

Pitt Community College

NC Career and College Promise

Orientation Handbook



The Mission of Pitt Community College

Pitt Community College (PCC) educates and empowers people for success. The College is a vital partner in the economic and workforce development of our community with a culture of excellence and innovation. PCC provides access to dynamic learning opportunities designed to foster successful career preparation, higher education transfer, community involvement, and global engagement.

Pitt Community College Goals

Goal 1: Student Learning Success

Goal 2: Workforce Development and Job Readiness

Goal 3: Student and Community Engagement

Goal 4: Strategically Leverage Technology for Success

Career and College Promise

The goal of Career and College Promise is to provide seamless dual enrollment educational opportunities for eligible North Carolina high school students. This is accomplished through enrollment in college transfer pathways and CTE diplomas and certificates that are specifically designed to meet the educational goals of NC public schools, private schools, and homeschool juniors and seniors.

This is a tuition free program and is designed to help high school students accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.

Career and College Promise is aligned with the K-12 grade curriculum and career and college ready standards adopted by the N.C. State Board of Education.



Program Qualifications

How Do I Qualify?

Eligibility for these programs is based on the following:

College Transfer Pathways

- Must be a high school junior or senior
- Have an unweighted grade point average (GPA) of 2.8 or higher on the high school transcript **or** demonstrate college readiness on an approved assessment in English, Reading and Math.

Career and Technical Education Certificates and Diplomas

- Must be a high school junior or senior
- Have an unweighted grade point average (GPA) of 2.8 or higher on high school transcript, demonstrate college readiness on an approved assessment such in English, Reading and Math **or** have the recommendation from the high school principal.

Maintaining Eligibility

To maintain eligibility for continued enrollment in a College Transfer Pathway or a CTE program, a student must:

1. Continue to make progress towards high school graduation
2. Maintain a 2.0 GPA in college coursework after completing two course
3. A student who falls below a 2.0 GPA after completing two college courses will be subjected to the college's policy for satisfactory academic progress.

Academic Standing Policy

If a student fails to make Satisfactory Academic Progress (SAP) for the first time at the end of a term, the student is placed on Academic Warning.

If a student fails to make Satisfactory Academic Progress at the end of a second consecutive term, the student is placed on Academic Probation.

Official PCC Schedule

| | | | |
|--|--------------|--|---|
| | | Pitt Community College Registration Statement 08/04/17 11:33AM | |
| Name: Mr. Charles G. Wisdom ID #: 1234567 | | Advisor.....: Mr. Alton C. Wadford Advisor Office: | |
| Registration Info | Begin | End | Description |
| Term..... | 2017FA | 08/17/17 12/15/17 | TOTAL CHARGES |
| Residency Status..... | IN In State | | 32.20 |
| Academic Program(s)... | P1012C | | Cash, Check & Credit Card Payments |
| Anticipated Degree(s): | None | | Financial Aid Transmitted |
| Anticipated Comp Date: None | | | Financial Aid Remaining |
| | | | Amounts Paid by Sponsors |
| | | | Amounts Paid by Deposits |
| | | | Amounts Currently Deferred on Payment Plans |
| | | | Other Payments |
| | | | ----- |
| Mail To: | | | TOTAL AMOUNT DUE FROM STUDENT |
| Mr. Charles G. Wisdom | | | 32.20 |
| 123 Bulldog St. | | | ***** |
| Winterville, NC 28590 | | | |

| SCHEDULE | Days | Times | Location | Bldg/Room | Instructor | Start Date | End Date | Cred/CEU's | Stat |
|-------------------------------------|-----------|------------------------|-----------|---------------------|------------|----------------------|----------------------|------------|------|
| COM-231-01HY Public Speaking | MW TBA | 08:00AM 08:50AM TBA | MC WEB | ABW 210 WEB SITE | M. Butts | 08/17/17 08/17/17 | 12/15/17 12/15/17 | 3.00 | New |
| FRE-111-01TR Elementary French I | MWF | 09:00AM 09:50AM | MC | RR 110 | C. Deville | 08/17/17 | 12/15/17 | 3.00 | New |
| MUS-110-12IN Music Appreciation | TBA | TBA | WEB | WEB SITE | D. Read | 08/17/17 | 12/15/17 | 3.00 | New |

| EXPLANATION OF CHARGES | | | | | | |
|---|----------|-----------|------|-----------------------|--------------|----------|
| Term | Date | Invoice # | Code | Description | Charges | Due Date |
| CURRENT CHARGES (08/17/17 through 12/15/17) | | | | | | |
| Current Registration Charges | | | | | | |
| 2017FA | 07/05/17 | 002136015 | | Registration - 2017FA | 32.20 | 08/10/17 |
| Subtotal Current Registration Charges | | | | | 32.20 | |
| TOTAL CURRENT CHARGES | | | | | 32.20 | |
| | | | | | ----- | |
| | | | | | ***** | |

Important information about your schedule:

1. Make sure that you have your schedule and that the mailing address is correct and up-to-date throughout the semester.
2. You should have a zero (\$0.00) balance on your account.
3. These are the course classifications in which you are currently enrolled, and each course ends in the two (2) letters with the following meaning:
 - TR**-Traditional: Class where the instructor and students meet face-to-face, according to designated dates/times/location and where there is no internet or other method of delivery requirement.
 - IN**-Internet/Online = Class where 100% of the instruction is delivered through the internet.
 - HY**-Hybrid = Class where the majority of instruction is delivered through the internet, with portion delivered via a traditional classroom setting.
 - BL** – Blended = Less than 50% of the course in online.

(For additional descriptions, please go to <http://research.pittcc.edu/schedules/index.cfm>)
4. Days of the week that the class meets (not all classes meet every day)
5. Start date for the class (not all classes begin at the beginning of the semester)

School Check-Out Procedures

If you attend PCC classes during your regular high school class hours, make sure you check in and out as required. Each high school policy may vary slightly. See your high school counselor for more information on this procedure.

Do not forget to check in or check out!

Identification Cards/Traffic Regulations

All day students must have a valid Pitt Community College ID card while on campus.

All automobiles operated on the campus by students and college personnel must be registered with the Pitt Community College Campus Police office. Parking permits are purchased for each registered vehicle and must be displayed on the left side of the rear bumper. The operators of automobiles on the campus are subject to specific parking and traffic regulations. The College reserves the right to withdraw privileges of operating an automobile on the campus for failure to abide by the regulations.

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.

Both ID cards and parking permits are available at the Pitt Community College Campus Police office. All criminal incidents and motor vehicle accidents are to be reported to the Public Safety/Police office. If you have any questions, please call (252) 493-7777.

Textbooks and Supplies

The cost of textbooks and supplies varies. These items may be purchased or rented from the College Bookstore. The College Bookstore hours are Monday – Friday from 8:00 am – 5:00 pm. Special hours exist at the beginning of each semester. Business hours are posted on the College Bookstore door and bulletin boards throughout the campus. Check the Campus Store web page for a price listing of all textbooks.

Food Services

- The Bulldog Café has hot food service operated in the student center located in the Goess Student Center building.
- Hours of operation are 7:30 am – 2:00 pm Monday – Friday.
- Vending machines for soft drinks and snacks are located in most buildings throughout campus.

Wi-Fi Internet Service

Free Wi-Fi service is available campus wide.

To access the internet service on your device:

- Locate your wireless network options on your device settings
- Choose **PCC Wi-Fi** in the Wireless network box and click the Connect button. You should receive a successful connect message and have full connectivity.

Wireless Authentication

When connecting to the wireless network, you will be redirected to a Login page, where you will find our wireless network policy.

- Enter the following credentials:

Username: PCC

Password: student

- Then click the “Submit” button to connect. You will then be directed to the Network Acceptable Use Policy page. Please read this policy to prevent any violations and possible eviction from the network.
- Now you are connected.

***Anyone using a **wired** laptop must disable their wireless network connection. For assistance, contact the Helpdesk.

myPittCC Account

All students enrolled at PCC receive a myPittCC account. To log on to your communication portal, go to the PCC website at www.pittcc.edu. Once on the homepage, you will see the myPittCC logo on the top right side of your screen. Click on the myPittCC and a log in screen will appear, follow these instructions:

Username is your first initial, middle initial, full last name and the last three digits of your student ID number with NO capital letters.

Example: Charles Gaynes Wisdom, whose student ID number is 0123456, would have a username of **cgwisdum456**

Password (if you are a new student or a returning student that has not changed it), is all three of your initials (first, middle, last) with no capital letters plus your seven-digit student ID number (remember this number is located on your schedule or on your student ID card).

Example: Charles Gaynes Wisdom, whose student ID number is 0123456, would have a username of **cgw0123456**

Once logged on, this opens up your college access to PCC.

Moodle Access

You will need to access **myPittCC** to check your email, access Moodle, and access “PCC Services.” You may access the PCC portal by clicking on the link to myPittCC at the top right of all www.pittcc.edu web pages.

One of the advantages of the myPittCC portal easy access to email, Moodle and other online resources used by the Pitt Community College – all from one page.

If you have any problems logging in to your account, please contact the Helpdesk at (252) 493-7487.

Grades/Transcripts

Pitt Community College does not mail final grades. To obtain your final grade, student(s) will need to log on to myPittCC, click on the PCC Services tab, then Students, and then look under Academic Profile and select Grades.

The grade you receive for your PCC class will be on your official college transcript. This could affect admission to other colleges and universities.

Inclement Weather

The college president will make the decision as to whether or not classes will be held during periods of inclement weather. Announcements will be made on the PCC web site and all local television and radio stations. Be sure to sign up for PCC Alerts through text and email as well.

PCC Alerts & Messaging

All Pitt Community College students, faculty and staff receive emergency alerts and other notifications via their myPittCC email account. Users have the option of receiving the same messages on their mobile phones via text messaging. To receive text message notifications from Pitt Community College, including but not limited to Severe Weather announcements and other Emergency notifications, users will need to login in to the my.pittcc.edu portal and click the “PCC Alerts & Messaging” icon located in the Launch Pad.

Once you have logged in you will be prompted to add/or verify your contact information, including any additional email addresses you would like to add, your mobile phone number and mobile phone provider (carrier).

Attendance

Regular and punctual class attendance is expected of all students. Instructors may drop students for the following reasons:

1. Any student absent five (5) consecutive class hours may be dropped. This will result in the student's name being removed from the class roster (see 4 below).
2. A student may be reinstated into the class after being dropped if deemed appropriate by the class instructor. The instructor must notify the Admissions and Records office that the student has been reinstated.
3. Students may be dropped when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor.
4. An instructor may choose not to drop a student if the student maintains regular, constructive communication with them during extended absences.
5. Distance Education students must adhere to the attendance/contact policy stated in the course syllabus.

This policy represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor subject to approval by the appropriate curriculum Dean. **PLEASE READ YOUR COURSE SYLLABUS.**

High school students are expected to follow PCC's academic calendar.

Disability Services

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. This ensures an equal opportunity to participate in, contribute to, and benefit from all PCC has to offer.

Each student who requests services must complete an application and provide appropriate documentation about their disability-related needs. All documentation remains confidential. The appropriate accommodations are determined after consultation with the student, review of documentation, and consideration of previous accommodations in accordance with the law. Students with varying disabilities may receive accommodations and services from the point of admission through graduation. There is no cost to the student.

Accommodations that must be planned or arranged prior to the start of classes (such as placement testing, note taker services or interpreter services) should be requested as soon as possible after admission. Failure to do so may delay receipt of services in a timely manner. Attendant care, transportation and financial assistance are not provided.

Students with disabilities must meet the same academic standards as all other students. For additional information about accommodations and services provided, contact the Office of Disability Services at (252) 493-7557.

Tutorial and Academic Support Center (TASC)

TASC is a free tutoring service for students enrolled in traditional, internet, evening, and weekend curriculum classes at PCC. Tutoring sessions are held with academically qualified peer tutors and professional tutors. TASC also assists students with time management, study skills, and test taking skills. The service is designed to increase the probability of academic success for students. The primary goal of tutoring is to assist students in becoming independent and confident learners. TASC services are offered in Trailer 19 and Trailer 21 located behind the Everett Building. The Writing and Math Centers are located in Trailer 21. Students can schedule an appointment or walk in for tutoring.

The Academic Skills lab is a part of the Tutorial and Academic Success Center. The Lab is an open computer lab environment that offers academic skill-building using computerized tutorials. These tutorials offer extra practice needed to be successful in enrolled courses. Students can work independently and receive assistance with basic PC skills.

NOTE: Students must present a valid PCC Identification card.
For more information, call (252) 493-7258.



Withdrawal from Classes

Withdrawal Deadline

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.

Exceptions for Withdrawal

Students wishing to officially withdraw after the 60% point of term (or class) must file an appeal. Exceptions will be granted, with appropriate documentation, for the following reasons:

1. Medical/Psychological
2. Legal
3. Safety Concerns
4. Military Obligations

Limits on the Number of Withdrawals

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

IMPORTANT: Students must pass 67% of the courses for which they register. (For example: A student who registers for 12 hours must pass 8.04 hours, if they register for 6 hours they must pass 4.02 hours. This includes all classes on the student’s schedule at the end of the Drop/Add period. Also, this includes all credit hours on their transcripts, including credits transferred in.

Official Withdrawal Policy is effective as of Fall 2016. Withdrawals processed prior to this date will not be included in this policy. This policy may affect other PCC policies, such as Academic Standing and Satisfactory Academic Progress for financial aid students. Please refer to these policies for further information.

*****Pitt County Schools Only*****

If a student withdraws after the first five days of the high schools semester, the student may receive a final grade of “0” on his/her high school transcript. After the first five days of the semester, the high school may not place the student in a Pitt County Schools class to replace the PCC course.

“Make an informed decision before you withdraw”

Parent Rights

In accordance with Family Educational Rights and Privacy Act (FERPA), colleges must generally give parents access to their children’s educational records without their children’s consent until the child turns 18 years of age. For more information regarding FERPA, contact the college’s FERPA Compliance Officer at (252) 493-7211.

Open-Gym Free Play Recreation

Open-Gym free play is a designated time for students, staff, and faculty to enjoy the fitness facilities and various recreational activities. The hours of Open-Gym Free play are posted outside the entrance of the Coburn Center located inside of the Edward and Joan Warren building. The hours of activity and the open free play areas vary as to the many needs for academic classes, various sports and other activities that are scheduled in the Coburn Center.

The free play areas are broken down into four groups:

1. Cardio Area (Located on the Mezzanine): Includes treadmills, steppers, adaptive motion trainers and stationary cycles.
2. Strength Conditioning Free-Weight Area (Located in the Mezzanine): Includes dumbbell and barbell free weight equipment, along with the assorted benches for strength conditioning of the body.
3. Resistance Machine Room (Located at the end of the locker room hallway, beneath the Mezzanine): Houses the variable resistance strength machines.
4. Sports Courts Area (Located on the Multipurpose Floor): Sports Courts are versatile to many sports activities such as volleyball, basketball, walking/jogging laps, etc.

Expectations for Students

- **College level classes require college level work and college level attitude.** An example could be that there may be times when a student must choose between going to a movie with friends and attending a PCC class. It is expected that the student will choose the PCC class.
- **In order to earn college credit, the student must complete all work and attend class.**
- **Maturity is very important.** PCC is not an extension of the high school. When a student is enrolled in a PCC course, he/she is a college student.
- **Every student who takes an online course or a course which utilizes the internet as part of the curriculum, will be expected to have an email account, daily access to a computer, and skills in uploading and downloading files, adding attachments to an email and conducting online research.**
- **Every student should read their course syllabus carefully.**

After High School Graduation

To continue at PCC as a traditional student, you will need to **complete another PCC application** (either online or go to the Admissions office in the Goess Student Center). Soon after you complete your new application, you will receive a letter(s) regarding financial aid, the advisor that will be assigned to you for the program of study you selected on the application, and other pertinent information about PCC. You will need to have your official high school transcripts mailed to the Admissions and Records office. You should also schedule an appointment with your new advisor to discuss the academic requirements for the program you selected.

If enrolling at another college/university, **you will need to request your official PCC transcript.** Please go to the following link for instructions: <http://www.pittcc.edu/experienc-pcc/student-services/transcripts/>