Table of Contents

Directory of Important Services .................................................... 2
Logging into myPitcc ...................................................................... 3
Student Educational Plan (SEP) and Academic Advising .................. 4-5
Counseling Services ..................................................................... 5
Registering for Classes .................................................................. 6
General Information ...................................................................... 7
Tuition .......................................................................................... 8
Financial Aid .................................................................................. 9
Paying for Classes .......................................................................... 10
Information Technology Acceptable Use Policy .............................. 11
Student Code of Conduct Policy .................................................... 12
Title IX Policy ............................................................................... 13
Tutoring ......................................................................................... 14
Office of Disability Services ......................................................... 15
Library and Computer Labs ............................................................ 16
Distance Learning and Evening & Weekend College ......................... 17
Intramural Sports and Gym Use ...................................................... 18
Intercollegiate Athletics ................................................................. 19
Student Clubs and Organizations ................................................... 20
Academic Calendar and PCC Alerts Information ............................. 21

Pitt Community College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097. Or call 404-679-4500 for questions about the accreditation of Pitt Community College. Pitt Community College was last awarded reaffirmation of accreditation status in 2013.
Where To Go When You Want To Know.....

Use this quick reference guide to find out what campus office to call or visit!

Admissions and Records
Registrar’s Office, CFG-103 ...........................................493-7232

Alumni Association
John Bacon, VW-118 .........................................................493-7229

Athletics .................................................................493-7434

Bruiser’s Crew
Jasmin Spain, VW-116 .........................................................493-7769

Campus Police/Parking Decal/Student ID
Police Station .................................................................493-7777

Career Services
Main Office, CFG-170 ..........................................................493-7784

Career & College Promise (High School Students)
Alton Wadford, T-23 ...........................................................493-7745

Counseling
CFG-120 .................................................................493-7245

Curriculum Division Deans’ Offices
AGE, CFG-170 .............................................................493-7322
Arts & Sciences, RR-216 .....................................................493-7383
Business, RLH-203 ........................................................493-7262
Construction & Indus. Tech., CIT-116 .................................493-7428
Health Sciences, WEF-103 ................................................493-7309
Public Services & Fine Arts, CER-219 .........................493-7304

Dean’s List/Honor Roll
Registrar’s Office, CFG-103 .................................................493-7232

Developmental Studies & First Year Success
RR-132 .................................................................493-7429

Driver Improvement

Evening and Weekend College
CFG-131 .................................................................493-7627

Farmville Center
3781 South Main Street, Farmville, NC ..................753-0010

Financial Aid
CFG-107 .................................................................493-7326

Financial Aid Appeals .......................................................493-7754

Foundation
Susan Nobles, VW-113 .........................................................493-7210

High School Equivalency GED® Testing
GHL-108 .................................................................493-7628

Graduation Information
Amelia Martin, VW-171 .....................................................493-7480
Wallace Winborne, VW-116 .................................................493-7320

International Students
Amelia Martin, VW-171 .....................................................493-7480

Intramural Sports
Darrick Mullins, Coburn Center ..................................493-7399

Library
Everett Building ............................................................493-7350

Transitional Studies
Laurie Weston, GHL-104 ....................................................493-7439

Lost and Found
Campus Police, Police Station ....................................493-7777

Math Assistance Lab
Stephanie Woodley, CER-118 ...........................................493-7438

Mental Health Services
CFG-120 .................................................................493-7245

Minority Male Success Initiative
MMSI Coordinator, EJW-1311 ...........................................493-7506

Moodle
Distance Learning, VW-160 ...........................................493-7256

News Media
Susan Nobles, VW-113 .........................................................493-7210

Non-Credit Courses

Office of Disability Services ...............................................493-7595

Paying Tuition, Fees & Fines
Cashier’s Office, CFG-101 ..................................................493-7234

Payment Plans
Cashier’s Office, CFG-101 ..................................................493-7234

Placement Testing
EJW-2402-E ..............................................................493-7561

Resume Resources/Job Hunting
Career Services, CFG-170 .................................................493-7784

Scholarships
Susan Nobles, VW-113 .........................................................493-7210

Small Business Center
Jim Ensor, Greenville Ctr. ..................................................493-7541

Student Activities/Organizations
Katelynn Speas, CFG-180 ................................................493-7440

Student Ambassadors
Katelynn Speas, CFG-180 ................................................493-7440

Student Assistance Program
CFG-120 .................................................................493-7245

Student Code of Conduct
Jasmin Spain, VW-116 .........................................................493-7769

Student Government Association
Katelynn Speas, CFG-180 ................................................493-7440

Student Store
CFG-163 .................................................................493-7252

Success Navigators
CFG-120 .................................................................493-7578

Technical Assistant Positions (TA)
Human Resources, VW-129 ..............................................493-7289

Title IX
Johnny Smith, Compliance Officer, VW-116 ..493-7211

Transcript Evaluations
Counseling, CFG-120 .....................................................493-7245

Transcript Information
Registrar’s Office, CFG-103 ...........................................493-7232

Travel Programs
Amelia Martin, VW-171 .....................................................493-7480

Tutorial Services
T-19 .................................................................493-7258

Veterans Affairs
Sonji Rowsom, GHL-140 .................................................493-7323

VISIONS College Program
Steffen McGhee, VW-119 .................................................493-7831

VISIONS High School Program
Rebecca Warren, HS-111 ..................................................493-7501
Jim Shallow, HS-112 .........................................................493-7239

Voter Registration
SGA Office, CFG-123 .....................................................493-7226

Work Based Learning (Cooperative Education)
Career Services, CFG-170 .............................................493-7784

Work Study Program
CFG-170 .................................................................493-7784

Writing Center
For Assistance, T-21 ..........................................................493-7768
Got Questions? Find answers on myPittCC!

Login at my.pittcc.edu
A link can also be found on the public homepage (www.pittcc.edu).

myPittCC Login

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 252-493-7573.

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

Quick Launch Navigation
- Check Mail —> Your student email
- Moodle —> Your online classroom for hybrid and internet courses
- PCC Alerts —> Register to receive emergency text messages
- Online Tutoring —> Academic support available any time under ‘Smart Thinking’
- Campus Calendars —> Important deadlines and campus events

PCC Services – WebAdvisor for Students
- To search and register for classes —> Click “Academic Planning”
- To see your financial aid status —> Click “Financial Aid” —> Click “Financial Aid Status”
- To pay for courses or arrange payment plans —> Click “Financial Information”
- To plan future semester course work and apply for graduation —> Click “Academic Planning”
- To view your class schedule, request transcripts, or view grades —> Click “Academic Profile”
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 “MYPITTCC” and click on “Student Educational Plan.” The link can be found under “Quick Access” in “MYPITTCC.”

Step 2: To build your SEP, follow the directions on this link: pittcc.edu/SEP

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, visit: pittcc.edu/SEP

Review step 18 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.

For questions regarding Student Educational Planning, please contact your academic advisor. Can’t find your academic advisor? Visit the Registrar’s Office in the Craig Goess Student Center or call 252-493-7232 for more information.

Academic Advising

Students who have a declared program of study are assigned to a faculty advisor or student success navigator (first-year advisor) to guide them in creating and meeting academic goals. New PCC students who have less than 12 transferable credit hours, are assigned to a student success navigator until they complete two semesters at PCC. After new students complete two semesters at PCC, they will be assigned to a faculty advisor.

Academic Advising Policy Exemptions

- Graduates of the PCC Career & College Promise (CCP) program will be assigned to a student success navigator, 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.

- Students who have been identified as part of the Farmville cohort will be assigned to the Director of Off-Campus Programs, who will serve as their academic advisor.
Advisor/Student Responsibilities

Advisors and success navigators will help students select courses, answer questions about their program of study, set academic goals, create a Student Educational Plan, and ensure they are ready for registration.

In order to make sure students follow their intended curriculum appropriately and efficiently, regular contact with an academic advisor is crucial. A detailed explanation of advisor and student responsibilities is as follows:

Advisor Responsibilities:

• To meet each new advisee in order to create and discuss an academic educational plan and to set academic goals.
• To maintain contact and assist continuing students with adhering to their academic plan, meeting curriculum requirements, and fulfilling academic goals.
• To assist advisees with college policy and procedures.
• To prepare advisees for graduation through the completion of a graduation audit and guidance in making career-oriented decisions.
• To act as the advisee’s representative when needed and provide direction for additional campus resources.
• To post office hours, showing when available for consultation with students.

Student Advisee Responsibilities:

• To contact their advisor each semester before registering for classes, so the advisor can evaluate academic progress, review the educational plan, confirm program requirements are being met, and progress toward graduation is occurring in a timely manner.
• To meet with their advisor the semester before program completion/graduation in order to have a graduation audit completed.
• To maintain regular class attendance and a strong GPA, seeking guidance from their advisor when additional campus resources are necessary.

Counseling Services

Counseling Services strives to educate and empower students to make realistic and attainable decisions as they pursue their academic, career, personal, and social goals. Counselors are available to meet with currently enrolled students in need of academic, personal, or mental health counseling. Students can walk in to the center to meet with a Counselor or contact Counseling Services in person, via email, or by phone to schedule an appointment. Faculty and Staff can also refer students to Counseling Services. Counselors refer students to outside agencies when it is determined that therapeutic care is needed. Counseling Services are free and confidential.

For additional information or to schedule an appointment with one of our Counselors, please contact Counseling Services at (252) 493-7245. Counseling Services is located in the Goess Student Center, Room 120.
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 mailed to you. Your advisor’s information is also listed in your myPittCC account, in the “PCC Services” area. Once you have met 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 previous page)
   • Go to “Web Advisor for Students”
   • Click on “Academic Planning,” then “Student Planning”
   • Select “Plan Your Degree” and then “Register for Classes”
   • Go to “Plan and Schedule”
   • After classes are planned and approved by your advisor, click on the “Schedule” tab

2. Registration with your Academic Advisor or Success Navigator:
   • Meet with your advisor or success navigator and prepare your class schedule.
   • Your advisor will enter your schedule at his/her computer terminal.

When to Register
Registration start dates are posted on our website on the Academic Calendar and on the Registration Information page. These pages may be accessed by going to www.pittcc.edu and clicking on the Academics link at the top of the page.

It is to your advantage to register for classes as soon as registration opens for a term. During the first 3 days of each registration period currently enrolled students may register for classes online only. (If you prefer to meet with your advisor to create your schedule, you will need to wait until the 4th day of the registration period). Creating your schedule early means a greater likelihood that 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 Station (located on Bulldog Run across from the bus stop) to get your ID card and parking sticker. The fees for your ID card and parking sticker are included in your student fees. You will need a student ID card to check out books and library materials, to print from library computers, to enter campus events, and to receive special student discounts at area businesses.

All vehicles parked on campus must have a parking sticker. Students must park in Decal B parking lots. There is a $2 fee for any additional or lost parking stickers.

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.

Career and Academic Planning (CAP)
is PCC’s Quality Enhancement Plan. CAP prepares students to complete their academic goals through improved access and engagement in meaningful career planning and academic advising. CAP enhances the College’s mission to “educate and empower people for success.”

CAP focuses on achieving two goals:
(1) To increase student use of and engagement with career planning resources, and
(2) To increase access to informed academic advising

TRiO Support Services
TRiO Student Support Services is committed to assisting students in reaching their educational goals. Students who participate in our program enjoy academic and personal counseling, enhanced tutoring, cultural enrichment activities, student based workshops, and mentoring. The purpose of the program is to help low-income, first-generation (neither parent has a four-year degree), and disabled students persist, graduate, and earn their degree.
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 2018)
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 fees for an audited course. These individuals are required to pay the 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.fafsa.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 8:00am-7:00 pm and Tuesday-Friday 8:00am-5:00pm. Contact the Financial Aid Office at (252) 493-7339.

Other Methods of Support

- Federal Work-Study
- NC Child Care Grant
- Scholarships
- Student/Parent Loans

Financial Aid Contact Information

Phone Number: (252) 493-7339
Email Address: finaid@email.pittcc.edu
Postal Address:  
Pitt Community College, P. O. Drawer 7007, Greenville, NC 27835-7007
Federal Institutional Code: 004062

Administrator On Call Schedule (All Counselors on a rotating On-Call Schedule)
Janet Brewer (alphabet with last names A-C, Z)
Tonya Moye (alphabet with last names D-F, S-St, Visions, Athletes, Nursing)
Barbara Manning (alphabet with last names G-L)
Cicoira Drummond (alphabet with last names M-R)
Norma Manning (alphabet with last names Su-Y)
Rosemary Johnson (Loans)
Paying for Classes
The easiest way to pay your tuition & fees is by making payment online:
• Log in to your myPittCC account
• Under the PCC Services link, click WebAdvisor for Students
• Click on 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 via the web 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 Admissions and Records Office.

Official Withdrawals
Students may officially withdraw from a course on or before the 60% point of the term or class. Once processed, a student-initiated official withdrawal may not be reversed. Instructors may also officially withdraw students from a class on or before the 60% point of the term (or class) if they do not adhere to the attendance/contact policy as stated in the syllabus. Instructors may choose not to officially withdraw a student if the student maintains regular, constructive communication with the instructor during an extended series of absences. A student may be reinstated after being officially withdrawn by the instructor if the reinstatement is deemed appropriate by the class instructor. The instructor must notify the Admissions and Records Office in writing that the student has been reinstated.

After the 60% point of the term (or class), students who do not adhere to the attendance/contact policy as stated in the syllabus may be removed from the class and issued a grade of F at the instructor’s discretion.

Limit on Number of Withdrawals
All Pitt Community College students will be limited to eight (8) withdrawals while at PCC. Students who wish to withdraw from a course after reaching this limit will need to file an appeal.

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 Acceptable Use Policy – The primary purposes of the Pitt Community College Information Technology Resources are educational. The college’s mission is to educate and empower people for success. All users must understand this purpose.

Code of Conduct for Users of pittcc.edu
The users of pittcc.edu (all of Information Technology Resources) 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. The College does not attempt to define all acceptable or unacceptable uses of the Information Technology Resources. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Pitt Community College
1. Obtaining and spreading knowledge
2. Gathering research material and data
3. Analyzing research material and data
4. Providing data and research in support of public service
5. Preparing course materials
6. Enhancing educational approaches and teaching methods
7. Enhancing course work
8. Developing surveys and administering targeted demographic surveys

Examples of Unacceptable Use
1. Using the Information Technology Resources for any illegal activity, including violation of copyright or other contracts
2. Using the Information Technology Resources for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance
4. Vandalizing the data of another user
5. Wastefully using finite resources
6. Gaining unauthorized access to resources or entities, including unauthorized use of others’ passwords
7. Invading the privacy of individuals
8. Posting anonymous messages which incite, inflame, or are of derogatory or malicious intent
9. Creating and/or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail
10. Using the Information Technology Resources in support of groups outside the College when such use is not in keeping with the mission of the College
11. Using personal web pages not primarily focused on the mission of the College

Distribution of the Policy
The PCC Information Technology Resources Acceptable Use Policy will be distributed to all employees and all students. It will be posted electronically on PCC’s computers which are available for use by the general public and students. It will also be posted in computer labs. It will be printed in student orientation materials and the PCC General Catalog.
Student Code of Conduct Policy – The Student Code of Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using College facilities or participating in PCC programs or activities, including off campus trips and clinical sites.

Prohibited Student Conduct – conduct for which students are subject to disciplinary sanctions includes but is not limited to:

- Any behavior that is disruptive to the educational process of the College as determined by a College official.
- Academic Dishonesty – cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism (Cheating means getting help that was not approved by your instructor from someone or something on a test, quiz, exam, or assignment. Plagiarism means to submit as one’s own the work of another. Plagiarism is stealing someone else’s ideas or words).
- Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances on college property or college sponsored events.
- College Policy Infraction – violating any other college policy that has been publicized.
- Complicity – aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.
- Computer Misuse – See Information Technology Resources Acceptable Use Policy in PCC Catalog or PCC web site.
- Discrimination or Harassment – discriminating or harassing conduct.
- Facilities Misuse
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the college, falsely claiming to represent the college.
- Gambling – wagering for money or other things of value.
- Theft of or Damage to Property
- Violent, Threatening, and Intimidating Behavior
- Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.
- Weapons on campus are prohibited except for the following limited exception:
  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.

In Accordance with N.C.G.S. 14-269.2(k). NOTE: This Student Code of Conduct is subject to change. Please refer to the electronic version of the Pitt Community College Catalog 2017-2018 for the most recent policy.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the Assistant Vice President of Student Development and Community Standards.
Title IX & Violence Against Women Reauthorization Act “VAWA”

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Examples of programs and activities subject to Title IX protection include Athletics, recruitment, admissions, financial aid, and scholarships.

Pitt Community College complies with Title IX and prohibits discrimination in all programs and activities on the basis of sex. The Violence Against Women Reauthorization Act “VAWA” imposes new obligations on colleges and universities under the Campus Sexual Violence Act “SaVE Act”. VAWA requires colleges and universities to:

• Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates.
• Adopt certain student discipline procedures, such as for notifying purported victims of their rights.
• Adopt certain institutional policies to address and prevent campus sexual violence.

Title IX Policy on Pregnancy
In accordance with Title IX of the Education Amendments of 1972, Pitt Community College does not discriminate against any student, or exclude any student from its education programs or activities, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, and/or termination of pregnancy or recovery therefrom. Absences due to pregnancy or childbirth must be excused for as long as medically necessary if documented by the student’s doctor. When the student returns to school following an absence due to pregnancy or childbirth, they must be reinstated to the same academic and extracurricular statuses they held before their medical leave began. Pregnant students may be required to submit medical certification for school participation only if the same requirement exists for all students with physical or emotional conditions requiring the attention of a physician.

A student cannot be penalized for pregnancy or related conditions. The College must provide the student with the opportunity to make up the work they missed while they were on medical leave due to pregnancy or related conditions, including recovery from childbirth, even if it is for an extended period of time.

Please direct questions or concerns about Title IX, VAWA and Policy on Pregnancy to:

Dr. Johnny M. Smith, Compliance Officer
Vice President, Student Development Services, Vernon White Building, Room 116
Telephone: 252-493-7211
E-mail: jsmith@email.pittcc.edu
Free Tutoring
The Tutorial and Academic Success Center (TASC) staff is excited about helping students succeed in the core classes offered at Pitt Community College. TASC is a FREE service for all students registered for traditional, internet, evening, and weekend classes at PCC. Individual and group sessions with academically qualified peer tutors and professional tutors are offered to provide academic support. At the end of the fall and spring semesters, TASC hosts an Exam Jam event to prepare students for final exams. Students are encouraged to sign up for tutoring as early in the semester as possible.

Contact Information: TASC: 252-493-7258
Writing Center: 252-493-7768
Math Center: 252-493-7806
Science Center: 252-493-7869
Email: pectutoring@email.pittcc.edu

Location: T-19 and T-21; TASC is located directly behind the Everett Building.

Hours of Operation
Fall and Spring Semesters: Mon. - Thur.: 8:00 am - 7:00 pm
Fri.: 8:00 am - 1:00 pm

Summer Semester:
Mon. - Thur.: 8:00 am – 7:00 pm

TASC Director
Dr. Nicholas Vick
252-493-7450
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 Disability Services to self-disclose a disability and request accommodations.

Students may initiate the request at anytime during the semester, however the best outcomes occur when an 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 placement testing, note taker 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 Disability Services at 252-493-7595.
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 - 9:30 PM</td>
<td>7:45 AM - 9:30 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>9:00 AM - 1:00 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 - 9:30 PM</td>
<td>8:30 AM - 9:30 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>
</tr>
</tbody>
</table>

**Academic Skills Lab** – The Academic Skills Lab located in the 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 - 7:00 PM</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>8:00 AM - 3:00 PM</td>
<td>8:30 AM - 1:00 PM</td>
</tr>
</tbody>
</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>
</tr>
<tr>
<td></td>
<td>Friday:</td>
<td>8:00 AM - 5:00 PM</td>
<td>8:30 AM - 1:00 PM</td>
</tr>
</tbody>
</table>

All other Campus computer labs are for Departmental use only and are not authorized for use outside of classroom instruction.

**NOTE:** Please excuse us as we renovate the Library in the Everett Building to better serve you.
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 or email neallen352@my.pittcc.edu to reach the department of Distance Learning.

When logging into Moodle every student has been enrolled into the Moodle Introduction for students 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.
Intramural Sports and Recreational Program

The Intramural Sports & Recreational Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

Intramural Sports

The Intramural Sports program includes basketball, flag football, indoor soccer, and other recreational or fitness related activities. General information and registration materials for Intramural Sports can be obtained through the Intramural and Recreation Office located inside the Charles Coburn Center 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 Recreation

Open-Gym freeplay is a designated time for students, staff, and faculty to enjoy the fitness facilities and various recreational activities. 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 classes, various sports and other activities that are scheduled in the Coburn Center. The freeplay areas are broken down into four groups: Cardio Area, Strength Conditioning Free-Weight Area, Resistance Machine Room, and Sports Courts Area.

For further information drop by the Coburn Center, check out the website or call the Intramural and Recreation Customer Service Desk at (252) 493-7218.
Intercollegiate Athletics
The athletics program is designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds. Intercollegiate athletics include Men’s Baseball, Men’s Basketball, Women’s Fast-Pitch Softball and Women’s Volleyball. Pitt Community College accepts its responsibility to provide a fair and equitable process for selecting those who participate in athletic competition.

Pitt Community College believes that athletic participation is a privilege and seeks to provide an environment that is free from drug and substance abuse for the purpose of enhancing athletic performance by any athlete engaged in competition. Athletes must remember that they represent Pitt Community College 24 hours a day, therefore, the use of profanity or un-sportsmanship-like behavior, not only reflects badly against the athlete, but Pitt Community College as well.

Pitt Community College athletes must abide by the rules and regulations set forth by the Department of Athletics and its coaching staff and are subject to the rules governing the National Junior College Athletic Association (NJCAA). Athletes are recruited and bound to the NJCAA Standards of being full-time and maintaining the minimum of a 2.0 GPA. Our PCC Bulldog athletes average completing 15 hours per semester at a 3.1 GPA average. Additionally, athletes must communicate with faculty regarding scheduled events, which will involve being absent from class(es) and must be responsible for making up class work in a timely manner.

Athletes are subject to the same academic requirements as all other students pertaining to admission, academic standing, and graduation requirements. No academic exceptions are made for student-athletes at Pitt Community College. Contact the Athletics Office at (252) 493-7633. Check out the PCC Bulldogs on the web at www.pccbulldogathletics.com!
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 pccstudentactivities@my.pittcc.edu.

**Organization**

Advertising and Graphic Design Club
American Association of Medical Assistants
Answering the Call (Christian Club)
Bulldog Explosion (Student Pep Band)
Bulldogs for Christ
Chess Club
Circle of Sisters
Collegiate DECA (Marketing)
Criminal Justice Association
Cycling Club
Drama Club
Early Childhood Student Organization
Elements of Praise Choir
Engineering & Physical Science Club
FUSE College Ministry
Gamma Beta Phi National Honor Society
Healthy Eating Active Living
Health Information Technology Student Association
International Club
Latter-Day Saints Student Association
Mixed Martial Arts (MMA)
Music Club
NEXT LEVEL – Minority Male Success Initiative
Paralegal Association
PCC Amateur Radio Club
PCC Association of Human Services Technology
PCC Association of Nursing Students
PCC Association of Respiratory Therapy Students
PCC Diagnostic Medical Sonography Club
PCC Gay Straight Alliance
PCC History Association
PCC Math Club
PCC Sociology & Psychology Club
PCC Student Veterans Association
PCC Radiography Association
Phi Beta Lambda
Phi Theta Kappa National Honor Society
Psi Beta National Honor Society in Psychology
Pitt Game Developers Association
Pitt Paranormal Research Association
Recreational Therapy Association
Royalty Dance Team
National Society of Leadership and Success (NSLS)
SkillsUSA
Society for the Advancement of Management
Southern Organization of Human Services
Spirit Club
Student Ambassadors
Student Government Association
Student Leaders Embracing Education in Polysomnography
Student Occupational Therapy Association
Students of Fine Arts
Students Mentoring Students
Transitions Club

**Tobacco Policy at PCC**

Pitt Community College recognizes that the use of tobacco products on campus ground is detrimental to the health and safety of students, staff, faculty, and visitors. Pitt Community College also recognized that it has the legal authority to prohibit tobacco use pursuant to G.S 115D-20.1 and G.S. 143-599. Smoking is prohibited by students, staff, faculty, or visitors in all campus buildings, facilities or property owned, leased, or operated by Pitt Community College. For the purpose of this policy, smoking products includes cigarettes, cigars, little cigars, cheroots, stogies, e-cigarettes, and hookah. Other smokeless tobacco products, including, but not limited to, plug and twist tobacco, dip, snuff, snuff flour, chewing tobacco, are prohibited inside all college facilities and college vehicles.
## Fall Semester 2018

- Convocation: August 14
- Registration: August 15
- Classes Start: August 16
- Drop Add: August 16, 17, and 20
- No Weekend Curriculum Classes: August 31-September 2
- Labor Day Holiday (campus closed): September 1-3
- Faculty/Student Fall Break: October 25-28
- Classes End: December 14
- Student Break: December 15-January 4
- Faculty Break: December 16-January 2
- Campus Closed: December 21-January 1
- Maintenance Days: December 26–31

## Spring Semester 2019

- Registration: January 3-4
- Classes Start: January 7
- Drop Add: January 7, 8, and 9
- Martin Luther King, Jr. Holiday: January 21
- Faculty/Student Spring Break: March 24-31
- Good Friday Holiday (campus closed): April 19-21
- Classes End: May 7
- Commencement: May 8
- Student Break: May 8-19
- Faculty Break: May 9-16

## Summer Term 2019

- Registration: May 17
- Classes Start: May 20
- Drop Add: May 20 and 21
- Memorial Day Holiday (campus closed): May 25-27
- Independence Day Holiday (campus closed): July 4
- Mandatory Staff Leave Day (campus closed): July 5
- Faculty/Student Break: July 5-7
- Classes End: July 31

### Register for PCC Alerts and Messaging

Students are encouraged to register for PCC Alerts and Messaging via their myPittCC account. PCC Alerts and Messaging will be used to send text messages to registered phones in the event of a campus emergency. Text messaging may also be used to send you notifications about campus events and deadlines. Your contact information will be treated confidentially. Text options may carry a nominal fee for recipients, depending on your mobile phone carrier plan. Questions or concerns about the service may be emailed to helpdesk@email.pittcc.edu. Additional information on PCC Alerts and Messaging may be found at [http://www.pittcc.edu/alerts](http://www.pittcc.edu/alerts)