
  - Valedictorian
  - Salutatorian
  - GED Valedictorian
  - GED Salutatorian
  - Technical

### ASSISTANCE TO VETERANS

In addition to the financial aid programs above, the Office of Financial Aid & Veterans Affairs provides administrative assistance to veterans enrolled at Prairie State College. Some of the benefits available to veterans include

- G.I. Bill: monthly Veterans' Administration educational benefits
- Veterans' Dependents Allowance: for dependents of deceased or disabled veterans
- Vocational rehabilitation benefits
- Tutorial assistance
- Illinois Veterans Grant: pays tuition for most Illinois veterans

Eligibility requirements:

- A. service in the armed forces for at least one year
- B. entered service from Illinois and returned to Illinois after service
- C. a discharge rating of "honorable," "under honorable condition," "general" or "service-connected medical."

Veterans meeting the above requirements may be eligible for IVG assistance even if their G.I. Bill benefits have expired.

Veterans who wish to enroll should contact the Office of Financial Aid & Veterans Affairs before registering so that applications for veterans' benefits can be processed. Records of military service, other college academic transcripts, service schools attended, and GED scores, if pertinent, should be submitted so they may be evaluated.

Call (708) 709-3562 or visit Room 1359 for all information on Veterans Affairs.

### OTHER PROGRAMS

Other forms of assistance are available to PSC students, including

- *UPS Earn & Learn*: Generous tuition reimbursement for part- and full-time UPS employees.
- *Hope Scholarship Tax Credit Plan*: can cut your income taxes by up to \$1,500 spent toward tuition and fees.
- *Teacher Education & Compensation Helps (TEACH)*: pays for 80 percent of the cost of tuition and books for child-care employees.
- *Lifetime Learning Tax Credit*: for those taking classes part-time to improve their job skills, the family will receive a 20-percent tax credit for the first \$10,000 of tuition and fees.

### PRAIRIE STATE COLLEGE FOUNDATION

Established in 1973, the Prairie State College Foundation is a not-for-profit organization and supports PSC by promoting excellence through friendraising and fundraising. Overseen by a volunteer board of directors that includes business and community leaders, this group serves as an advocate of the College and provides financial support for PSC student scholarships.

The PSC Foundation offers numerous scholarships to assist PSC students who demonstrate financial need. PSC Foundation scholarships help students who may not qualify under federal student aid guidelines. Because of application volume and student need, scholarship recipients are expected to contribute toward their educational costs. All scholarship applications require an essay describing financial need, and awards are contingent upon funds available. Consult the PSC Office of Financial Aid & Veterans Affairs for eligibility, applications and deadlines.

Named scholarships are also funded by businesses, civic groups, student organizations at PSC, as well as local individuals and families. The PSC Foundation welcomes these offers of support and invites the community to participate as Partners in Education. For more information about Naming Opportunities (scholarships, classrooms or facilities), contact the Foundation Office at (708) 709-3636.



## OTHER SERVICES

### MINORITY STUDENT TRANSFER CENTER/ MULTICULTURAL AFFAIRS

Prairie State College's Office of Minority Student Transfer Center/Multicultural Affairs serves all minorities, including Hispanic/Latino, African-American, Native American, Asian, Pacific Islander, biracial and multiracial students as part of the College's solid commitment to a multicultural environment. Moreover, PSC has been recognized by *The Hispanic Outlook in Higher Education* as one of the top colleges and universities nationwide to offer outstanding opportunities to students.

The staff develops recruitment, retention, mentoring and transfer programs for students of different racial and ethnic backgrounds, with services including information on financial aid, scholarships, academic and career advising, and transfer to four-year colleges and universities. For more information, call (708) 709-3503 or stop by the office in Room 1180.

### PROJECT HOPE/PROJECTO ESPERANZA

Project Hope/Projecto Esperanza is a collaborative effort between Governors State University and PSC that offers higher education opportunities, mentoring, tutoring and scholarships to regional Hispanic high school students. For more information, call (708) 534-6972.

### PROGRAMA DE TRANSFERENCIA PARA ESTUDIANTES LATINOS

Estudiantes Latinos son asistidos individualmente en la transición de la escuela secundaria al colegio, para asesorarlos en los requisitos para la graduación, admisión, ayuda financiera, becas, y en programas de transferencia para universidades en Illinois, o cualquier parte de los Estados Unidos y el mundo. En PSC se pueden tomar las mismas materias equivalentes a los dos primeros años de cualquier universidad en estudios generales. A cada estudiante se le prepara un "Mapa Académico" para que solo toman las materias requeridas en la especialidad de su agrado. También ofrecemos ayuda en la solicitud de ayuda financiera, mejoramiento académico, y programamos eventos para promover y preservar la cultura Latina. Llame al (708) 709-3503 para más información.

### OFFICE OF DISABILITY SERVICES

Prairie State College is committed to providing reasonable accommodations for enrolled or admitted students with documented disabilities, under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA). The office seeks to maintain academic standards while providing equal access and support services to students who are able to benefit from college-level course work, have the commitment to succeed, and have a documented disability.

A variety of accommodations are available to students with disabilities, including providing handouts in large print, obtaining textbooks on tape (if available), help finding qualified note takers, allowing students to tape record lectures, using an assistive listening device, and providing sign language interpreters in the classroom. Special parking privileges and elevator service are also available.

Students with disabilities who need accommodations can learn more about what's available by contacting the Director of Disability Services at (708) 709-3603 or visiting Room 1200. Early arrangements will enable PSC to provide comfortable and supportive classrooms from the first day of class.

### DISPLACED HOMEMAKERS PROGRAM

Prairie State College's Displaced Homemakers Program provides individuals with employment assistance, access to education and training, and life skills development. The program helps displaced homemakers, both male and female, who have been forced to seek employment outside the home due to divorce or separation, or because of a spouse's death, disability, incarceration or unemployment. Its purpose is to further their education and training so they can find jobs to support themselves and their families.

The program is funded in part by a grant from the Illinois Department of Labor. For more information, call the program coordinator at (708) 709-3788, or stop by Room 1164.

### CHILDREN'S LEARNING CENTER

The College provides child care and pre-kindergarten services for our students, faculty, staff and district residents, as space allows. With an expanded capacity to serve 78 children, the 11,426-square-foot Children's Learning Center is capable of providing the best in care and education for youngsters ages 15 months to 12 years.

The center's pre-kindergarten program can accommodate 40 students. It also helps provide ongoing preschool screening, parent workshops and a toy-lending library. For more information, call (708) 709-3728 or visit the center. It's at the north-west corner of the Main Campus just south of Vollmer Road.

### BARNES & NOBLE COLLEGE BOOKSTORE

Textbooks required for your courses are available at the Barnes & Noble College Bookstore, and the bookstore staff can assist you in determining the textbooks you need. If your book purchases exceed \$300 you are eligible to set up a payment plan. The plan requires a down payment of one-third of your balance (half down payment in the summer) when you purchase your books. The bookstore sells new and used textbooks, supplies, computer software, novelty items and snacks. Store hours are 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 to 3:00 p.m. on Friday, except during the summer when the College is closed on Fridays. Call (708) 709-3589 for more information.

**LIBRARY**

The Library offers a variety of services and resources to help students attain their educational goals. Available in the Library are circulating and reference books, multimedia resources, a listening-viewing area, photocopiers and computers for homework assignments and research. From the Library's Web page ([www.library.prairiestate.edu](http://www.library.prairiestate.edu)), students have access to more than 50,000 items in our collection, several electronic databases and the Internet. The Library's electronic resources are available through any computer on campus and at the Matteson Area Center.

Also located in the Library is the South Metropolitan Philanthropy Center, which is sponsored by the Chicago Community Trust through the Donors Forum of Chicago. Reference tools, books and online resources are here for community use in accessing resources for not-for-profit organizations. Call (708) 709-3552 for more information or to arrange a visit.

**STUDENT SUCCESS CENTER**

The Student Success Center is a well-equipped facility located on the second floor of the main campus that provides individualized and small group tutoring. With support, students can improve their academic skills. Tutoring reinforces motivation and supplements classroom instruction. Our philosophy is that every student can learn.

The following services are free to all PSC students:

- Tutoring
- Computer lab, equipped with more than 40 PC's and 4 Macintosh computers with up-to-date software, with assistance always available
- Study Skills workshops and audiovisual library
- Subject area handouts such as Math reviews, Grammar tips, Research Paper (MLA & APA), Study skills, Time management and Internet information

We offer assistance in mathematics, writing, reading and science and other college subjects. For more information, call (708) 709-3663 or visit the Student Success Center in Room 2643. It is located on the second floor at the north end of the Main Building.

**VEHICLES ON CAMPUS**

**Parking.** Although parking is free, it requires a vehicle registration sticker to park in certain lots. This sticker is issued to a student as part of the Student Activities and Services Fee. Replacement or second stickers are available for \$5 each. The stickers should be displayed as indicated in the parking pamphlet.

You may park in Lots C, D or E and in the Student Parking section of Lot A (identified by the yellow lines). Parking in "no parking" areas may result in being towed away and/or fined.

Reserved parking for handicapped students is available to

those displaying a handicapped placard or plate. If your automobile or motorcycle is parked improperly or operated in the immediate environs of the College in such a way as to create a hazard or disturbance, you will be subject to disciplinary action.

**Escort Program.** The Office of Campus & Public Safety offers a free escort service to your vehicle. The service provides assistance to faculty, staff, students and visitors to the Prairie State College campus.

**Vehicle Assistance Program.** The vehicle assistance program provides jump starts and lock-out assistance to individuals with PSC identification cards and valid parking permits.

For more information on any policy or service related to vehicles, call the Office of Campus & Public Safety at (708) 709-3756.

**STUDENT IDENTIFICATION CARDS**

The Prairie State College Office of Campus & Public Safety (CPS) issues identification cards to all faculty, staff and students. There is no charge for the first card; replacement cards are \$5. Student cards are punched with the current academic year following proof of payment of registration fees. Identification cards are issued at the CPS station in Room 1102 during registration and during posted hours throughout the semester.

**STUDENT LIFE**  
*EXPERIENCING IT ALL*



When you go to Prairie State, you're giving up very little of college life. Choices abound, beyond the classroom.

Find out the latest news and announcements via the electronic marquees on Halsted Street and Vollmer Road, notices and posters around campus, the *Student Review* campus newspaper, and the College Web site ([www.prairiestate.edu](http://www.prairiestate.edu)).

## THE CAMPUSES

The services and programs of Prairie State College have grown remarkably—in quality and size—in its near-50-year history. Its attractive buildings and state-of-the-art facilities help us serve the community that is District 515.

### MAIN CAMPUS

Bordered by Halsted Street on the east, Vollmer Road on the north, Coolidge Street on the west and Joe Orr Road on the south, the 137-acre Main Campus incorporates several buildings and departments. The largest of all PSC buildings is referred to as the Main Building.

**Main Building.** Reaching up all four floors of the Main Building, the Atrium is a central meeting spot and at the heart of the campus's dynamic architecture. From there you can move easily to other areas of the first floor, including

- Information Center
- Admissions, Records & Registration
- Business Office
- Financial Aid & Veterans Affairs
- Library
- Counseling & Academic Advising Center
- Minority Student Transfer Center/Multicultural Affairs
- Student Leadership Center
- College Bookstore (a Barnes & Noble store)
- Pioneer Café, offering a diverse menu featuring daily hot food specials, soups, sandwiches, salads, desserts and beverages. Vending services are also provided in all PSC buildings.
- Barnes & Noble Reading Room (a relaxing spot to check your e-mail on the computers provided, meet with your study group, or enjoy one of the many special events and meetings held there)
- Tech Wing (west side of the Main Building, includes many of the departments of Industrial Technology)

On the second through fourth floors of the Main Building you'll find classrooms, numerous computer labs, science labs, the Student Success Center, music rooms, photography studio, faculty and staff offices, and more. Throughout each of the four floors, floor plans are posted to help you find your destination.

**Business & Community Education Center.** Built as an extension of the Main Building in 1996, the BCEC has become a premier business conference center. It hosts many College, community and business events in the auditorium and four breakout rooms, all of which are equipped with state-of-the-art audiovisual and computer capabilities. Another highlight of the BCEC is the Christopher Art Gallery.

**Adult Training & Outreach Center.** Located immediately north of the BCEC, the ATOC is home to Adult Education programs, the Illinois Employment Training Center (IETC) and Corporate Education & Training. It opened its doors in late 2003.

**Children's Learning Center.** The CLC is a licensed facility providing quality childcare for children ages 15 months to 12 years. The beautiful facilities opened in early 2004. It can be accessed from Coolidge Street.

**Prairie & Nature Preserve.** Located just south and east of Parking Lot A, the natural beauty of this area provides a restful spot and a reminder of why "the Prairie State" is a close second after "Land of Lincoln" among the nicknames of Illinois. The preserve also includes a Fitness Trail that measures nearly a mile.

## NORTH CAMPUS

Not too many years ago, North Campus was a huge parking lot and a few “Quonset hut” buildings. The parking lot is still huge, and “K” building has been remodeled to include studio space for some of our Art classes. The term North Campus, however, now means much more.

**Health/Tech Center.** Situated on Vollmer Road, directly across from the Adult Training & Outreach Center is the Health/Tech Center. The state-of-the-art facility houses the College’s Dental Hygiene and Surgical Technology Departments, spacious classrooms and labs, and the Prairie Tech computer labs.

**Fitness Complex.** A unique partnership among PSC, St. James Hospital and Health Centers, and the Chicago Heights Park District, the Fitness Complex is accessed via 197th Street off Halsted Street. The modern, 64,000-square-foot facility houses the St. James Health and Wellness Institute (health club), the Aquatic Center, and the Pioneer Fieldhouse.

The Pioneer Fieldhouse includes a running track and is home to several of our intercollegiate teams. The annual Commencement (graduation) ceremonies are also held there each May.

**Pioneer Recreation & Sports Park.** Located on the far north end of North Campus and accessed via 197th Street off Halsted Street, this prime venue includes tennis courts and baseball, softball and soccer fields for both intramural and intercollegiate competition.

## MATTESON AREA CENTER

A fully equipped educational facility, the Matteson Area Center opened in 1998, was completely renovated in 1999, and is operated by the Department of Continuing & Professional Education. It is located at 4821 Southwick Drive off Cicero Avenue, directly west of Lincoln Mall.

Numerous non-credit, Kids@College, Y.E.S. teen classes, continuing and professional education, computer and credit courses are held there. In addition, room rental is available to area businesses and organizations.

## ACTIVITIES & CLUBS

Campus life is alive and well, from personal interest groups to community service projects to student dances. The Student Leadership Center is the hub for all these activities; for more information on any student organization, stop by the Center, located in Room 1260 on the first floor of the College’s Main Building. Or call the Coordinator of Student Life at (708) 709-3910.

## NEW STUDENT CONVOCATION

An excellent introduction to college life, New Student Convocation is usually held on the first Wednesday of classes during the Fall semester. The event begins with a program to introduce the people and services of the College, then continues with small-group discussions on how to make the most of your time at PSC, a picnic lunch, outdoor games, and a fun fair where you can learn about Student Government, intercollegiate and intramural sports, and all other student clubs and organizations.

## STUDENT GOVERNMENT

How can you get involved and have a say in what goes on at Prairie State College? Join the Student Government Association (SGA), the governing body of students and student organizations. SGA has many functions, one of which is to approve and allocate funds for student organizations. If you’re interested in meeting new people, building leadership skills and having your voice heard, get involved in SGA.

## CLUBS & ORGANIZATIONS

Student clubs and organizations cover a wide range of interests and activities. Current organizations include the following:

- All Latin Alliance (ALA)
- Art Club/*Exposure* Magazine
- Black Student Union (BSU)
- Dental Hygiene Club
- Label Us Able (disability awareness organization)
- Nursing Club
- Phi Theta Kappa (Community college honorary; sponsors numerous community service and special events throughout academic year. For more information on our Nu Sigma chapter, named in 2004 one of the 100 best nationwide, visit [www.ptk.prairiestate.edu](http://www.ptk.prairiestate.edu).)
- Photo Society
- PSC Gospel Choir
- Student Government Association
- *Student Review* (newspaper; all students are welcome)
- World Peace Ministries

## FITNESS, ATHLETICS & ACADEMIC COMPETITION

Whether your goal is basic fitness or participating on one of our intercollegiate athletic teams, we have the staff and programs to meet your needs. A variety of Physical Education courses are also offered; course descriptions are included later in this catalog. For the current semester's PE courses, consult the schedule.

For more information on Physical Education & Intramural Sports contact (708) 709-3929; for information on Intercollegiate Sports contact (708) 709-7837.

### FITNESS CENTER & PRAIRIE CENTER

Located in the Tech Wing on the west side of the Main Building, our Fitness Center provides you with treadmills, stairclimbers, recumbent bikes, ellipticals and Magnum strength equipment. Individual fitness levels are assessed by our well-trained, friendly staff, and a personalized program is designed to help you achieve fitness-related goals. The program is a 1-credit hour course with a pre-test and post-test evaluation, plus attendance and lecture requirements. There is a small lab fee.

The Prairie Center, located across the hall from the Fitness Center, features an indoor training field and a basketball court.

An approximately one-mile Fitness Trail is part of the Prairie & Nature Preserve, located to the south and east of Parking Lot A on the Main Campus.

### INTERCOLLEGIATE ATHLETICS

Experienced coaches, great facilities and motivated student-athletes have combined to grow a winning program at PSC. Several scholarship opportunities are available, as is help if you're planning to transfer to a four-year institution to earn a bachelor's degree.

Men's sports:

- Baseball
- Basketball
- Cross Country
- Golf
- Soccer

Women's sports:

- Basketball
- Cross Country
- Soccer
- Softball
- Volleyball

Prairie State College teams are the Pioneers, and the College is a proud member of the National Junior College Athletic Association (NJCAA), which promotes and fosters community college athletics on regional and national levels. The Pioneers often compete against junior varsity teams from four-year colleges and universities as well.

We are also a member of the Skyway Community College Conference, along with seven other community colleges in northern Illinois: College of Lake County, Elgin Community College, McHenry County College, Moraine Valley Community College, Morton College, Oakton Community College and Waubesa Community College.

Consider these recent accomplishments:

- The men's basketball team ended its inaugural season with a record of 21-9 and was ranked third (out of 13) in NJCAA Region IV District II.
- The baseball team won the Calumet College Fall 2003 Classic, besting four four-year colleges and three other two-year colleges.
- Over the past few years, 65 percent of our players have transferred as juniors to four-year institutions, with several earning athletic and academic scholarships to their new schools.
- Fall 2006 marks the addition of volleyball to the PSC intercollegiate sports program.

### INTRAMURAL SPORTS

Through the Department of Physical Education & Athletics, the College organizes recreational activities through its popular intramural sports program. Recent competition has included volleyball, flag football, basketball, table tennis, swimming and table games.

### SPEECH TEAM & COLLEGE BOWL

Prairie State College has a winning tradition in academic competition as well. Our Forensics Team competes well at local, regional and national tournaments through Phi Rho Pi, the national honor society for speech competitors in two-year colleges. PSC students have received individual and team medals in categories including dramatic interpretation, poetry interpretation, impromptu speaking and program oral interpretation and often go on to compete after transferring to four-year schools.

As members of the Skyway Community College Conference, the College has also entered teams in College Bowl competitions. Competing in rounds of "Jeopardy!"-style quizzes, students test their knowledge in subjects such as science, current events, fine arts and history. The team won two regional tournaments and captured the state crown in 2004.

The Skyway Conference also sponsors events in art, jazz and writing. In recent years PSC students have entered and placed in these competitions.

## CULTURAL LIFE & SPECIAL EVENTS

From formal ties to the Southland arts and cultural scene to the fun of Karaoke Night during Finals Week, the vitality of life on the Prairie State campus is evident all year long.

### CHRISTOPHER ART GALLERY

The PSC Foundation supervises the operation of the Christopher Art Gallery, located on the first floor of the Main Building, in the Business & Community Education Center. The 1,300-square-foot gallery holds six to eight shows annually, which include PSC student shows, a juried show of District 515 high school art, and themed exhibitions by local and national artists. Each has an opening reception that is free and open to the public.

The Gallery is open Tuesday through Thursday from 10 a.m. to 2 p.m., Wednesday and Thursday from 5 to 7 p.m., and by appointment. It is closed on weekends, College holidays and other times when classes are not in session. There is no charge for admission.

For more information or to schedule an appointment, call (708) 709-3636.

### JAZZ FEST AND OTHER MUSIC-MAKING

Top among PSC's musical events is the annual Jazz Festival, held in the Business & Community Education Center, in early February. Beginning with two days of clinics led by renowned musicians for middle school and high school jazz bands, the event culminates in a Friday night concert that has been named one of the top live events of Chicagoland by *The Star*.

Other concerts and cabarets feature the PSC Vocal Jazz Ensemble, the PSC Wind Ensemble, Gospel Choir and an SGA-sponsored battle of the bands.

### SPEAKERS AND OTHER SPECIAL EVENTS

Throughout the year—whether the venue is the Business & Community Education Center auditorium, the comfortable setting of the Barnes & Noble Reading Room, the Atrium, or the lawns of the Main Campus—PSC is also host to speakers on topics ranging from the arts to international politics, movie screenings, benefits, comedy and variety shows, formal dances, leadership workshops, poetry readings and more.

Annual events include the following:

- Black History Month events
- Commencement
- Community Halloween party
- Gem & Mineral Show
- Health Fairs
- Hispanic Heritage Month events
- Holiday Cheer Week
- Holiday Bazaar
- Job Fairs
- Latino Student Leadership Conference
- Student Leadership Awards Dinner
- Vendor Fairs

