Fulford-Rhodes Student Store

Come see us in the Goess Student Center!
We have all your school needs and more.

You can place an order online for books, computers and PCC apparel.
Bookstore.pittcc.edu

Email: pccbookstore@my.pittcc.edu
Phone: 252.493.7252
PITT COMMUNITY COLLEGE
Student Planner 2023-2024

This planner belongs to:

NAME __________________________________________________
E-MAIL ADDRESS _________________________________________
ADVISOR _______________________________________________
PROGRAM OF STUDY ______________________________________

If found, please return to the PCC Switchboard/Information Desk in the Goess Student Center.
The mission of Pitt Community College is to educate and empower people for success.

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Pitt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Pitt Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).
Where To Go When You Want To Know.....
Use this quick reference guide to find out what campus office to call or visit!

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Welcome to your PCC Portal

A link can be found in the upper right hand corner of the public homepage (www.pittcc.edu).

1. How do I log in? - See instructions link

2. Having trouble logging in? Click the “troubleshooting” link for assistance or contact the PCC HelpDesk at 252-493-7487.

Once you’ve logged in, follow the sequences below to access important links through your Portal:

Portal Navigation

• Check Mail —> Your student email
• Moodle —> Your online classroom for hybrid and internet courses;
• PCC Alerts —> Register to receive emergency text messages.
• Jobs and Internships —> Discover internships, job opportunities, and other important career-related info and events.
• Virtual Job Shadow —> Find your inspiration and follow professionals in a series of ‘a-day-in-the life’ stories from industry experts.

NOTE: Campus Calendars are also available through your portal to keep you updated on important deadlines and campus events

PCC Portal Services

• To search and register for classes and view future semester course work —> Locate “Academic Planning” and then click on “Plan and Schedule”
• To see your financial aid status —> Locate “Financial Aid” —> Click “Financial Aid Status”
• To pay for courses or arrange payment plans —> Locate “Financial Information, ---> Click “View Account and Make Payments” or Click “Payment Plan”
• To view your class schedule or view past grades —> Locate “Academic Planning” --- > Click Student Planning
Student Educational Plan

All students (with the exception of Special Credit students) are required to have an approved Student Educational Plan (SEP) before they can register for classes each semester. Students are highly encouraged to meet with their academic advisor each semester to review and approve their plan for classes. The SEP will ensure you stay on track and meet your goals!

To build and/or register from an approved SEP, follow these steps:

Step 1: Log into “MYPITCC” and hover over “Student” at the top, locate “Registration” and then click on “Plan and Schedule”

Step 2: To build your SEP, click on “Plan Your Degree & Register for Courses.”

Step 3: Contact your academic advisor to review and approve your SEP. This can be done by clicking on the “Request Review” button (as noted in the directions). You will receive a notice once your academic advisor approves your SEP.

Step 4: After your academic advisor approves your SEP, YOU ARE NOT REGISTERED for classes.

Step 5: To register from an approved SEP, log in as indicated in Step 1 above. Review Step 18 of the “SEP Instructions” to register for classes. Please note: You cannot register from an approved SEP until registration is open. Visit our PCC Academic Calendar for dates and deadlines. Please note your classes will not appear in Moodle until the first day of class.

For questions regarding Student Educational Planning, please contact your academic advisor. Can’t find your academic advisor? Log into your MyPittCC account and follow the directions below. You may also call the PCC Student Hotline at 252-493-7245 for assistance.

1. Hover over “Student” at the top, locate “Registration” and then click on “Plan and Schedule”
2. Click Option 2 “Plan Your Degree & Register for Courses”
3. Click Advising

Academic Advising

Advising Definition and Description

Academic advising is the process of achieving educational and career goals through enhancing student learning and personal development. Academic advising is central to your success at Pitt Community College. Students are assigned an academic advisor upon acceptance to Pitt Community College.

Advising Assignments

Advisors are assigned at the time of application to the college. You can locate your assigned advisor in your mypittcc portal or on your acceptance letter. You will be assigned to a Student Success Advisor upon entering the college if you have less than 12 transfer credit hours. You will spend two major semesters with your Student Success Advisor; then, you will transition to a faculty advisor.

Academic Advising Policy Exemptions

- Graduates of the PCC Career & College Promise (CCP) program will be assigned to a Student Success Advisor, regardless of transferable credit hours earned. After completion of two semesters at PCC, CCP graduates will be assigned to a faculty advisor.

- Students enrolled in the PCC Visions Program will be assigned to the Visions College Coordinator, who will serve as their academic advisor. After completion of two semesters at PCC, Visions students will be assigned to a Faculty Advisor.
Learning Objectives for Advising

**Students should be able to:**

- Establish relevant and attainable career goals.
- Work collaboratively with their academic advisor to create and maintain a Student Education Plan (SEP).
- Register for classes using the mypittcc portal.
- Research admissions requirements and policies for desired programs of interest.
- Successfully complete and submit a graduation application.

**Student Goals and Responsibilities**

1. Prepare for advising appointments.
2. Remain in contact with your advisor over the course of the entire semester in order to review your Student Education Plan (SEP) and maintain your progress towards graduation.
3. Discuss your academic and career goals with your advisor. Learn how to add and delete courses from your Student Education Plan (SEP).
4. Monitor your academic performance and progression through checking Moodle grades frequently, checking your mypittcc email daily, and communicating with your instructor(s) regularly.
5. Know campus policies and procedures. Be familiar with campus resources and opportunities to get involved on campus.
6. Plan to meet with your advisor each semester to plan your courses and obtain approval.
7. Register for classes through your mypittcc portal.
8. Express any concerns about your current course load and adjust the current plan as needed.

**Important Reminders and Information Regarding the Advising Experience**

- Your academic advisor will have access to check your attendance and grades. They may be reaching out periodically to see how your semester is going.
- You cannot register for classes until you have received advisor approval of your course schedule.
- The advising experience is not just about scheduling. Your advisor provides assistance with campus resources, career planning, and more.
- If you are considering making a change to your schedule, it is important to speak with your advisor. Changes to your schedule, such as dropping or withdrawing from a class, may affect your progress towards graduation. Your advisor will be able to assist you in making plans for the following semesters.

**Advisor Goals and Responsibilities**

1. Serve as primary advocate for each advisee. Listen to student concerns and respect individual choices.
2. Know campus policies and procedures and be familiar with campus resources that are available, such as Tutoring Services (TASC), Accessibility Services, Placement Testing, Registration, and Counseling Services.
3. Provide an open and inviting space for students to express themselves, their career goals, and any concerns they have regarding their academic experience.
4. Monitor advisees’ academic performance and progression in enrolled courses. Aid students in completing course withdrawals, applying to programs (if applicable), and applying for graduation.
5. Provide appropriate times for advisees to meet, and have these times posted for students to view.
6. Assist advisee in building and maintaining Student Education Plans (SEP). Be knowledgeable of the pre-requisite requirements, course difficulty level, and the appropriate curriculum for programs offered at Pitt Community College.
7. Guide students in making appropriate career and educational decisions through research of transfer institutions, career paths/curriculums, and community opportunities.
Registering For Classes At PCC
Before registering for classes, you will want to review the PCC catalog online as well as the class schedule posted on our website. After you have reviewed the degree requirements and suggested course sequence for your program, you should meet with your academic advisor to develop a Student Educational Plan (SEP). If you have attended another college, be sure that you have requested an official transcript be sent to the Registrar’s office at PCC so that you may receive credit for coursework already completed. The name of your advisor was emailed to you. Your advisor will contact you through your my.pittcc.edu email account. Once you have connected with your advisor to discuss your course schedule, you are ready to register.

How to Register
There are two ways to register at Pitt. Whichever method you choose, you should always print out a copy of your schedule after registering by logging into myPittCC and going to the PCC Services area.

1. Registration from your Approved SEP:
   • Log in to your myPittCC account (see “Student Educational Plan” details).
   • Access your Student Self-Service, locate “Registration” and then click on “Plan and Schedule.”
   • Click the arrows to select the term you wish to register for.
   • After classes are planned and approved by your advisor, click on the “Schedule” tab.

2. Registration with your First Year Student Success Advisor or your Academic Advisor:
   • Connect with your advisor by email and prepare your class schedule.
   • Your advisor will enter your schedule at their computer terminal.

When to Register
Registration start dates are posted on our website on the Academic Calendar. This page may be accessed by going to www.pittcc.edu and clicking on the ‘Get Started’ drop down menu in the top bar and then select ‘Academic Calendar.’

It is to your advantage to register for classes as soon as the priority registration period begins. Creating your schedule with your advisor during the priority registration period means a greater likelihood you will be able to register for your first choice classes. It also means avoiding the potentially long lines that can appear later on in the registration cycle.

Take careful note of the payment deadlines that are posted on our website. **Students who don’t pay tuition & fees by the posted deadlines run the risk of having their schedule deleted from our system.**
Student Identification Cards and Parking Stickers
As a new student at PCC, you will need to get a student identification card and a parking sticker. After you have registered for classes and paid your fees, take your receipt to the Police Department (located on Bulldog Run across from the bus stop) to get your ID card and parking sticker. The fees for your student ID card and parking sticker are included in your student fees. There is a $2 fee for an additional or lost student ID card or parking sticker. You will need to wear your student ID at all times when on the PCC campus.

All vehicles parked on campus must have a parking sticker. Students must park in Decal B parking lots.

Campus Traffic Regulations (partial listing)
• All students who drive a vehicle on campus must acquire and display a parking sticker.
• Campus speed limit is 20 mph.
• Students must park in areas designated area B or Student Parking.
• After 5:00 p.m., students may park in either A or B parking areas.
• Music played in all vehicles is to be kept to a minimum. The campus parking lots and streets must be quiet zones to maintain decorum in classrooms.
• PCC Campus Police are sworn law enforcement officers with full investigative and arrest authority.

Grade Point Average (GPA)
The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted. The major grade point average is calculated on the required courses for the student’s current major, including only the highest grade earned on each course (See Graduation Requirements). Transfer courses are not included in the GPA calculation.

TRiO Student Support Services (SSS)
TRiO Student Support Services is committed to assisting participants in reaching their educational goals. Participants in the program are provided academic and personal counseling, enhanced tutoring, cultural enrichment activities, student-based workshops, and mentoring. The program is designed to assist Pell Grant recipients, first-generation college students, or individuals who may need accessibility assistance. Our goal is to support participants in their persistence and completion of a college degree/credential.

Free Tutoring – TRiO tutoring is a FREE service for all TRiO students registered for traditional, online, evening, and weekend classes at PCC. Individual and group sessions with academically qualified peer tutors and professional tutors are offered to provide academic support. Students are encouraged to sign up for tutoring as early in the semester as possible. TRiO is located in Warren 1306 has an open lab that offers academic support and computer skills assistance to TRiO students.

Contact Information:
Email: TRIOprograms@my.pittcc.edu
Phone: 252-493-7689
Warren Bldg. Rm. 1306 • Monday-Friday, 8:00am-5:00pm
Tuition
Financial support from local, state, and federal sources allows each student an educational opportunity at minimum cost. Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. Any student who does not pay fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid. Please Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice. Please refer to the PCC website for current tuition rates.

Full-time Tuition (as of this printing March 2023)
All North Carolina residents enrolled for sixteen (16) or more curricular credit hours are charged a maximum tuition of $1,216.00 per semester. ($76.00 per credit hour)

Part-Time Tuition
The tuition charge for North Carolina resident curricular students is $76.00 times the number of credit hours for which the student is enrolled. Example: 6 credit hours x $76.00 equals $456.00.

Audit Students
Audit students under 65 years of age must pay the same tuition rates as other students. Individuals who are at least 65 years of age as of the start date of the audited course are waived from paying tuition for an audited course. These individuals are required to pay all other local fees associated with the course and must provide proof of age through a driver’s license, State identification card, or other government-issued document.

Internet Students
Tuition and fees for students enrolled in classes via the Internet are the same as the tuition and fees for students enrolled in traditional classrooms.

Out-of-State Students
The entrance requirements and admission procedures for persons who reside outside North Carolina are the same as for residents. Tuition for non-residents will not exceed $4,288.00 per semester for full-time enrollment. For part-time students, the fee is $268.00 per credit hour.

Refund Policy
1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar.
2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the term.
3. For classes that do not meet for the entire term, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

All curriculum tuition refunds will be mailed unless payment was by credit card. Credit cards will be refunded. The refund policy is set by the North Carolina State Board of Community Colleges and is subject to change without notice. Activity, technology, access, and insurance fees are nonrefundable. Exception: Students prepaying and dropping all classes prior to the first day of classes as published in the school calendar of the term involved will receive a full refund of all fees.
Financial Aid
The goal of Pitt Community College’s Financial Aid Office is to provide assistance to students having financial need. This assistance may come in the form of grants, scholarships, student or parent loans (which need to be paid back) and/or work opportunities. Eligible students are awarded a financial aid package consisting of one or more of these types of assistance, based on their financial need. In most cases, the package tries to meet most or all of the student’s “unmet need”, subject to the availability of funds.

Need is determined by evaluating the information provided on an aid application. Factors such as income, assets, and benefits are considered in determining the need for aid. The amount of actual award is determined once the Financial Aid office receives the Student Aid Report (SAR), which is produced when the student submits the Free Application for Federal Student Aid (FAFSA). Students must apply online at www.studentaid.gov. Financial aid will only pay for courses required in a student’s major.

To be eligible to receive financial aid, a student must be enrolled in an eligible curriculum leading to a degree or diploma. Students must also have a high school diploma from a high school recognized by the Department of Education or GED, must maintain satisfactory academic progress, and may not owe a repayment on a grant nor be in default on an educational loan.

The Financial Aid office, located in the Craig F. Goess Student Center, is open Monday-Friday 8:00am-5:00 pm. Contact the Financial Aid Office at (252) 493-7245.

Other Methods of Support
• Federal Work-Study
• NC Child Care Grant
• Scholarships (visit www.pittcc.edu and search “Apply for Scholarships”)
• Student/Parent Loans

Financial Aid Contact Information
Phone Number: (252) 493-7245
Email Address: PCCFA@email.pittcc.edu
Postal Address: Pitt Community College, P. O. Drawer 7007, Greenville, NC 27835-7007
Federal Institutional Code: 004062

Financial Aid Contacts
Janet Brewer (Last names beginning A-C, Z)
Tonya Atkinson (Last names beginning D-F, S-St, VISIONS, Athletes, Nursing)
Kiara Stanley (Last names beginning G-L)
Laurie Wooten (Pell Grant, Loans, RIBN Program)
Cicoira Drummond (Last names beginning M-R)
Norma Manning (Last names beginning Su-Y)
VACANT (Assistant Director of Financial Aid)
Lee Bray (Director of Financial Aid)
Paying for Classes
The easiest way to pay your tuition & fees is by making payment online:
- Log in to your myPittCC account
- Hover over “Student” at the top, locate “Financial Information”
- Click on View Account and Make Payments OR click on Payment Plans to set up a payment plan.

At this point, if you have registered and have a balance, you should receive a screen showing the balance that you owe. Note that the system will only allow you to make a full payment of the balance due, unless you have set up a payment plan. Please call 252-493-7234 if you have any questions. Cashier is located in the Goess Student Center.

Schedule Changes (Drop/Add Period)
In some instances it is necessary for students to make adjustments in their schedules. Students may make schedule changes through the PCC Portal or with their Academic Advisor up until the first day of the term. Schedule changes during the drop/add period (after the term begins) must be processed through the Registrar’s Office, Goess Student Center, Room 100. Once the drop/add period has ended, schedule changes must be approved by a division Dean.

Official Withdrawals
Students must enter each course by the census date, or they will be recorded as “never attended” (NA) and removed/withdrawn from the course. Students may withdraw from a course(s) by requesting a withdrawal from their advisor/instructor before the 75% point of the term. Student-initiated withdrawals will show on a student’s transcript as an “OW”. Students may be withdrawn by the instructor for safety or violations that prevent them from continuing in the class. Students who stop participating in a course and do not withdraw by the 75% point will receive the grade earned in the class. The final grade may be an A, B, C, D, F, P, R, IP, or I. Students should be aware that any missed class work will be counted in the calculation of the final grade. Students should refer to PCC’s Incomplete Policy for more information on “I” grades.

Exceeding OW Limits and Effects on Academic Standing
Once a student has accumulated eight (8) official withdrawals, the student will be classified as Ineligible for Official Withdrawal, where he/she will be ineligible for further official withdrawals. Any instructor initiated withdrawal will be equated to an F in the course.

Appeal for Official Withdrawals
If a student believes he or she has extenuating circumstances which justify an exception to the standard withdrawal policy, he or she may appeal to the Withdrawal Appeal Committee. See the PCC General Catalog for instructions on how to file an Official Withdrawal appeal.
Information Technology Resources Appropriate Use Policy

The primary purpose of the Pitt Community College computer resource is educational. The College’s mission is to educate and empower people for success. This mission will be achieved by encouraging lifelong learning, establishing positive learning environments, ensuring academic excellence, enhancing economic development and quality of life, and emphasizing multicultural experiences. All users must understand this purpose.

The purpose of this policy is to outline the acceptable use of technology resources provided by Pitt Community College. These rules are in place to protect student privacy and state resources. Inappropriate use exposes Pitt Community College to risks including:

- virus attacks
- legal issues
- financial consequences
- compromise of network systems and services
- negative publicity and trust within the community
- financial consequences

The users of all PCC’s computer resources and computer network must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. Users are advised that technology are business tools that shall be used in a professional manner only at all times and should not be used for any purpose, which would reflect negatively on the College or its employees. The College does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Uses that are Acceptable and Encouraged

1. Access to scientific, technical, and other informational topics as well as conducting communication among peers in other government agencies, academia and industry on matters which have relevance to Pitt Community College.
2. Communications and information exchanges directly relating to the mission, charter and work tasks of the College;
3. Announcements of College policies, meetings, procedures, services, or activities;
4. Obtaining and spreading knowledge;
5. Gathering research material and data;
6. Analyzing research material and data;
7. Providing data and research in support of public service;
8. Preparing course materials;
9. Enhancing educational approaches and teaching methods;
10. Enhancing course work;
11. Developing surveys and administering targeted demographic surveys.

Users are responsible for their actions and activities including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of computing resources will result in suspension or revocation of those privileges.

The complete PCC Information Technology Resources Appropriate Use Policy can be found on the PCC Student Portal page under Campus Documents in the IT Policies folder.
**Student Code of Conduct Policy** - Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC’s safe and supportive learning environment. Pitt Community College has the right and responsibility to take necessary and appropriate action to support and protect the health and safety of the college community. Conduct for which students are subject to disciplinary sanctions includes but is not limited to:

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<td>3</td>
<td>Canvassing</td>
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<td>4</td>
<td>Coercing Behavior</td>
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<tr>
<td>5</td>
<td>Complicity (accessory, aiding and abetting, attempt, conspiracy, hiring, and/or willfully encouraging)</td>
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<tr>
<td>6</td>
<td>Computer Misuse (anonymous posts, degrading/disrupting, financial/commercial gain, illegal activity, inappropriate use, privacy invasion, unauthorized access/use, unwarranted use/display of inappropriate content, vandalism, and/or wastefully using finite resources)</td>
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<tr>
<td>7</td>
<td>Damage (College, employee, and/or student property)</td>
</tr>
<tr>
<td>8</td>
<td>Relationship/Dating</td>
</tr>
<tr>
<td>9</td>
<td>Domestic Violence</td>
</tr>
<tr>
<td>10</td>
<td>Excessive Noise (driveways, hallways, parking areas, and/or walkways)</td>
</tr>
<tr>
<td>11</td>
<td>Facilities Misuse</td>
</tr>
<tr>
<td>12</td>
<td>Failure to Comply</td>
</tr>
<tr>
<td>13</td>
<td>False Information</td>
</tr>
<tr>
<td>14</td>
<td>Fighting</td>
</tr>
<tr>
<td>15</td>
<td>Gambling</td>
</tr>
<tr>
<td>16</td>
<td>Harassment (Non-sexual)</td>
</tr>
<tr>
<td>17</td>
<td>Hazing</td>
</tr>
<tr>
<td>18</td>
<td>Intimidating Behavior</td>
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<tr>
<td>19</td>
<td>Peddling</td>
</tr>
<tr>
<td>20</td>
<td>Profanity</td>
</tr>
<tr>
<td>21</td>
<td>Property</td>
</tr>
<tr>
<td>22</td>
<td>Sexual Misconduct (assault/battery, exploitation, harassment, non-consensual contact or intercourse)</td>
</tr>
<tr>
<td>23</td>
<td>Soliciting</td>
</tr>
<tr>
<td>24</td>
<td>Stalking</td>
</tr>
<tr>
<td>25</td>
<td>Theft (College, employee, and/or student property)</td>
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<tr>
<td>26</td>
<td>Threatening Behavior</td>
</tr>
<tr>
<td>27</td>
<td>Trespassing</td>
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<tr>
<td>28</td>
<td>Tobacco Use</td>
</tr>
<tr>
<td>29</td>
<td>Vandalism</td>
</tr>
<tr>
<td>30</td>
<td>Violent Behavior</td>
</tr>
<tr>
<td>31</td>
<td>Weapons (possession and/or use)</td>
</tr>
</tbody>
</table>

Students have a responsibility to review the Student Code of Conduct Policy, and other policies, and to seek clarification, if necessary, from the Office of the Senior Director of Student Advocacy, located in Vernon White 109. If you have a concern of an immediate threat, please call Campus Police at 252-493-7777 or 911.

**College/Workplace Anti-Violence Policy** - Pitt Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

1. Any act or threat of violence made by an employee, student or customer against another; or
2. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion; or
3. Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public; or
4. Any act or threat of violence made directly or indirectly by words, gestures, or symbols; or
5. Use or possession of weapons on the college campus.

**Firearms Policy** - In accordance with NCGS 14-269.2(k), a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; and
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and
3. The handgun remains in either a closed compartment or container within the individual with the permit’s locked vehicle; or a locked container securely affixed to the individual with the permit’s locked vehicle; and
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; and
5. The firearm remains in the closed compartment at all times.
Student Complaints Policy
Students are encouraged to resolve issues at the informal level by discussing the concern with the other party identified as causing or contributing to the complaint. If the issue/complaint is not resolved at the informal level- no later than 3 business days after the alleged incident- a written statement of the complaint should be filed with the Senior Director of Student Advocacy and/or Assistant Vice President of Student Support.

The purpose of the student complaint procedure is to provide a system to channel student complaints against faculty, staff, or students concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability, or other conditions, preferences, or behavior
2. Sexual misconduct
3. Academic matters, excluding grades

Any questions or concerns should be directed to the Senior Director of Student Advocacy, located in Vernon White 109.

Title IX: Sex Discrimination & Sexual Misconduct Policy
Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution’s programs or activities, including employment, academic, educational, extracurricular and athletic activities that occur when an individual is participating in or attempting to participate in an educational program or activity sponsored by Pitt Community College that occurs in the United States. Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX requires colleges to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported.

Clergy, VAWA & SaVE
The Clergy Act requires colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies. Violence Against Women Act (VAWA)/Campus Sexual Violence Elimination Act (SaVE) clarifies that “sexual violence” includes domestic violence, dating violence and stalking, which must be included in campus Clergy reports, and also requires that institutional policies address and prevent sexual violence through training, education, and certain discipline procedures.

Pregnancy
Per Title IX regulations, students who are pregnant and parenting are granted excused absences due to pregnancy and related conditions as long as the doctor deems necessary. Students do not need to provide a doctor’s note to be excused. Instructors must allow students to make up their missed work from excused absences.

Students, faculty, staff, bystanders, guests and visitors have a “duty to report” sexual misconduct or sexual discrimination that occurs on or off campus. Any questions or concerns should be directed to the Title IX Coordinator:

Dr. Kimberly Williamson, Title IX Coordinator
Phone: 252-493-7217  E-mail: kfwilliamson542@my.pittcc.edu  Office: VEW 109
**Free Tutoring**
The Tutorial and Academic Success Center (TASC) is a FREE service for all PCC students. Individual and group sessions with academically qualified peer tutors and professional tutors are offered to provide academic support.

**How to Get Connected with a Tutor**
The majority of tutoring sessions are by appointment only. To make an appointment, students can:

- fill out the online Tutoring Request form at www.pittcc.edu/tutoring (MyPittCC login required);
- email tasc@my.pittcc.edu;
- call (252) 493-7258; or
- stop by Trailer 19 or Williams 130.

TASC does offer walk-in appointments on select days and times on a first-come, first-serve basis. To view the walk-in schedule, visit www.pittcc.edu/tutoring.

**Subjects Offered**
TASC offers tutoring in core classes, such as English, math, biology and chemistry, and in other subjects, such as French, Spanish, business, music, psychology and Health Sciences and computer-related courses. Additional subjects may be available. Please contact TASC to inquire about subjects not listed. Academic support and computer skills assistance are available in the Academic Skills Lab in Trailer 19.

**Hours of Operation**
For the most up to date listing of the hours of operation, visit www.pittcc.edu/tutoring. Virtual tutoring is also available.

**Tutoring Locations**
Tutoring is offered in several locations around campus:
- Academic Skills Lab - Trailer 19
- Math Center - Trailer 19
- Writing Center - Trailer 21 & Reddrick 140
- Science Center - Williams 130
Office of Accessibility

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Pitt Community College provides access to higher education for qualified students with disabilities. Students requesting accommodations for coursework and activities whether on campus or online may contact the Office of Accessibility to self-disclose a disability and request accommodations.

Students may initiate the request at anytime during the semester, however the best outcomes occur when accommodations have been identified and are in place prior to the beginning of the semester. Accommodations that must be planned or arranged prior to the start of classes (such as note taking services or interpreting services) should be requested as soon as possible after admission. Failure to do so may delay receipt of services in a timely manner. Accommodations are determined after consultation with the student, review of documentation, and with consideration of previous accommodations in accordance with applicable laws. Individuals who qualify for accommodations under ADA will receive reasonable accommodations to access their curriculum, campus activities and events.

For additional information about accommodations and services provided, contact the Office of Accessibility at 252-493-7595. The office is located in the Everett Building, Room 114 inside the PCC Library.

Counseling Services

Our mission is to promote personal health and overall wellness by providing students with support and resources that enhance their academic experience and that equip them to be proactive in obtaining their goals academically, professionally, and psychologically. Currently enrolled students can be seen by one of our Counselors. Contact with a counselor may be made in person, via email, or by phone. Counselors are available to assist students in need of brief solution-focused counseling. We also work in conjunction with community agencies for additional counseling services when extensive therapeutic care is needed. Student confidentiality is important to us and is protected except in circumstances explained in an established counseling session.

Counselors also assist students experiencing a financial struggle by referring them to on and/or off campus resources that may be able to help. This includes students with food insecurities. If you are in need of food items, please contact one of our counselors for help. Faculty and staff can also refer students to Counseling Services. For additional information or to schedule an appointment with one of our Counselors, please contact Counseling Services at (252) 493-7809. Counseling Services is located in the Goess Student Center, Room 170.
MYTHS About Online Courses

Myth #1 - I can do my course work anytime
Fact: Although you can login to work on your online class anytime day or night, most online assignments and tests have specific deadlines. Your online instructor will let you know what your due dates are.

Myth #2 - Online classes are easier and less work
Fact: The fact they are online makes online courses even more demanding and time consuming than traditional classes. Online classes also demand extensive reading and time management skills!

Myth #3 - “My computer is broke” is an acceptable excuse
Fact: With the ability to use computer labs on campus or at the nearest public library, most online instructors will not accept the excuse your computer wasn’t working, or you couldn’t access Moodle.

Myth #4 - Procrastination is OK in online classes
Fact: Due to the nature of technology, you do not want to wait till the last minute to do your assignments, tests, etc. If something quits working, you want to have time to find a replacement.

Myth #5 - I can cram all my work into one login session
Fact: You will have a number of deadlines to meet and discussions to complete in an online class. Logging in once a week or so means you may easily miss important due dates. It is your responsibility to know what’s due and when.

Myth #6 - I cannot get personal attention in an online class
Fact: Some students feel that there is even more attention in online classes since both the instructors and classmates are online almost daily.

Myth #7 - PCC will provide me a computer for this class
Fact: Except for the computer labs on campus, the college does not provide you with a computer. It is your responsibility to have or locate access to a computer and the Internet.

Myth #8 - I will be taught how to use a computer as part of my online class
Fact: Your instructor will focus on the subject matter for the class, and will expect you to know how to use your computer and the Internet.

Myth #9 - I don’t have to “talk” with anyone to take my online course
Fact: Since there is little “face-to-face” contact, you may actually “talk” with the instructor and classmates even more than in a traditional class! Most online courses have lots of interactions via discussions, email, and chat sessions.

Myth #10 - Online courses do not follow the regular semester dates
Fact: At PCC, online classes have the same start and end dates as their traditional counterparts. Payments, scheduling, drop/add, and withdrawal deadlines are the same for all classes, including online.
Distance Learning
PCC is a state leader in distance learning with over 200 courses offered online that maintain the same high quality standards as traditional classroom courses. These courses are designed and delivered to meet regular course objectives. Online courses are offered in two formats: Hybrid courses (which blend online and traditional classroom instruction) and Internet courses (which are taught entirely online).

Courses offered via the Internet allow students the convenience and flexibility to complete classwork within one’s schedule and from anywhere in the world. To be successful, online courses require self-discipline to complete coursework according to due dates, reliable access to a computer and the internet, proficiency in basic computer skills, and self-motivation to engage in coursework and discussions. For more information, contact us at (252) 493-7256 to reach the department of Distance Learning.

After being enrolled, please take a look around the Introduction Course. All students at PCC are automatically enrolled in this informational (not for credit) course. This course is designed to answer questions and provide help for students new to Moodle at PCC. Unless specified by your instructor(s), this “course” is not required; however, we suggest that all new students go through the course to learn how to use Moodle.

Evening & Weekend College
The intent of Evening & Weekend College is to offer an array of courses and programs that provide an alternative for people who work or have other commitments on weekdays. This includes working adults, traditional college students or anyone who may have other obligations during traditional class times. Evening & Weekend College provides flexibility and convenience by offering a variety courses and teaching methods so that students can work toward associate degrees, obtain certificates, update or gain new skills, prepare to transfer to a four year school or just pursue personal interests. Classes are offered in both the traditional 16 week semester format, while others are offered in 8 week sessions, allowing more classes to be taken during the semester. Evening & Weekend College is just one way that Pitt Community College provides individuals with additional learning opportunities to help meet the needs of the growing student population. For more information, please call (252) 493-7627.
Open Labs and Open Student Labs
Pitt Community College offers three locations for open computer use on campus. Each lab has independent operating hours as listed below; labs are not available when campus is closed and student labs are generally not open during breaks.

Library – The Library located in the Everett Building (CWE) offers open computer access to all students and public patrons.

<table>
<thead>
<tr>
<th>Lab</th>
<th>Days</th>
<th>Regular Hours</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE-201</td>
<td>Mon - Thur:</td>
<td>7:45 AM - 7:00 PM</td>
<td>7:45 AM - 7:00 PM</td>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>7:45 AM - 5:00 PM</td>
<td>7:45 AM - 1:00 PM</td>
</tr>
<tr>
<td></td>
<td>Saturday:</td>
<td>8:00 AM - 12:00 PM</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Business Division Lab – The Business Division Lab located in the Humber Building (RLH) offers open STUDENT access (Student ID is Required).

<table>
<thead>
<tr>
<th>Lab</th>
<th>Days</th>
<th>Regular Hours</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RLH-112</td>
<td>Mon - Thur:</td>
<td>8:30 AM - 7:00 PM</td>
<td>8:30 AM - 7:00 PM</td>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>8:30 AM - 3:00 PM</td>
<td>8:30 AM - 1:00 PM</td>
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</tbody>
</table>

Academic Skills Lab – The Academic Skills Lab located in Trailer 19 (T-19 at 121 Bulldog Run) offers open STUDENT access (Student ID is Required).

<table>
<thead>
<tr>
<th>Lab</th>
<th>Days</th>
<th>Regular Hours</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-19</td>
<td>Mon - Thur:</td>
<td>8:00 AM - 6:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>8:00 AM - 12:00 PM</td>
<td>8:00 AM - 1:00 PM</td>
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</table>

Goess – The Goess Student Computer Lab is located adjacent to the PCC bookstore. There are 42 computers open for current PCC students and is wheelchair accessible. PCC Student ID is required to access the computer lab.

<table>
<thead>
<tr>
<th>Lab</th>
<th>Days</th>
<th>Regular Hours</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFG-178</td>
<td>Mon - Thur:</td>
<td>8:00 AM - 5:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
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<tr>
<td></td>
<td>Friday:</td>
<td>8:00 AM - 5:00 PM</td>
<td>8:30 AM - 1:00 PM</td>
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</tbody>
</table>

All other Campus computer labs are for Departmental use only and are not authorized for use outside of classroom instruction.
Intercollegiate Athletics
Pitt Community College fields intercollegiate athletics in Baseball, Men’s Basketball, Softball and Court Volleyball. The Bulldogs compete in the National Junior College Athletic Association (NJCAA) in Region 10. Pitt CC Athletics strives to educate and empower student-athletes for success in life, higher education and the workforce by emphasizing teamwork, character and sportsmanship. In a storied program, much success has been seen over the years athletically and academically. The Department of Athletics is committed to providing the best opportunities for our student-athletes that will allow individual growth and team success, as well as create opportunities for student athletes to move on to a four-year college or university. For more information regarding Pitt CC Athletics, visit our website at www.pccbulldogathletics.com

Recreation Sports
PCC Recreation Sports (Intramural) Program is specifically designed to provide opportunities for students, faculty and staff to engage, socialize, enriching experience, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

PCC Recreation Sports program includes basketball, flag football, indoor soccer, and other recreational or fitness related activities. General information and registration materials for PCC Recreation Sports can be obtained through the Recreation Sports Office inside the Charles Coburn Center (located within Ed & Joan Warren Building; Room #1100) and on Pitt Community College’s website. Simply type the word “recreation” into the search bar on the school’s home page to find our webpage.

Open-Gym freeplay is a designated time for students, faculty, and staff to enjoy the fitness facilities and various recreational activities during the semester. The hours of Open-Gym Freeplay are posted outside the entrance of the Coburn Center located inside the Edward and Joan Warren Building. The hours of activity and the open freeplay areas vary as to the many needs for academic curriculum classes, athletic sport events and other activities that are scheduled in the Coburn Center. The freeplay areas are broken down into four groups: Cardio Area, Mezzanine Strength Conditioning; Free-Weight Area, Resistance Machine Room, and Main Sports Gymnasium Court(s) Area.

For further information about PCC Recreation Sports (Intramurals), and the Coburn Center, contact the Coordinator of Recreation & Student Success at 252-493-7399 or in the Ed & Joan Warren Building.
Getting involved in student clubs and organizations on a college campus provides students the opportunity to step outside the norm and find ways to really connect with the college. College campuses with high student involvement rates find that retention is higher, students are happier, and school spirit is stronger. For more information, email dpruffin932@my.pittcc.edu

**Organizations**

1st Gen Fellows  
Advertising and Graphic Design Club  
Bruiser’s Crew  
Bulldog Explosion (Student Pep Band)  
Circle of Sisters  
Collegians for Christ  
Collegiate DECA (Marketing)  
Criminal Justice Association  
Early Childhood Student Organization  
Elements of Praise Choir  
Engineering & Physical Science Club  
Esports Club  
Health Information Technology Student Association  
InterVarsity Christian Club  
Level Up (Minority Male Students)  
Music Club  
Paralegal Association  
PCC Association of Human Services Technology  
PCC Association of Nursing Students  
PCC Association of Respiratory Therapy Students  
PCC Bass Fishing  
PCC Diagnostic Medical Sonography Club  
PCC Dog Pound  
PCC Gender–Sexuality Alliance  
PCC InterVarsity Christian Club  
PCC Student Veterans Association  
PCC Radiography Association  
Phi Theta Kappa National Honor Society  
Pitt Game Developers Association  
Pitt Paranormal Research Association  
National Society of Leadership and Success (NSLS)  
Southern Organization of Human Services  
Student Ambassadors  
Student Government Association  
Student Leaders Embracing Education in Polysomnography  
Student Occupational Therapy Association  
Students of Fine Arts  
Transitions Club  
Tri Alpha Honor Society

**Student Email Account Policy**

Students will have access to their my.pittcc.edu email account as long as they are an active student at PCC. Access to that account will be lost when the student graduates or if the student is inactive for three semesters (doesn’t take classes).

Students should use their student email for PCC related business only. A separate email account should be used for personal use.
Fall Semester 2023

Convocation ................................................................. August 15
Registration ............................................................... August 16
Classes Start ............................................................... August 17
Drop/Add ........................................................................ August 17, 18, 21
No Evening and Weekend Curriculum Classes ................ September 2-3
Labor Day Holiday (campus closed) ............................. September 4
Student Break ............................................................. September 2-5
Faculty/Student Fall Break .......................................... October 12-15
No Evening or Weekend Curriculum Classes .............. October 13-15
Priority Registration begins for Spring 2024 ................. October 16-20
Faculty/Student Fall Break (campus closes at 5pm) ...... November 22
Thanksgiving Holiday (campus closed) ......................... November 23-26
Commencement (campus closed at 4pm) ...................... December 14
Classes End ............................................................... December 15
Student Break ............................................................. December 16-January 4
Faculty Break ............................................................. December 19-January 2
Campus Closes at 5pm ................................................ December 18-20
Campus Closed .......................................................... December 21-January 1

Spring Semester 2024

Registration ............................................................... January 3-4
Classes Start ............................................................. January 5
Drop/Add ....................................................................... January 5, 8, 9
Martin Luther King, Jr. Holiday (campus closed) .......... January 15
Faculty/Student Spring Break .................................... March 22-31
No Evening and Weekend Curriculum Classes .......... March 22-31
Good Friday Holiday (campus closed) ......................... March 29
Priority Registration begins for Summer and Fall 2024  April 1-5
Classes End ............................................................... May 6
Commencement (campus closed at 4pm) ..................... May 7
Student Break ............................................................. May 7-20
Faculty Break ............................................................. May 8-19

Summer Semester 2024

Registration ............................................................... May 20
Classes Start ............................................................. May 21
Drop/Add ....................................................................... May 21-22
Memorial Day Holiday (campus closed) ...................... May 21-22
Faculty/Student Break ................................................ July 4-7
Independence Day Holiday (campus closed) ................ July 4-7
Classes End ............................................................... August 1

NOTE: Class withdrawal deadlines were not determined prior to publication of this handbook. Please check the Academic Calendar on the PCC website for the most up-to-date information.
The PCC Foundation is raising funds to support **YOU**.

Each year **YOUR** community joins together to raise funds to support scholarships as well as educational activities and programs.

**How does their gift IMPACT YOU?**

When a donor makes a **$100** donation,
they provide bus passes, gas cards or grocery cards for a **student**.

When a donor makes a **$200** donation,
they provide funds for academic books for a **student**.

When a donor makes a **$500** donation,
they provide tuition for a **student** to attend 2 classes.

When a donor makes a **$1,000** donation,
they provide books and supplies for **3 students**.

When a donor makes a **$5,000** donation,
they provide a professional development activity for a **student** program.

When a donor makes a **$15,000** donation,
they establish a named scholarship to benefit **students**.

The PCC Foundation accepts a variety of gifts including cash, bonds, real estate, planned gifts, stocks, and more. If you would like to share your success or give back to PCC, contact the PCC Foundation at **252-493-7287** or **PITTCCFOUNDATION.COM** or the Alumni Association at **pittccalumni.com**.