

2010-2012 Catalog

Prairie State College

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

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.

Our Core Values

- Teaching and Learning
- Community
- Diversity
- Excellence
- Caring and Concern

Notices

This catalog describes programs, classes and regulations in effect as of June 1, 2010. 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 also is available via our Web site, where course and program updates can be found. Substantive changes and the respective semester's offerings are announced in the fall, spring, and summer 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.

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Disclosure Statement

The College makes every effort to ensure accuracy of information and believes the information in this catalog is accurate as of publication. For the most up-to-date information on PSC courses and programs, check the Web site at prairiestate.edu.

Overview



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 and Outreach Center is one of the only buildings in the country dedicated to Adult Education.
- More than 75 colleges and universities are represented by the graduate degrees of our faculty.
- 95% of full-time faculty have a master's or doctorate degree in their field.
- The number of athletes who receive the Academic All Conference designation continues to grow every year. In 2008-09, the College had three students named Academic All Americans, the first time in the College's history that this designation was earned by our athletes.
- Students in PSC's health profession programs have a near-perfect pass rate on certification exams.
- In 2009 the U.S. Dept. of Education awarded PSC a Predominantly Black Institution Grant (PBI) to begin the Excellence = Men of Color in 2 Programs initiative.
- 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. 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 four 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, and Political Science.

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

Associate in Fine Arts: Art (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: Secondary Mathematics (A.A.T.). The newest of our degrees is designed for students preparing for careers in secondary education, teaching mathematics.

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 provide real world training that expands beyond the classroom.

Associate in Applied Science (A.A.S.). The A.A.S. degree requires a minimum of 60 credit hours. Programs cover nearly every career field from auto tech to info tech to the health professions.

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, Surgical Technology, Personal Trainer, Photography, and Web Design.

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 this degree is good for enrichment, it is not intended for transfer or for preparation for a specific occupation. Thus most students are better served by selecting another kind of degree.

Instructional Programs

Each semester the College prints a schedule with the course offerings for that semester. This schedule is mailed to district residents, but it is also available on campus and can be viewed on the Prairie State College Web site. The College offers credit courses in following formats:

Regular 16- and Eight-Week courses. These start at the beginning and mid-point of the semester.

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

Evening/Weekend courses. Because many students have family and work responsibilities that make it difficult to attend class during the day, the College offers courses in the evening and on Saturday mornings.

Friday College. This program is designed so students can take classes one day per week. Courses are offered in the morning and afternoon so students can take up to two courses a day.

Online Courses. A growing number of credit courses are offered online. Self-directed students with computers connected to the Internet may take advantage of these courses.

Fast Track Degree in Business. The Fast Track Business Program is designed for busy adults who are committed to continuing their education. With this degree option, students can earn an Associate of Arts 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, online, or as hybrid courses combining live and online instruction. For more information or to enroll, contact the Counseling and Academic Advising Center at (708) 709-3506.

Honors Program. The Honors Program offers qualified students enhanced learning and transfer opportunities. Its benefits include smaller classes and a stimulating learning environment with guest speakers, field trips, and other enrichment activities. Honors classes are special sections of regular courses and are designated as "Honors" on your transcript. To begin taking Honors courses, you must have college-level placement scores in Reading and English or qualifying scores on the ACT or COMPASS test; or 12-credit hours of college level course work and a minimum grade point average (GPA) of 3.5. Recent offerings have included courses in Astronomy, Art, Biology, Communication, English (Composition and Literature), Humanities, Philosophy, Political

Science, and Psychology, but offerings vary by semester. For a list of current offerings, see the Honors listing in the Fall and Spring schedules. For more information, contact the Honors Enrollment Advisor at (708) 709-3641.

Learning in Community (LinC). In a LinC course, you enroll in courses in two different disciplines that are team-taught by professors specializing in those disciplines. The curriculum is organized in a way that promotes connections across disciplines and fosters a sense of community among students and faculty. These courses also encourage active and collaborative learning. As a result, students interact more intensely with each other and with the faculty members teaching the course. Students also learn team work as they collaborate in small groups to solve problems and serve as resources for one another. For more information, contact an advisor at (708) 709-3622.

Study Abroad. Because Prairie State is an active member of the Illinois Consortium for International Studies and Programs (ICISP), our students have opportunities to study abroad and experience living and studying in a different culture. ICISP is a consortium of 40 community colleges and small liberal arts colleges that offers semester-long or summer study abroad programs in countries like Costa Rica, Ireland, Austria, and England. For more information call (708) 709-3643.

Adult Education Department

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

All programs are open to persons 16 years of age or older who are not enrolled in public school. Based on an assessment of needs and skill levels, students are placed in the proper program.

Adult Basic Education. Classes offer opportunities for students to improve their basic skills in reading, mathematics, and writing. Call (708) 709-7880 or (708) 709-7931 for more information.

Adult Literacy. Trained volunteer tutors are matched with students for one-on-one and/or small group reading, writing, and math instruction. Call (708) 709-3724 for more information.

English as a Second Language (ESL). Classes offer non-English speaking adults an opportunity to develop listening, speaking, reading, and writing skills in English. This class is designed to help students learn English skills for work, community participation, and education. Preparation is also offered for the U.S. Citizenship Test. Call (708) 709-7922 or (708) 709-3790 for more information.

General Education Development (GED®)/GED-i. Review classes prepare students to take the high school equivalency exam. The course reviews the five areas of study on the exam: language arts writing, social studies, science, language arts reading, and math. Preparation and testing for the Illinois and federal constitutions are also included in the course. Students must be at a ninth grade reading level in order to qualify. Call (708) 709-7880 or (708) 709-7931 for more information.

General Education Development - Spanish GED®. Classes offer Spanish speaking students an opportunity to complete their high school studies and receive an equivalency certificate. The GED certificate is accepted as a substitute for a high school diploma. Classes are taught in Spanish. Preparation for the Illinois and federal constitutions in Spanish are included in the course. Call (708) 709-7922 or (708) 709-3790 for more information.

Continuing and 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, and in the class schedule. 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. Call (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 needs. They are offered at the Matteson Area Center, the main campus in Chicago Heights, and at other locations throughout the district. Online noncredit courses are also available at ed2go.com/mac.

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. Children in 2nd through 7th grade can enjoy our Kids@College classes, which are usually held in July.

During the fall and spring semesters, a limited number of youth and teen classes are offered. They are listed in the class schedule and on the Matteson Area Center Web page.

Professional Speakers Bureau. Speakers are available to address a professional audience or employees. A program can be designed to match your audience's needs. Presentations vary from one hour to full day seminars.

Continuing Education Units (CEU). Prairie State College is an approved provider of CEUs and Continuing Professional Development Units (CPDU). PSC will design CEU/CPDU programs to meet your professional requirements for both individuals and groups.

Responding to the Community

Prairie State College has grown in many ways over its 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 and Community Education Center) opened in 1996.

In 1999, the Matteson Area Center opened as a convenient off-campus location to accommodate district residents. 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.

In 2008, Prairie State College celebrated its 50th anniversary. As we move forward, the College will continue to focus on the needs of the community and to make changes to enhance the success of its students.

Workforce Development

To prepare and train employees and support the businesses of Chicago's south suburbs, 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 and Economic Development:

Corporate Education and 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 and Environmental Safety Training Institute, ISO 9000, ISO 14000 and TS 16949 training, customer service, quality skills, and more. Call (708) 709-3795 for more information.

Business and 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. Call (708) 709-3782 for more information.

Illinois workNet Center. The Illinois workNet Center at PSC is an affiliate of the Cook County President's Office of Employment Training. Housed in the Adult Training and 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, graduates are eligible to 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 accredited by The Higher Learning Commission and a member of the North Central Association (ncahlc.org, (312) 263-0456).

It is recognized by the Illinois Community College Board and is approved by the State Approval Agency for Veterans Education, Illinois Department of Veteran Affairs.

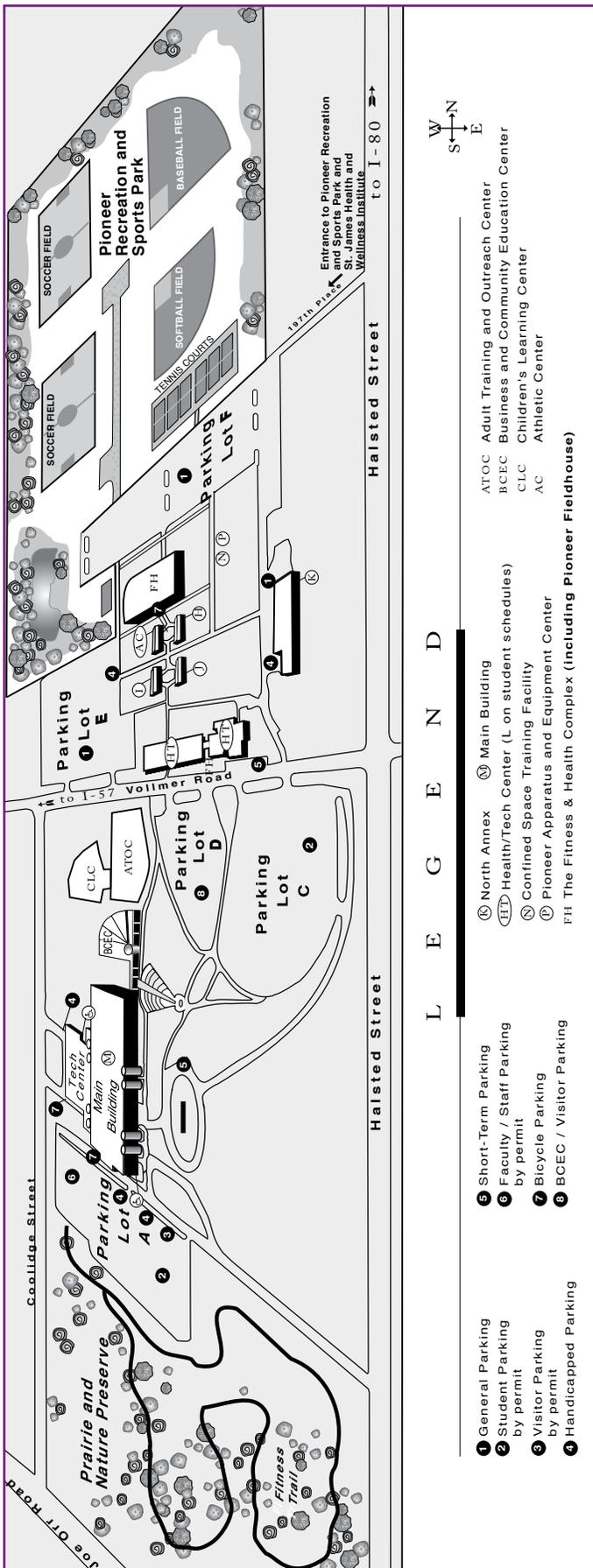
The College is affiliated with numerous organizations including the following:

- American Association of Community Colleges
- Association of Community College Trustees
- Illinois Community College Board
- Illinois Community College Trustees Association
- Illinois Skyway Collegiate Conference
(athletics, music, art, College Bowl, writing)
- National Junior College Athletic Association

Additionally, the following programs are accredited by the agency listed:

- Dental Hygiene American Dental Association, Commission on Dental Accreditation
- Surgical Technology Commission on Accreditation of Allied Health Education Programs
- Automotive Technology National Automotive Technical Education Foundation
- Nursing National League for Nursing Accrediting Commission (NLNAC)

61 Broadway
New York, NY 10006
(212) 363-5555, extension 153



Directions

To Main Campus

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 Road 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 (Route 30) turn south on Cicero Avenue. Turn right at the second traffic light onto Southwick Drive. The Matteson Area Center will be on your left.

Maps and More

Printable maps, directions, and floor plans are available on our Web site. From prairiestate.edu click on Maps and Directions.

Enrollment



Admissions and 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 meet with a counselor or advisor who will help them explore their interests and select a program that best meets their needs.

General Admission Requirements

All new students entering college for the first time must provide evidence of a high school diploma or GED, are required to take the COMPASS test, and meet with an advisor prior to registering for classes. Please note that ACT scores may be used in place of COMPASS. Students need to meet with an academic advisor for further information.

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 and 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 high school credits distributed in the following:

- 4 credits in English (*written and oral communication, literature*)
- 3 credits in Mathematics (*introductory through advanced algebra and geometry*)
- 3 credits in Social Studies (*emphasizing history and government*)
- 3 credits in Science (*laboratory 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 112 General Education Mathematics (3), MATH 115 General Education Statistics (3), or higher).

Complete information is found in the section Degrees, Certificates, Courses.

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, including Dental Hygiene, Nursing, LPN-ADN Progression Track, Paramedicine, and Surgical Technology. All other programs are open admissions.

Contact the Enrollment Services 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 Enrollment Services 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 Enrollment Services 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 Enrollment Services Office at (708) 709-3517 for information or visit Room 1160.

Surgical Technology. The Surgical Technology program has an application deadline of March 1. 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 Enrollment Services 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 Credit Students

Step 1. Apply. Complete an enrollment application online, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

Step 2. COMPASS Test or ACT Scores. Students are advised to take the COMPASS Assessment Test for transfer programs and for correct placement in prerequisite programs, or bring in ACT scores that are within the past five years. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment necessary. Contact the testing center for times at (708) 709-3558, or select COMPASS Testing from the "Choose a Link" menu from our Web site.

Step 3. Transcripts. Send your official high school transcripts* to the Enrollment Services Office.

Step 4. Advisor. Meet with an advisor to select courses and complete the registration form. No appointment necessary.

Step 5. Register. Register in person for courses in Enrollment Services.

Step 6. Payment. Pay tuition and fees in the Business Services Office. Don't let financial concerns stop you from enrolling at Prairie State College. Over half of PSC students receive financial aid. Talk to a financial aid representative at (708) 709-3735.

**Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts be received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.*

In some cases, the College recognizes knowledge obtained by means other than formal classroom learning. Depending on the area, this knowledge can be 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 course schedule for that semester. For questions about registration, call the Enrollment Services Office at (708) 709-3516. New students who have completed their assessment testing and met with advisors may register any time during open registration. Continuing students and those currently enrolled at PSC, may register during open or priority registration. Online registration is available for qualified continuing students.

WebAdvisor

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

To access WebAdvisor, go to the PSC Web site at prairiestate.edu and click on WebAdvisor. Help with WebAdvisor is available in the Student Success Center computer lab.

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. 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 and 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. 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 and Fees" section.

The Career Preparation Network allows qualified high school students in PSC's district to take classes in areas such as automotive technology, information technology, manufacturing technology, and CAD/mechanical design that transfer to PSC. For more information, see the section on Tech Prep in Degrees, Certificates, Courses.

General Information

A full-time student must take at least 12 credit hours during a fall or spring semester. Anything less than that is considered part-time. If you wish to enroll in more than 18 credit hours, during a fall or spring semester you must have the approval of the Dean of Student Services. Students attending PSC during a summer semester are considered full-time if enrolled in six or more credit hours. Students interested in enrolling for more than nine hours must receive approval from the Dean of Student Services.

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.

Student Residency Verification Process (District 515)

Prairie State College requires that all credit students certify their permanent residence, which is used to determine the applicable tuition rate. The residency information is obtained from the student at the time of application and registration. Upon signing the appropriate form, the student certifies that the residency information provided is true and correct to the best of their knowledge.

If the College receives returned mail from the postal service which reflects an undeliverable status or one which would impact the tuition rate, the student will be required to provide two documents to verify their residency.* The following are acceptable forms of documentation to verify a student's residency status:

- Valid driver's license or state identification card
- Voters registration card
- Current apartment lease or property tax bill
- Current utility bill
- Mail delivered to the residential address with a postmark date no older than four weeks

Please note that all proof of residency documents listed above must reflect the student's first and last name and the student's current residential address. Also, it is important to note that a student may be limited in their registration activity until proof of residency is received by the College.

*If the college continues to receive returned mail after the current address has been verified, the Office of Enrollment Services may require a student to submit additional forms of verification.

Tuition and Fees

In order to pay in-district tuition, a student must live in Prairie State College District 515 thirty days immediately preceding the first day of the term.

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, however, you will be eligible for a special rate (see below). If you live outside of Illinois and outside of Lake County, Ind., you will be charged the out-of-state rate.

To view the current tuition rates, visit prairiestate.edu. From the "Choose a Link" menu, select "Tuition & Fees".

Consult the course schedule and PSC Web site each semester for current tuition rates. Visit the Business Office or call (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. You may also 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 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 Nelnet 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, or go to prairiestate.edu and select Business Office from the "Choose a Link" menu to download a payment plan brochure.

Special Tuition Discounts

For all discounts, the registration and late registration fee still apply and must be paid by the student.

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 Enrollment Services 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 Enrollment Services 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.

Online classes, registration fees, laboratory fees, books, and supplies are not included in this waiver. Placement testing is required. For more information, visit or contact the Counseling and Academic Advising Center 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 "Cooperative Agreement" form from your local community college. If approved by your community college, you must present this signed form 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" in the section Degrees, Certificates, Courses. For more information, visit or contact the Counseling and Academic Advising Office at (708) 709-3504

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. If your check is returned due to stop payment or account closed, the College will not accept checks on your account for ten years.

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. Students petitioning for graduation after the published deadline date will be charged a \$20 late fee.

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 business hours before the start date to receive a refund.) The College issues refund checks once a week 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 and Guidelines



Policies and Guidelines

Student Rights and 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 use 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, and coin-tossing, etc.) for money or other stakes; and
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 which 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:
 - a. The holding of an office in a campus organization;
 - b. The attending of non-academic activities at the College; or
 - c. The representation of the College in any intercollege 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 Trustees' 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:

- Suspension is not to exceed seven (7) days pending the final determination of an alleged violation; and
- The President, through the College's judicial officer, as designated by the College 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.

8. Expulsion. Termination of student status for a period not to exceed one (1) 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 shall 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 the Board of Trustees' 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 shall recognize 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.

The due process for handling student disciplinary matters shall be as follows:

- Upon receipt of a report of an alleged violation, the student shall be informed by the judicial officer (or designee) that such a report has been received. The student shall be advised that he/she must respond to the notification of alleged misconduct within seven (7) days whereupon the judicial officer will seek to rectify the situation informally (via the counseling/guidance mode).
- In the event that the matter cannot be rectified normally, the judicial officer may impose appropriate disciplinary actions or mandate that a judicial hearing be conducted. Notification of disciplinary actions or of a hearing will take place within five (5) days.
- The student has the right to appeal the decision by requesting in writing to the judicial officer within five (5) days of receipt of the notification of disciplinary action that a judicial hearing be conducted.
- The judicial officer will convene the hearing in accordance with established procedures. Said hearing is to be conducted in a manner consistent with procedural due process and "fair play;" however, it is not to be unduly restricted by rules of evidence or judicial formalities. The object of the hearing is to ascertain the truth of the allegations at hand and to do so with dispatch, propriety, and respect for the rights of all parties involved.
- The Student Appeals Committee, appointed by the Vice President of Academic Affairs, shall serve as the judicial board for formal hearings. All actions taken by this body are to be decided by a majority vote.
- The Student Appeals Committee shall be comprised of five (5) members: two (2) faculty representatives, two (2) student representatives, and one (1) administrative representative. The Student Appeals Committee shall establish its own internal operating procedures consistent with due process.
- In the event that the student is found to be responsible for the charges brought against him/her, the Student Appeals Committee will uphold the disciplinary actions imposed by the judicial officer and/or have the authority to recommend the imposition of other actions.

- H. Upon official receipt of notification of the appeal outcome, the student may then appeal this decision by submitting a written request within five (5) days to the College President. The written appeal must state the reason for the appeal and supply information to substantiate the reason(s) stated. Such an appeal will only be considered for any one or more of the following reasons:
- The disciplinary action was too severe;
 - Additional pertinent information is available which was previously not available;
 - College regulations were not correctly applied; and/or
 - The College's due process procedures were not followed correctly.
- I. Upon receipt of a legitimate request for appeal, the President will either review the matter himself/herself and make a determination or form an ad hoc appeal committee to review the matter and submit a recommendation.
- J. Should the President determine that a rehearing is called for, he/she shall convene such a hearing as soon as possible. Individuals present shall include the student, his/her advisor (if any), a representative of the judicial board, and others designated by the President. If the student's advisor is an attorney, the College may have legal counsel present. The outcome of this second hearing will be one of the following:
- An affirmation of the original decision of the Student Appeals Committee;
 - An acceptance of the appeal and a decision to return the case to the Student Appeals Committee for a rehearing within seven (7) days; or,
 - A modification of the decision and/or disciplinary action.
- K. Requests for review of the decision rendered from this second appeal are to be submitted in writing within five (5) days to the Board of Trustees whose decisions are final.

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:

- Every attempt is to be made to resolve the matter at the point of origin.
- If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinator of the area concerned.
- 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.

- 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.
- 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.
- 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 and 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 Enrollment Services. Students who object to public release must notify the Office of Enrollment Services 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 or are attending an institution of post secondary education, 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, Enrollment Services, 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.

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; Enrollment Services, Career Development Services; Office of Financial Aid and Veterans Affairs; Counseling and 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, accreditory 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 Student Services 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 Enrollment Services Office and complete the necessary form. After students file this form, the Enrollment Services 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 Student Services at (708) 709-3518.

Americans with Disabilities Act: Student Accommodation (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 and/or program modification 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 educational programs or activities.

It is generally the responsibility of the student who requires accommodations to request such accommodation through the College's Director of Disability Services & Testing or designee.

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 Smoke Free Illinois Act.

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.

Open flames create a serious fire and personal injury hazard. This policy restricts the use of open flame sources in College facilities.

1. The use of candles and the burning of incense in Prairie State College facilities, including all offices, classrooms, and public assembly areas, is prohibited.
2. The use of open flame sources for institutional purposes - e.g., Bunsen burners or torches for welding or soldering - is permitted in laboratories and other instructional spaces where appropriate safety precautions have been implemented.
3. Open flame food warming sources used by personnel of the Pioneer Café must be placed on a non-combustible surface.

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

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.
- Violations 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, therefore, 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:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an employee/student;
- C. Such conduct has the purpose or effect of substantially interfering with professional or academic performance; and/or
- D. 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 current or retired 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 right that comes with responsibilities toward the academic community. For this community to flourish, all members are obliged to create and uphold an environment conducive to the free exchange of ideas and the preservation of the rights of others.

Violations of the Academic Code of Conduct

Faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, library, 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 right to attend or receive 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 include:

- A. Academic Dishonesty:** Any activities which constitute a misrepresentation of the student's work, including, but not limited to, the following:
1. **Plagiarizing:** submitting any work as one's own which contains any part that is not one's own and not properly cited.
 2. **Cheating:** using any source not permitted on a particular assignment or test; knowingly furnishing any false or misleading information (such as data or sources) to fulfill an assignment; or helping someone else to cheat.
 3. **Fabricating:** providing false information in an attempt to avoid evaluation of academic work.

For more information on academic dishonesty, refer to the Faculty Senate's Statement for Students on Academic Honesty.

B. Disruptive Behavior: Any behaviors which interrupt classroom or laboratory activities, including, but not limited to, the following:

1. Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
2. Any use of electronic devices such as cellular phones, pagers and music devices in the classroom or laboratory;
3. Personal conversations during class;
4. Bringing children into the classroom, laboratory or other instructional areas.;
5. Abusive language or epithets directed towards other persons;
6. Refusing to comply with the directions of the professor.

C. Unauthorized Use or Misuse of Equipment:

Theft or abuse of equipment, computer software, hardware, and network resources including, but not limited, to the following:

1. Unauthorized installation, use, modification, or copying of software;
2. Using the network to gain unauthorized access to remote systems or disrupt the security of the network;
3. Sending obscene, abusive or inappropriate messages over the network;
4. Unethical, unlawful, or irresponsible use of equipment or the network; and
5. Use of equipment or computers for personal or business purposes.

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. All cases of Academic Dishonesty may be reported in writing to the Dean of Student Services.

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

1. 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 Services.

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 prairiestate.edu). 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 ok, 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 and 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 Enrollment Services 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 prairiestate.edu. Grades are not 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 credit courses without grade penalty until 75 percent of the course has elapsed. To do so, you must fill out a course withdrawal form in person in the Enrollment Services 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".

Withdrawing from classes may have an adverse effect on financial aid, and may result in your being billed for your classes, and/or not being able to receive financial aid in the future. Students are strongly advised to discuss the academic impact of withdrawing from classes with a counselor, and/or the Financial Aid Office prior to withdrawing from classes.

Calculating Grade Point Average (GPA)

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. 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 Dean'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 Enrollment Services 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 Student Services. 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) completed a minimum of three 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).

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). Grade point averages for graduation honors are based on course work completed by the fall semester prior to the May graduation ceremony. Grade point averages are not rounded. Additional information about these honors is available by calling the Office of the Vice President of Student Affairs at (708) 709-3507.

Professional Honor Societies

Students at Prairie State College can belong to several 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 also is 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.), or Associate of Arts in Teaching (A.A.T.: Secondary Mathematics), 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.

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



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 and Academic Advising

Staffed with caring, experienced advisors and counselors, the Counseling and 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. Licensed 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 and Academic Advising Center. Representatives from various colleges and universities visit the campus regularly. Contact the Counseling and Academic Advising Center at (708) 709-3506 or stop by the office.

Career Development Services

Prairie State College Career Development Services, located inside the Counseling and Academic Advising Center, Room 1202, provides a variety of employment related services to students, including job fairs and workshops.

Career Development Services is proud to announce its partnership with College Central Network (CCN). CCN allows Prairie State College students who are looking for employment the opportunity to post their résumés and receive job preparation information.

Benefits for Students:

- 24-hour access to hundreds of local and national job postings that are available from any computer
 - Free to students
 - Secure password protected site
 - Students may post their résumé for CCN employers to search and contact
 - Receive personal alerts of Career Development Service events
 - Online video library of career preparation topics
- Visit collegecentral.com/prairiestate to register and begin using CCN.

Career Development Services provided to students include:

- College Central Network (CCN)
- Résumé and interview assistance
- Job fairs
- One-on-one consultation
- Employer recruitment visits
- Day and evening workshops
- Career speech project

Financial Aid and 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, a GED, or, if you are 17 years of age or older, pass the placement test with scores approved by the U.S. Department of Education.
- 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), or (c) an eligible noncitizen 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 and 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. Selective Service Registration:** If you are a male age 18-25, you must comply with Selective Service Registration.
- 6. Social Security Number:** You must have a valid social security number.
- 7. Satisfactory Academic Progress:** You must make satisfactory academic progress toward a degree or certificate. Certificate programs must be at least two semesters long.

How to Apply for Credit Courses

Step 1. Apply

Complete an enrollment application online, or complete one in person in Enrollment Services. If you have questions about the enrollment process, contact Enrollment Services at (708) 709-3516. Allow three days for processing the online application.

Step 2. COMPASS Test or ACT Scores

Students are advised to take the COMPASS Assessment Test for transfer programs and for correct placement in prerequisite programs, or bring in ACT scores that are within the past five years. The COMPASS Assessment Test determines your placement in English, math, and reading. No appointment necessary. Contact the testing center for times at (708) 709-3558, or visit COMPASS Assessment Testing and Placement online.

Step 3. Transcripts

Send your official high school transcripts* to the Enrollment Services Office.

Step 4. Advisor

Meet with an advisor to select courses and complete the registration form. No appointment necessary.

Step 5. Register

Register in person for courses in Enrollment Services.

Step 6. Payment

Pay tuition and fees in the Business Services Office. Don't let financial concerns stop you from enrolling at Prairie State College. Over half of PSC students receive financial aid. Talk to a financial aid representative at (708) 709-3735.

**Official transcripts are not required for enrollment at PSC. It is recommended that official transcripts be received and evaluated as soon as possible to ensure adequate advising and progress towards a degree or certificate.*

Scholarships

Various scholarships are available through PSC, local, state, and federal programs. Availability will vary by term and donors. Information is available in the Office of Financial Aid and Veterans Affairs.

- Abby Foundation
- Anonymous Family Donor
- Chester Michalowski Memorial
- Claire Luecke
- David Berezin Memorial
- Dr. Timothy & Deborah Lightfield Returning Student
- Father William O'Connor (Latino Heritage)
- First Generation
- Florence Kaplan Foundation
- Flossmoor Service League
- Ford Motor Company EEOC Endowment
- Francis Meyer/Bank Calumet
- Gena Richardson Memorial (nursing)
- Harriet S. Murray
- Hoekema
- Homewood Rotary Foundation
- ICCSF—Illinois Health Improvement Association
- James Campbell Memorial
- Jay Marshall Memorial (performing arts)
- Kabbes Family
- Kiwanis Club of Chicago Heights
- Kline Family
- Lynn Rudy Memorial Scholarship (performing arts)
- Lynn Sherman & Dr. James Sherman Memorial
- Michele Bogdan (nursing)
- National Council of Jewish Women (book scholarship)
- Nick Zenzen Memorial (biology)
- Olympia Fields Woman's Club (nursing)
- Osantowski (textbooks)
- Photographer of the Year
- PSC Faculty Federation
- PSC Foundation Scholarships
 - Books for Scholars
 - New Beginnings
 - Returning Student
 - Student Athletes
- PSC Board of Trustees
 - Achievement
 - Athlete (male & female)
 - GED Salutatorian
 - GED Valedictorian
 - Honor
 - Salutatorian
 - Technical
 - Valedictorian
- Rachel Reich Memorial (disabilities)
- Robert Christopher GED
- South Suburban Association of Chiefs of Police (James Wade Memorial)
- Suburban Service League
- Vivien J. Costello Memorial

Assistance to Veterans

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

- Illinois Veterans Grant
- Illinois National Guard Grant
- Illinois MIA/POW Scholarship
- Montgomery GI Bill Educational Benefits (Chapter 30, 33, 1606, and 1607)
- Federal Vocational Educational Benefits for Disabled Veterans (Chapter 31)
- Federal Education Benefits for Dependents of Veterans (Chapter 35)

Assistance to Spouses and Dependents of Veterans

Veterans Affairs provides education and training opportunities to eligible spouses and dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition.

- Illinois MIA/POW Scholarship (Veteran must have entered service from Illinois and returned to Illinois after being discharged)
- Federal Education Benefits for Dependents of Veterans (Chapter 35)

Prairie State College extends in-district tuition rates to all veterans in appreciation of your service to this country. Eligibility: The in-district rate is extended to all veterans from any branch of the United States Armed Forces including National Guard and Reserves who are pursuing a certificate or degree program at Prairie State College. Proof of service is required at time of application. Please submit a copy of your Member-4 and a copy of your DD-214 (Certificate of Release or Discharge from Active Duty) to the Veterans Affairs advisor for consideration.

General Eligibility Requirements

- Served at least one year active duty in the armed forces
- Discharge rating of "honorable," "under honorable conditions," "general" or "service-connected medical."
- Entered service from Illinois and returned to Illinois after being discharged. (IVG, ING, MIA only)

Veterans may still be available for state assistance even if their Montgomery G.I. Bill has expired. Veterans who wish to enroll should contact the Office of Financial Aid and Veterans Affairs before registering so that applications for veterans' benefits can be processed in a timely manner. 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 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.
- *Chicagoland Regional College Program (CRCP)*: Through the CRCP, students attend college part time at Prairie State, and work part time at UPS in Hodgkins, Illinois. CRCP students receive books, fees, and transportation allowances.

Prairie State College Foundation

Established in 1973, the Prairie State College Foundation is a 501c3 not-for-profit organization and supports PSC by promoting excellence through friendraising and fundraising. Governed 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. Scholarship applications are available on the PSC Web site and in the PSC Office of Financial Aid and Veterans Affairs, which can provide assistance with questions about eligibility and deadlines. All scholarship applicants must file FAFSA and have a current SAR (Student Aid Report) on file for consideration. Awards are contingent upon available funds.

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), planned giving, or other donations, contact the Foundation Office at (708) 709-3636.

Other Services

Student Life and Multicultural Affairs

Prairie State College's Office of Student Life and 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 for students of different racial and ethnic backgrounds, with services including information on financial aid, scholarships, academic and career advising. For more information, call (708) 709-3503 or stop by the office in Room 1180.

Si desea Información en español sobre nuestros programas, llame (708) 709-3503 o (708) 709-3567.

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.

Reasonable accommodations are determined on an individual case by case basis to meet the needs presented by the student's disability. Students must submit current documentation before accommodations can be provided. Special parking privileges and elevator service also are available.

For more information, contact the Director of Disability Services at (708) 709-3603 or visiting Room 1192. Early arrangements will enable PSC to provide comfortable and supportive classrooms from the first day of class.

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 76 children, the 11,426-square-foot Children's Learning Center is capable of providing the best in care and education for youngsters ages 24 months through 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) 709-3725, or visit prairiestate.edu and from the "Choose a Link" menu select "Children's Learning Center", or call for an appointment to visit the center. It's at the northwest corner of the main campus just south of Vollmer Road.

Barnes and 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, novelty items, and snacks. Store hours are 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday. Hours are subject to change without notice. Call (708) 709-3589 for more information.

Library

The Library is designed to encourage independent inquiry by teaching users how to find and evaluate information. PSC Library resources include a variety of materials in different formats to meet the curriculum needs of students and the information needs of the district's population. Membership in several consortia enhances the Library's resources by facilitating access to collections and resources throughout Illinois. The Library provides equipment including DVD/VCR, microfiche/microfilm machines, and photocopiers. Users must provide their own head sets.

The Library's Web site (library.prairiestate.edu) gives access to electronic resources for students and community users. PSC's online catalog is part of the Metropolitan Library System's Automated Network (SWAN) and enables access to books, videos, and other materials. The PSC Library Web site also offers access to many online databases providing full text articles from magazines, journals, newspapers, and other sources. Off campus use of most electronic resources is available to students. You will need your e-mail user name and password for remote access.

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 credit students with current PSC ID card:

- Tutoring
- Computer lab, equipped with more than 50 PCs and three 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 and 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 and Public Safety at (708) 709-3756.

Student Identification Cards

The Prairie State College Office of Campus and 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 semester 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



When you go to Prairie State, you have the opportunity to make the most of your education through a variety of activities, clubs, and events. Find out the latest news and announcements via the electronic marquees on Halsted Street and Vollmer Road, notices and posters around campus, the *PSC Student Review* newspaper, and the College Web site at prairiestate.edu.

The Campuses

The services and programs of Prairie State College have grown remarkably—in quality and size—in its 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:

- Business Office
- College Bookstore (a Barnes & Noble store)
- Counseling and Academic Advising Center
- Enrollment Services
- Financial Aid and Veterans Affairs
- Information Center
- Library
- 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.
- Student Leadership Center
- Student Life and Multicultural Affairs
- 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.

Adult Training and 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 and Training.

Business and Community Education Center. The BCEC hosts many College, community and business events in the auditorium and four breakout rooms. All rooms are equipped with state-of-the-art audiovisual and wireless computer capabilities. Another highlight of the BCEC is the Christopher Art Gallery, which features many art exhibitions.

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

Prairie and 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

North campus is the area of PSC's campus located just north of the main campus, across Vollmer Road. In addition to art and music studios in the K building, North campus features athletic facilities and modern computer labs.

Health/Tech Center is situated on Vollmer Road, directly across from the Adult Training and Outreach 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 is a unique partnership among PSC, St. James Hospital and Health Centers, and the Chicago Heights Park District. 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) ceremony is also held in the fieldhouse.

Pioneer Recreation and Sports Park is located on the far north end of North Campus and accessed via 197th Street off Halsted Street. This prime venue includes tennis courts, a 1/4 mile walking track, 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 Corporate and Continuing Professional Education. It is located at 4821 Southwick Drive off Cicero Avenue, directly west of Lincoln Mall.

Numerous non-credit, continuing and professional education courses are held there. In addition, room and computer lab rental is available to area businesses and organizations.

Activities and 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 during the first week of classes during the fall semester. The event begins with a program to introduce the people and services of the College, then continues with a student involvement fest, where you can learn about student government, intercollegiate and intramural sports, and all other student clubs and organizations. New Student Convocation culminates in a picnic lunch.

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 and 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
- Auto Club
- Black Student Union (BSU)
- Campus Programming Board
- The Crave
- Dental Hygiene Club (Freshmen and Senior)
- Film Club
- Label Us Able (disability awareness organization)
- Math Club
- 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 ptk.prairiestate.edu.)
- Photo Society
- Political Science Club
- Protégé Program
- PSC Student Review (newspaper; all students are welcome)
- Student Government Association

Fitness, Athletics, and 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 more information on the Physical Education program contact (708) 709-3929; for information on Intercollegiate Athletics and Intramural Sports contact (708) 709-7836.

Fitness Center and 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 and 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
- Tennis

Women's sports:

- Basketball
- Cheerleading
- Cross Country
- Soccer
- Softball
- Volleyball

Prairie State 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 Illinois Skyway Collegiate 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:

- Ten of Prairie State's sports teams have had representatives on the All-Illinois Skyway Collegiate Conference and NJCAA All-Region IV teams. In addition, volleyball, men's basketball, women's basketball, men's soccer, and baseball have had student-athletes named as the NJCAA National Player of the Week.
- PSC has seen an increase in the number of student athletes who have earned NJCAA Academic All-American and Academic All-Illinois Skyway Collegiate Conference honors as a result of their successes in the classroom as well as in intercollegiate competition.
- Student-athletes on the men's golf, men's cross country, and women's cross country teams have qualified as individuals to the NJCAA Nationals.
- Since its inception in Fall 2006, volleyball has established itself as one of the top teams in the country. The Pioneers, who have won numerous tournaments, have been ranked in the NJCAA Top 20 poll and consistently contend for the conference and region titles.
- Many Prairie State student-athletes receive academic and athletic scholarships to attend four-year universities

Intramural Sports

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

Speech Team and 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. During the last several years, the team has captured numerous gold medals at local, regional, and national competitions, including a national championship win at the Phi Rho Pi national competition.

As members of the Illinois Skyway Collegiate Conference, the College participates in three college bowl conferences: The Illinois Community College Trustees Association, the Illinois Community College Student Activities Association, and the Illinois Skyway Collegiate Conference. They compete in rounds of "Jeopardy"-style quizzes. Students test their knowledge in subjects such as science, current events, fine arts, and history. In recent years, the team won two regional tournaments and captured the state crown.

The Illinois Skyway Collegiate Conference also sponsors events in art, jazz, writing, and S.T.E.M. (science, technology, engineering, and math). In recent years, PSC students have entered and won first place in these competitions.

Cultural Life and Special Events

From formal ties to the community's arts and cultural scene to the student sponsored events in the atrium, 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 and 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 Monday through Thursday from 9 a.m. to 3 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 Concerts

Top among PSC's musical events is the annual Jazz Festival, held in the Business and Community Education Center, in 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, which has played to a sold out crowd for the last several years.

Other concerts feature the PSC Vocal Jazz Ensemble, the PSC Wind Ensemble, and the Extreme Big Band.

Speakers and Other Special Events

Throughout the year—whether the venue is the Business and Community Education Center auditorium, 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, leadership workshops, poetry readings, and more.

Annual events include the following:

- Black History Month Events
- Commencement
- Community Halloween Party
- Gem and Mineral Show
- Health Fairs
- Hispanic Heritage Month Events
- Holiday Cheer Week
- Job Fairs
- Latino Student Leadership Conference
- Student Leadership Awards Dinner
- Vendor Fairs

