## 2011-2012 ACADEMIC CALENDAR

### Fall Semester 2011
- **August 15 (M)** .......... Reporting day for Faculty-Awards Breakfast (offices closed)
- **August 16 (T)** .......... Registration (8:00 am - 7:00 pm)
- **"August 17 (W)** .......... Day & evening classes begin*
- **August 24 (W)** .......... Last day for 100% refund
- **September 1 (Th)** .......... Last date to complete application file for current semester
- **September 9 (M)** .......... Labor Day holiday (no classes, offices closed)
- **October 11 (T)** .......... Mid-term advisory grades due (4:00 pm)
- **October 27 (Th)** .......... Last day to drop and receive a "W"*
- **November 7 (M)** .......... Spring registration begins
- **November 11 (F)** .......... Faculty/Staff In-Service (no day classes but week-end classes meet)
- **November 23 (W)** .......... Faculty and students do not report (no classes, offices open)
- **November 24-25 (Th & F)** .......... Thanksgiving holiday (no classes, offices closed)
- **November 28 (M)** .......... Offices open, classes resume (8:00 am)
- **December 1 (Th)** .......... Last day to receive an "EW"*
- **December 2 (F)** .......... Study Day (faculty will be available in their offices from 8:30 am to noon)
- **December 6, 7, 8, 12 (T-M)** .......... Day, evening, and night exams begin Tuesday, Dec. 6
- **December 14 (W)** .......... Final grades due (12:00 noon)
- **December 16 (F)** .......... December Graduation (No Commencement)
- **December 20 (T)** .......... Offices closed from 4:30 pm until 8:00 am on 1/3/12

### Spring Semester 2012
- **January 3 (T)** .......... Offices open
- **January 9 (M)** .......... Reporting day for Faculty (8:00 am); Faculty/Staff In-Service
- **January 10 (T)** .......... Registration (8:00 am - 7:00 pm)
- **January 11 (W)** .......... Day & evening classes begin*
- **January 16 (M)** .......... Martin Luther King holiday (no classes, offices closed)
- **January 19 (Th)** .......... Last day for 100% refund
- **January 30 (M)** .......... Last day to complete application file for current semester
- **February 24 (F)** .......... Faculty/Staff In-Service (no day classes but extended day and evening classes meet)
- **March 8 (Th)** .......... Mid-term advisory grades due (4:00 pm)
- **March 16 (F)** .......... Spring Break begins at 4:30 pm (no classes, offices are open)
- **March 23 (F)** .......... Spring Break Friday (no classes, offices closed)
- **March 26 (M)** .......... Classes resume (8:00 am)
- **March 29 (Th)** .......... Last day to drop and receive a "W"*
- **April 2 (M)** .......... Summer & Fall registration begins
- **May 3 (Th)** .......... Last day to receive an "EW" (Last Thursday before final exams begin)
- **May 4 (F)** .......... Study Day (faculty will be available in the offices for conferences from 8:30-noon)
- **May 7, 8, 9, 10, 14 (M-M)** .......... Day exams begin Monday, May 7. Exams for extended day & evening classes begin on Tuesday, May 8
- **May 15 (T)** .......... Final grades due (12:00 noon)
- **May 17 (Th)** .......... Graduation Arkansas County at Grand Prairie Center (7:30 pm)
- **May 18 (F)** .......... Graduation Phillips County at PCCUA Fine Arts Center, Lily Peter Auditorium (7:30 pm)
- **May 28 (M)** .......... Memorial Day holiday (offices closed)

### Summer Terms 2012
- **June 4 (M)** .......... Summer I begins
- **June 5 (T)** .......... Last day for 100% refund
- **June 21 (Th)** .......... Last day to drop and receive a "W"*
- **June 28 (Th)** .......... Last day to receive an "EW"
- **July 4 (W)** .......... Holiday
- **July 5 (Th)** .......... Summer I ends (Final grades due 4:30 p.m.)
- **July 9 (M)** .......... Summer II begins
- **July 10 (T)** .......... Last day for 100% refund
- **July 26 (Th)** .......... Last day to drop and receive a "W"
- **August 2 (Th)** .......... Last day to receive an "EW"
- **August 9 (Th)** .......... Summer II ends (Final grades due by 4:30 p.m.)

### Summer I Extended
- **June 4 (M)** .......... Summer I Extended begins
- **June 5 (T)** .......... Last day for 100% refund
- **July 5 (Th)** .......... Last day to drop and receive a "W"*
- **July 12 (Th)** .......... Last day to receive an "EW"
- **July 19 (Th)** .......... Summer I Extended ends (Final grades due by 4:30 p.m.)

*Students must register prior to the second class meeting of any course to be admitted to that course. Once the second class has begun, a student may not register for that class.

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**Student Handbook 2011-2012**

www.pccua.edu
This handout is designed to acquaint you with student activities and services, as well as policies and regulations on campus. It is intended as a supplement to the college catalog and other publications. You should review the contents before you begin to read and keep it on hand for easy reference in the future. If you have any questions, please contact any of the offices listed for further assistance.

**Mission**

Phillips Community College respects the diversity of its student body and community. The college also recognizes the worth and potential of each student.

The Power of Education

We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

**Values**

We respect inherent worth and dignity of every person.

**Academics**

PPCUA is strongly committed to an educational program that will provide a foundation for intellectual, cultural and social growth exceeding that imposed by name of highly specialized training. To broaden a student's educational base, it is required that courses be taken that will make up a Core of General Education. These courses include English, Social Science, Fine Arts, Natural Science, Literature, Mathematics and Physical Education. Variations on options within the General Education requirements are available in most curricula.

**Core Competencies**

PCCUA graduates demonstrate competency in the following areas:

- **Communication** - The interactive process through which there is an exchange of verbal and nonverbal information.
- **Cultural Awareness** - The understanding that society is diverse with groups of individuals possessing different beliefs, values, attitudes, and habits that are shared from one generation to the next.
- **Social and Civic Responsibility** - Behavior that demonstrates adherence to legal/ethical standards established by society.
- **Critical Thinking** - Modes of reasoning including analyzing data, evaluating arguments, setting priorities, and predicting outcomes.
- **Mathematical Reasoning** - Determination of approach, materials, and strategies necessary to solve a problem.
- **Technology Utilization** - Use tools of the trade to achieve a specific outcome.

**Arkansas Course Transfer System (ACTS)**

The Arkansas Course Transfer System contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "U" frequently do not transfer and institutional policies may vary.

**Grading System**

Each student will receive at midterm an evaluation of progress in each course. Mid-term grades are for student information only and are not placed on the permanent record. At the end of the semester, the student will receive a final grade based upon the following system:

- **A**: 4.0 quality points
- **B**: 3.0 quality points
- **C**: 2.0 quality points
- **D**: 1.0 quality point
- **F**: 0.0 quality points
- **UW**: Withdrawn; phrase may be used up to six weeks following close of current semester.

**Incomplete Contract**

An instructor may issue an "incomplete" or "I" to a student who has not finished their course work. An "I" contract must be obtained and signed by the instructor.

If the student does not finish coursework by the completion date, the grade given will be as assigned by the instructor. If no grade is designated, failure of the student to complete the work will result in an "F" in 60 days.

**Academic Clemency**

A student may be given academic clemency for up to 21 semester hours of unsatisfactory academic work (D, F, or E grades) within one semester. The courses for which the student is given academic clemency will remain on the transcript, but grades received in those courses will not be used to calculate the student’s cumulative grade point average (GPA). Clemency will cover all credits earned during the semesters for which it is granted. No credits earned during the semester for which clemency is granted will count toward graduation requirements. A student may be granted academic clemency only once.
Step 4: the charge may also question the student.

Appeal Process. There are four steps to an appeal process. PCCUA shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorneys fees or

Improper Use. Computer activities approved by a supervisor, instructor, library staff, or lab supervisor for educational purposes, such as use of:

- Internet for research
- Library database for research
- Internet for informational purposes
- Email as directed by instructors
- State-supplied software

Improper Use. This policy exists to ensure that electronic communications are properly used. Improper use of electronic communications includes, but is not limited to, the following:

- Breach of contract
- Offensive material including pornography
- Malicious activity, including gaining or attempting to gain unauthorized access (or “hacking”) to any computing, information, or communications devices or resources
- Error, fraud, defamation
- Viruses and spyware
- Destruction or damage to equipment, software, data belonging to the college or other users
- Privacy violations
- Service interruptions
- Use of electronic communications in such a way as to imped the computing activities of others (such as initiating Email, chat, instant messaging)
- Download of software from the Internet or installation of a program by a student from transportable media such as, CD, floppy disks, or jump (flash) drives.
- Unauthorized use of another user’s ID and password
- Any and all other matters which the college, in its sole discretion, subject to PCCUA Policy limitations, and in consideration of the best interests of the public, determines to be an unacceptable practice.

Computer activities approved by a supervisor, instructor, library staff, or lab supervisor for educational purposes, such as use of:

- Internet for research
- Library database for research
- Internet for informational purposes
- Email as directed by instructors
- State-supplied software

Step 3: The appeal is heard by the Student Relations Committee. The student may question or confront the witness (es). The College employee making the charge may also question the student.

Step 4: The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Registrar’s Office. A permanent copy of the appeal will be filed in the student’s file.

STUDENT COMPRESSED VIDEO (CV) GUIDELINES

The compressed video classroom, coordinated by the video and distance learning staff has the following student guidelines. Compressed Video (CV) courses are like other courses on the PCCUA campuses except that the instructor for the course may or may not be at the sending location during class. If the instructor or your location is not accessible, you will be connected to the closest faculty member to consult with questions or answers after a test is completed.

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

To intentionally take and use as one's own the answers to any test that is not accessible to the faculty member, student, or student's course or the faculty member is not present for any test, the student is guilty of cheating.

If the student’s behavior is so disruptive that it is believed that the student should be suspended for more than one class, the faculty member must file the Student Discipline Form. The student may not return to class without permission from the Vice Chancellor for Student Services or the appropriate campus Vice Chancellor in Arkansas County. The student may appeal either the finding of scholastic dishonesty or the penalty, or both, as described in Academic Appeal Procedure at http://www.pccua.edu/student.htm.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Actions taken by the instructor will be reported through the dean to the Vice Chancellor for Student Services and placed in the student's file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure found on the website.

Contact the front desk on the DeWitt and Stuttgart campuses for instructor office numbers and phone extensions. On the Helena-West Helena campus call the switchboard operator (dial 0) or contact the Admissions Center in the Bonner Student Center, ext. 1134.

Non-compliance - Non-compliance with this Policy

1. May constitute a criminal offense, be classified as inappropriate behavior, pose a threat to the security of the college network, the privacy of and

2. Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.

Potentialy Harmful Activities

• A first violation, if not unlawful, will result in a warning.

• A second violation will result in being banned from computer use for a designated period of time (deemed reasonable by supervisor, instructor, lab supervisor, lab supervisor, or other authorized personnel).

• A third violation may result in the student losing computer lab privileges.

Illegal Activities

Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges and may be referred to the office of Vice Chancellor for CWIT and Stuttgart and/or law enforcement agencies.

PCCUA shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorneys fees or costs, charges, fines or any monetary compensation, to any user, for any claim, lawsuit, action or other proceeding arising from, relating to, or in connection with the use of its World Wide Web connection or other internet services.

Due Process

When a student is involved in an incident which may necessitate disciplinary action, the student has an opportunity to appeal the charges through an appeal process. There are four steps to an appeal process.

Step 1: Student notifies the Vice Chancellor for Student Services that he/she would like to appeal a disciplinary decision.

Step 2: Within three (3) days the student is notified in writing of the exact time and date of the appeal meeting and the witnesses who will be present. The student may bring an advisor or a witness.

Step 3: The appeal is heard by the Student Relations Committee. The student may question or confront the witness (es). The College employee making the charge may also question the student.

Step 4: The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Registrar’s Office. A permanent copy of the appeal will be filed in the student’s file.
STEP 1: Student initiates contact with instructor. If no resolution, proceed to Step 2.

TIME FRAME: Within 10 working days of receiving the final course grade, the student submits completed grade appeal form to instructor.

STEP 2: Student submits copy of completed grade appeal form with instructor’s action taken to the division chair or dean, and Campus Vice Chancellor (if the course appears in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3.

TIME FRAME: Within 5 working days of Step 1.

STEP 3: Student submits copy of completed grade appeal form to the Division Chair or Dean, Campus Vice Chancellor, and Faculty Senate Academic Standards Committee. This action is taken to the Faculty Senate for Instructional Policy (VII C). The VSCC will conduct the Faculty Senate Academic Standards Committee investigation and make a recommendation on the appeal. TIME FRAME: Within 5 working days of Step 2.

STEP 4: The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal. TIME FRAME: Within 5 working days of Step 3.

STEP 5: The Faculty Senate Academic Standards Committee will notify the student and instructor about the findings of Step 5 within 5 days. If the Committee finds the request merits hearing, the time and location of the hearing will be approved.

STEP 6: Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final. TIME FRAME: Outcome will be reported within 5 working days of Step 5.

GRADUATION
An Associate Degree or Technical Certificate will be awarded to students who satisfy the following requirements:
1. Complete a minimum of sixty-four (64) semester hours of approved credit toward the desired degree or advanced certificate of proficiency; complete a minimum of thirty-two (32) semester hours of approved credit toward the desired technical certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation. At least thirty (30) credit hours or the last fifteen (15) hours toward an AA or an AAS degree must be earned from PCCUA. At least half of the credit hours toward an Associate of Science Degree Certificate must be earned from PCCUA.
2. All AA degree students who have completed 45 college-level credit hours must take the Arkansas Assessment of General Education/Collegiate Assessment of Proficiency (CAAP) before registering for a subsequent semester. Failure to complete this testing requirement will interrupt graduation plans at PCCUA and prevent transfer to four-year colleges and universities in Arkansas.
3. Earn a grade point average of 2.0 or above on all college-level work completed.

Academic standards and procedures that are consistent with such laws. Successful completion of an appropriate rehabilitation program may be grounds for readmission. The college will implement all requirements of the Drug-Free Schools and Campuses Program, and will not tolerate the use of illicit drugs and the abuse of alcohol. The Vice Chancellor for Student Services shall provide confidential referral to agencies in the community offering rehabilitation therapy and counseling for students suffering from drug or alcohol abuse.

SEXUAL HARASSMENT
Some forms of sexual harassment are blatant; some are subtle. Neither is tolerated at PCCUA. To underscore the college’s commitment to not having sexual harassment within the campus community, including the classroom, the college has a specific policy and procedures against sexual harassment. Employees have the right to a workplace and classroom free of sexual harassment. Campus Vice Chancellor (if the course appears in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instructional Policy (VII C). The NCSC will convene the Faculty Senate Academic Standards Committee to investigate the appeal. TIME FRAME: Within 5 working days of Step 2.

DISCIPLINARY ACTION
Prohibition. The student’s participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension or expulsion. Restrictions of privileges may also be conditions of probation. A student whose conduct has been found to be in violation of the college regulations may have his or her college status changed from probation to suspension or expulsion. Expulsion. When a student’s behavior is unacceptable to the extent that it reflects most unfavorably upon character, judgment and maturity and is harmful to the well-being of the student body and the college, the student may be suspended from the college.

DISHONESTY
Plagiarism
Offering the work of another as one’s own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials that he/she has taken from another, whether written or oral works, contributes to plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

Cheating
a) Copying from another student’s paper.

b) Using any unauthorized assistance in taking quizzes, tests, or examinations.

c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes” or any device that aids in cheating.

d) Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.

e) The acquisition, without permission, of tests or other academic material belonging to a member of PCCUA, facilitating another person in committing any form of academic dishonesty.

PCCUA Student Discipline policy can be located at www.pccua.edu under the Student menu.

DISCIPLINE OFFENSES
An objective of the college is to provide an opportunity for education to all of its students. It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations and policies that are in place at the college. Please note the following policies below and throughout this section of the handbook. See the PCCUA Student Handbook for a complete listing of policies.

• Unauthorized selling or peddling on college controlled property is prohibited. Vendors or salespersons who desire to offer their wares for sale on college controlled property must obtain approval from the Vice Chancellor for Student Services.

• Unauthorized distribution of handbills and the use of amplifying equipment is prohibited.

• Unauthorized possession or distribution of literature on campus is prohibited. Approval must be obtained from the Vice Chancellor for Student Services.

• Literature and materials must not contain writings which are libelous, obscene, or in violation of federal, state or local laws.

• Misuse/ Misrepresentation of College Documents or Records - A student may not misuse and/or misrepresentation of college documents and/or records.

• Threats or Attempts of Violence - A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.

• A student may not cause the destruction, damage, or theft of personal or college property.

• A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.

• A student may not possess, use, sell, manufacture, distribute or purchase weapons on college controlled property or engage in any characteristic that demonstrates knowledge of weapon use or supervised functions.

• A student may not have unauthorized persons (children or adults) on campus.

• A student may not display disorderly conduct, including violent, noisy or drunken behavior.

• The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.

• A student may not possess, use, operate, or own a weapon on campus property or otherwise violate the laws against possession of weapons.

• A student may not engage in any conduct that is manifestly unreasonable in terms of time, place or manner, that invites a riot or destruction of property, or that violates the law or college regulations.

• A student may not violate college regulations regarding the operation and parking of vehicles.

• A student may not fly, display or wave any flag, banner, flagpole, or other like material.

• A student may not fail to comply with directions of college officials acting in the performance of their duty.

PCCUA provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the college’s computer resources are expected to use these resources correctly and only for legal purposes. It is the responsibility of supervisors, instructors, computer lab supervisors, library staff, and students who use Electronic Communications to ensure that users are aware of this policy.

Scope: This policy applies to the use of all electronic communications (excluding telephones), and includes:

• Publishing and browsing on the Internet

• The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.

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• Publishing and browsing on the Internet

• Electronic bulletin boards (BlackboardCE)
STUDENTS WITH DISABILITIES

PCCUA welcomes students with disabilities. As an open enrollment college, PCCUA strives to meet the needs of students with disabilities who wish to advance their education. PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (1973). It is the students’ responsibility to identify the disability to the Advisement Office at registration and they will be assigned immediately to a professional advisor. If a student registers without adhering the College of the disability, the student must identify that disability within the first two weeks of course instruction to guarantee provision of a professional advisor who can assist with meeting the student’s needs. If there are questions about the process ask an instructor, advisor, or a staff member at the Admissions desk about disabilities assistance. Appropriate documentation must be provided. Accommodations will be provided based on needs identified and after the student has had each instructor sign the Accommodations Form. New accommodation plans must be filed within the first week of each semester. It is recommended that students needing accommodations pre-register. There is no guarantee service can be provided within the semester if this process is not followed. ADN and PN nursing students should refer to ADA policy published on the respective program’s web page.

POLICIES AND PROCEDURES

CLASS ATTENDANCE

Students are expected to attend all classes regularly and punctually. The instructor will provide to the student a written attendance policy for the course. It is the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work. The instructor will warn a student when in danger of becoming excessively absent by sending a warning notice as an advisor. If the student is absent more than allowed by an instructor, the instructor will drop the student from the class roll with a grade of EW by notifying the Admissions office.

WITHDRAWAL

A student who withdraws from the college in the regular semester or summer term must do so officially at the Admissions/Student Services Office. Official withdrawal must be made in person or by written statement from the student. If the student’s I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so will result in the reporting of failing grades in the course(s) for which the student is registered.

STEPS IN DROPPING A CLASS

1) Student visits with their assigned advisor.
2) The assigned advisor will provide & fill out the drop form.
3) Student gets Instructor’s signature for each course dropped.
4) Student takes form to the Admissions Office.

Please Note: The student will be asked to attend class until the drop slip is completed and delivered to the Admissions Office. Student financial aid, scholarships, & billing will be affected by dropping classes!

FINANCIAL AID PROBATION

Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probation semester, students will be required to meet the requirements of the financial aid program under the Federal Title IV program. Students who fail to meet the requirements will be terminated by the financial aid office.

Repeating Classes - Students will be allowed to repeat a class one time to improve their cumulative grade point average. Any class being attempted for the third or fourth time will not be included in the calculation of hours for financial aid awards.

Termination of FA: A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any circumstances related to his/her academic problem and provide support documentation.

REFUND POLICY

If a student withdraws from PCCUA a determination will be made regarding repayments and refunds. “Repayment” is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back. The State Refund Policy will apply when a student withdraws from PCCUA.

FINANCIAL AID & SCHOLARSHIP

This policy applies to the Financial Aid, Scholarships, & Billing division.

1) The assigned advisor will provide & fill out the drop form.
2) The advisor will provide & fill out the drop form.
3) The advisor will provide & fill out the drop form.
4) The advisor will provide & fill out the drop form.

FINANCIAL AID POLICY

In accordance with the Drug-Free Schools and Campus Regulations, PCCUA prohibits the possession, sale, distribution, and/or use of illicit drugs or alcohol on campus or at college-sponsored activities off campus. Violation(s) of this policy will result in appropriate discipline including warning, probation, suspension, or expulsion. Students are also subject to applicable legal sanctions, which may include fines and/or imprisonment, for use of illicit drugs or illegal use of alcohol. A criminal conviction under such laws shall not preclude the imposition of appropriate sanctions under applicable college policies.

PCCUA Young Democrats is open to students who identify themselves as Democrats and are under the age of 35. The organization works to promote the issues, values, positions, and candidates of the Democratic Party. Organizations have been formed in both Arkansas and Phillips Counties. For more information, contact instructor Andrew Bagley at nrbagley@pccua.edu.

PCCUA Young Republicans is open to students who identify themselves with the Republican Party. The mission of the organization is to promote the values and candidates of the Republican Party. For more information contact instructor Chris Maloney at cmaloney@pccua.edu.

Student Events are planned on each campus during the fall and spring semesters that include fun activities for students, faculty, and staff to participate in together.

STUDENT’S RIGHTS AND RESPONSIBILITIES

•To expect an education of the highest quality.
•To develop potential to the best of his/her ability.
•To inquire about and recommend improvements in policies, regulations, and procedures affecting the welfare of students.
•To expect a campus environment characterized by safety and order.
•To have a fair hearing and appeal when disciplinary action is applied to a student as an individual or as a group member.
•To be fully acquainted with published regulations and to comply with them in the interest of scholarship and productive community.
•To know that personal conduct reflects not only upon the student but also upon the institution and its citizens and is judged in this manner.
•To follow the beliefs of common decency and acceptable behavior with the aspirations implied by a college education.
•To respect the rights and properties of other people.

RESOURCES

STUDENT ID’S

Student Identification cards are issued to students upon registration. If your ID card is lost or stolen a new one can be obtained in the Admissions Office at a replacement cost of $10. (Not a replacement every semester.)

STUDENT EMERGENCY PLAN INFORMATION

In order for PCCUA to contact students during an emergency situation, students are asked to provide their current cell phone number and cell phone provider to one of the following offices: Admissions, Business, Financial Aid, or Advisor. Students may also sign-up for this service on WebAdvisor.

STUDENT FINANCIAL AID

PCCUA was founded in the belief in equal opportunity and the ideal of making the benefit of a comprehensive college education available to all, regardless of financial status. A number of scholarships, loans, and grants are available to prospective and enrolling students who have shown academic promise. These awards have demonstrated a financial need. Part-time employment opportunities are available to all students, but the job of an employee is dependent upon the availability of jobs and the student’s skills. Students should contact the Advisory Council for information on scholarships and other financial assistance.

STUDENT HEALTH INSURANCE

Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure his/her own insurance, and for that reason, the college has contacted United Healthcare Student Resources. For this insurance is available on the Registrars office.

BOOKSTORES

Books, supplies, and PCCUA logo items can be purchased in the Follett Bookstore on each campus. The bookstore is located in the Bonner Center on the Helena-West Helena campus, room R106 on the Daviess campus, and room A115 on the Stuttgart campus. Bookstore hours are posted on each campus. Book buy back dates are during the week of finals in December and May, and after the last week of Summer II.

LIBRARIES

Library resources offer the latest technology including online catalog accessibility. Library holdings consist of traditional print materials such as books and journals as well as a growing collection of electronic resources. More information regarding PCCUA libraries can be found on the website under the current student menu. The library follows the PCCUA calendar for all holidays and other schedules.

LIBRARY HOURS:

DEWITT CAMPUS**
Mon-Thurs 7:30 am to 7:00 pm
Friday 7:30 am to 1:00 pm
Saturday & Sunday Closed
**Summer hours may differ
LEWIS LIBRARY: HELENA-WIELENS CAMPUS**
Mon-Thurs 7:45 am to 8:00 pm
Friday 7:45 am to 4:00 pm
Saturday & Sunday Closed
**Summer hours may differ
STUTTGART CAMPUS**
Mon-Thurs 8:00 am to 7:00 pm
Friday 8:00 am to 1:30 pm
Saturday & Sunday Closed
**Summer hours may differ

STUDENT EMAIL ACCOUNT AND OTHER PCCUA WEB SERVICES

EMAIL

Student email accounts are a way of communicating information to students from faculty or from the college. After completing registration, a student’s email account is available.

E Mail Setup Instructions:

1) Go to PCCUA homepage, www.pccua.edu and select “Student Email”.
2) Enter your username, first name, last name, birth date, 4-digit of the student ID number in the box (Tommy Smith would be tommy2727)
3) Enter your Password which is your full date of birth (mmddyyyy)
4) Your format should look like this: tsmith2727@students.pccua.edu

If you cannot access your e-mail, have your instructor submit a help desk ticket via the Intranet.

E Mail Setup Instructions:

1) Go to PCCUA homepage, www.pccua.edu and select “Student Email”.
2) Enter your username, first name, last name, birth date, 4-digit of the student ID number in the box (Tommy Smith would be tommy2727)
3) Enter your Password which is your full date of birth (mmddyyyy)
4) Your format should look like this: tsmith2727@students.pccua.edu

If you cannot access your e-mail, have your instructor submit a help desk ticket via the Intranet.
WEBADVISOR
WebAdvisor provides students with access to their personal information, billing and account information, transcript, grades, and class schedules.

WEBAdvisor Login Instructions:
1. Go to our homepage, www.pccua.edu, select the WebAdvisor link.
2. Enter your User ID. Your User ID is your Full Name (first name and last name) lower case without spaces. (example: Johnny Smith would enter: johnny smith)
3. Type in your User ID – Your User ID is your Full Name (first name and last name) lower case without spaces. (example: Johnny Smith would enter: johnny smith)
4. Click SUBMIT.
5. Type in your password. Your initial password is the LAST SIX DIGITS of your Social Security Number (example: 1933-23-1969 would enter: 231969)
6. Click SUBMIT.
7. CHANGE PASSWORD SCREEN
8. You will see a message that your password has expired.
9. Again, type in your User ID
10. Press TAB
11. Type in your Old Password (LAST SIX DIGITS of your Social Security Number)
12. Press TAB
13. Type in a New Password (must contain letters and numbers; 6-9 characters in length)
14. Press TAB
15. Type in the Confirmation Password (retype the password you just typed)
16. Press TAB
17. Type in a Hint to help you remember your password. Do not use your type in your password.

BlackBoard
BlackBoard is used for hybrid courses, UA Online courses and PC Net courses. Many instructors utilize this resource in their classes.

UA Online course Login Directions:
1. Click on the link http://www.uaonline.uasys.edu/schedules.cfm
2. Choose the current semester and click submit.
You should now see all of the UA Online courses being offered the current semester. Find your course and click on the button labeled LOGIN to the left of your course name. (If two sections of the course are being taught by the same instructor then it doesn’t matter which section you log into but if the sections are taught by different instructors then you must log into the section/instructor in which you are registered).
3. Next, you will be taken to the server where your course is. You must enter your user name and password.
   a. Your user name is your first initial last name and the last four digits of your student ID number. Your user name MUST be typed in all uppercase case letters with NO spaces…for example: MWAITES1234
   Also, please remember that your student ID number is different than your social security number.
   b. Your password is your complete date of birth (no dashes or spaces). For example: if your birth day is January 18, 1989 then your password is 01181989
5. Lastly, click or log in.

You should now see the course you are enrolled in. If you are enrolled in more than one UA Online course, your courses may or may not all be listed on the same server. If you do not see all of your courses then you must access the courses individually from the schedule page by following the directions above. To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Wailes at mwailles@pccua.edu.

PC Net course Login Directions:
1. Go to the PCUCA provided at www.pccua.edu.
2. Click on the icon on the right side of the homepage labeled BlackBoard.
   a. Your username is your first initial last name and the last four digits of your student ID number. Your username MUST be typed in all uppercase case letters with NO spaces…for example: MWAITES1234
   Also, please remember that your student ID number is different than your social security number.
   b. Your password is your complete date of birth (no dashes or spaces). For example: if your birth day is January 18, 1989 then your password is 01181989
5. Lastly, click or log in.

You should now see the course you are enrolled in. To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Wailes at mwailles@pccua.edu.

ENROLLING IN ONLINE COURSES
Access to any Online courses is considered a violation. Handicap spaces are reserved for students and visitors with disabilities having the credentials displayed. Please do not use the handicap space if you are not disabled. Vehicles may be towed at the owner’s expense. AT NO TIME IS PARKING IN THE STREET OR ON THE GRASS PERMISSIBLE.

FINES:
Failure to display parking permit - $30.00
1st Parking Violation - $10.00
2nd Parking Violation - $20.00
3rd Parking Violation - $40.00
4th Parking Violation - $60.00
5th Parking Violation - $80.00
Illegally Using Handicap Space - $50.00

STUDENT SUPPORT SERVICES (SSS)
Phillips Community College wants you to be successful! The goal of the SSS program is to raise the academic progress and performance levels of low income disabled students. Students who are participants in the SSS program and successfully complete their educational programs. In addition, the program focuses on increasing transfer rates of SSS graduates to four-year institutions. Success of students who are participants in the SSS program include:
   • Advising & course selection
   • Financial aid counseling/assistance
   • Transition & orientation assistance
   • Career exploration
   • Peer/computer assisted tutoring
   • Peer mentoring

Academic Skills Department
Applications may be obtained in Room 303/Courts & Sciences building – Helena-West Helena campus, Room C103 – DeWitt campus, and Room B123 – Stuttgart campus. All applicants meeting the basic criteria will be interviewed by a panel of faculty and staff. If you are accepted into the SSS program, the student will be expected to participate in program activities, meet with the SSS staff regularly, and attend scheduled tutoring sessions. Contact Scarlet Laster in DeWitt ext 1620, Addie Chandler in Helena-West Helena ext 1278, Sony Allen in Stuttgart ext 1828.

CAREER SERVICES
Individual counseling sessions are available to help students make choices about the future by providing occupational information to students who are undecided about their career goals. Career services include:
   • Transfer information/assistance
   • Information on careers
   • Personalized career counseling
   • Multi-media resources library
   • Job-seekings skills workshops
   • Job placement assistance

ADVISIGN
PCUCA provides the services of professionally trained advisors to students. The purpose of this service is to provide assistance with both academic and personal concerns. Some of the specific types of services rendered by advisors are:
   1. Advising—An individual confidential conference for the purpose of discussing educational, vocational, and personal achievements.
   2. Assessment—Provides a basis for determining a student s educational or vocational aptitude characteristics.
   3. Information—Discussion of career choices, additional educational opportunities, orientation and study habits.
   4. Other Services—Placement for senior college transfer students, fellowship for college transfer students, individual inventory and coordination with other student personnel services.

STUDY LABS, TUTORING
Each campus has a computer lab for studying, tutoring, testing and other Student Support Services resources and activities. The Individual Academic Enhancement (IAE) Center on the DeWitt Campus is located in room A101. The Academic Skills Department on the Helena-West Helena Campus is located in room C101 of the Arts and Sciences building. The Learning Lab on the Stuttgart Campus is located in room B105. Student support staff are available in each lab for assistance and lab hours are posted on each campus.

CAREER PATHWAYS
(DeWitt-N104; Helena-West Helena-HSB-SSC; Stuttgart-A116)
Individual counseling sessions are available to help students make choices about the future by providing occupational information to students who are undecided about their career goals. Career services include:
   • Transfer information/assistance
   • Information on careers
   • Personalized career counseling
   • Multi-media resources library
   • Job-seekings skills workshops

PCCUA CAMPUS SECURITY
PCCUA will continue its effort to provide students with a safe learning environment. This information is provided in keeping with this commitment and in accordance with the Campus Security Act of 1990 (CSA). The college community is encouraged to promptly report all criminal activity and emergencies occurring on the College’s campus in accordance with the appropriate personnel. DeWitt Campus - If you are on campus and need to report a crime or an emergency, contact the administrative front desk (ext. 1600). Emergency assistance may be found by calling 9-11 from any telephone located on campus. Helena-West Helena Campus - There is uniformed security protection while classes are in session and employees are at work. To report a crime or an emergency you can contact campus security by dialing “O” from any campus phone or report the crime to any security officer. Stuttgart Campus - If you are on campus during the day and need to report an emergency, contact the front desk (ext. 1600). For evening classes, there is a security guard who patrols the building. If he is not in the immediate area of the emergency or crime, he can be reached through the Stuttgart Police Department by dialing 873-1414. Emergency assistance may also be requested by dialing 9-1-1 from any telephone located on campus.

CAMPUS CLOSINGS
Students can refer to the Academic Calendar on the website or refer to holiday closings indicated in the planner/calendar in this handbook. Should weather conditions necessitate class cancellations or campus closings, students will be notified by announcements over local television and radio stations and by a recorded message on the campus telephonic system. Please note that just because one campus is closed due to weather or other conditions, you do not assume that all campuses will be closed. Contact the campus you are attending or the instructor for your particular class information.

SMOKING POLICY
Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and visitors are prohibited on all Phillips Community College properties.

SUPPORT SERVICES

WEBVISITOR
WebAdvisor Login Instructions:

1. Go to our homepage, www.pccua.edu, select the WebAdvisor link.
2. Click on the Student Resources link.
3. Type in your User ID - Your User ID is your Full Name (first name and last name) lower case without spaces. (example: Johnny Smith would enter: johnnysmith)
4. Press TAB
5. Type in your password. Your initial password is the LAST SIX DIGITS of your Social Security Number (example: 419-23-2189 would enter: 2189)
6. Click SUBMIT
7. CHANGE PASSWORD SCREEN
8. You will see a message that your password has expired.
9. Again, type in your User ID
10. Press TAB
11. Type in your Old Password (LAST SIX DIGITS of your Social Security Number)
12. Press TAB
13. Type in a New Password (must contain letters and numbers; 6-9 characters in length)
14. Press TAB
15. Type in your New Password (retype the password you just typed)
16. Press TAB
17. Type in a Hint to help you remember your password. Do not type in your password.

BlackBoard

BlackBoard is used for hybrid courses, UA Online courses and PC Net courses. Many instructors utilize this resource in their classes.

UA Online course Login Directions:

1. Click on the link http://uaonline.ua.edu/schedules.cfm
2. Choose the current semester and click submit.

You should now see all your UA Online courses being offered the current semester. Find your course and click on the button labeled LOGIN to the left of your course name. (If two sections of the course are being taught by the same instructor then it doesn't matter which section you log into but if the sections are taught by different instructors then you must log into the section/instructor in which you are registered.)

4. Next, you will be taken to the server where your course is. You must enter your username and password.
5. a. Your username is your first initial last name and the last four digits of your student ID number. Your username MUST be typed in all upper case letters with NO spaces…for example MMWATE1234.
   b. Please remember that your student ID number is different than your social security number.
   c. Your password is your complete date of birth (no dashes or spaces)…for example if your birth day is January 18, 1989 then your password is 011889

5. Lastly, click or open.

You should now see the course you are enrolled in. If you are enrolled in more than one UA Online course, your courses may or may not be listed on the same server. If you do not see all of your courses then you must access the courses individually from the schedule page by following the directions above. To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Waites at mwatees@pccua.edu.

PC Net course Login Directions:

1. Go to the PCNet program under www.pccua.edu.
2. Click on the icon on the right side of the homepage labeled BlackBoard.
   a. Your username is your first initial last name and the last four digits of your student ID number. Your username MUST be typed in all upper case letters with NO spaces…for example MMWATE1234.
   b. Your password is your complete date of birth (no dashes or spaces)…for example if your birth day is January 18, 1989 then your password is 011889

4. Lastly, click ok.

You should now see the course you are enrolled in. To gain entry into the course, simply click on the name of the course. Problem with BlackBoard, contact Michelle Waites at mwatees@pccua.edu.

Enrolling in Online Courses

• To enroll in any Online course, contact your advisor (click links above). You cannot enroll off-campus or in any course requiring face-to-face lab hours (located on the campus). If you have any questions email Lynn Boone at lboone@pccua.edu.

Parking and Driving Safety

PCCUA's campus-wide speed limit is 20 mph and parking is permitted in the college's many designated lots. Parking over the line, on the grass, or in reserved areas results in a citation. In Helena-West, Helena, you can appeal a citation by seeing the Vice Chancellor for Student Services. In Arkansas County, appeals are made to the campus Vice Chancellor.

Parking Permits, Regulations

All vehicles must be registered in the Admissions office. Each student can receive one parking permit at no charge, and additional permits at a cost of $8.00 per semester. Valid permits are for the academic year during which the permit is purchased. Permits should be attached to the rear bumper or near window. Temporary and new permits are $1.00 per week. If vehicles are changed the new owner must register the vehicle immediately. Certain parking areas may be reserved for employees and/or visitors. These areas are marked “RESERVED” or feature yellow painted curbs. Parking in these areas may result in a $35.00 fine. Handicap spaces are reserved for students and visitors with disabilities having the credentials displayed. Please do not use the handicap space if you are not disabled. Vehicles may be towed at the owner’s expense. AT NO TIME IS PARKING IN THE STREET OR ON THE GRASS PERMISSIBLE.
STUDENTS WITH DISABILITIES
PCCUA welcomes students with disabilities. As an open enrollment college, PCCUA strives to meet the needs of students with disabilities who wish to advance their education. PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (1973). It is the student's responsibility to identify the disability to the Advisement Office at registration and they will be assigned immediately to a professional advisor. If a student registers without advising the College of the disability, the student must identify that disability within the first two weeks of course instruction to guarantee placement with a professional advisor who can assist with meeting the student's needs. If there are questions about the process ask an advisor, instructor, or a staff member at the Admissions desk about disabilities assistance. Appropriate documentation must be provided. Accommodations will be provided based on needs identified and after the student has had each instructor sign the Accommodations Form. New accommodation plans must be filed within the first week of each semester. It is recommended that students needing accommodations pre-register. There is no guarantee services can be provided within the semester if this procedure is not followed. ADN and PN nursing students should refer to ADA policy published on the respective program's web page.

POLICIES AND PROCEDURES

CLASS ATTENDANCE
Students are expected to attend all classes regularly and punctually. The instructor will provide to the student a written attendance policy for the course. It is the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work. The instructor will warn a student when in danger of becoming excessively absent by sending a warning notice by email. The student can respond to an advisor if the notice should not be sent only by an instructor, the instructor will drop the student from the class roll with a grade of EW by notifying the Admissions office.

WITHDRAWAL
A student who withdraws from the college in the regular semester or summer term must do so officially at the Admissions/Student Services Office. Official withdrawal must be made in person or by written statement from the student. The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so will result in the recording of failing grades in the course(s) for which the student is registered.

STEPS IN DROPPING A CLASS
1) Student visits with their assigned advisor.
2) The assigned advisor will provide & fill out the drop form.
3) Student gets Instructor's signature for each course dropped.
4) Student takes form to the Admissions Office.

FINANCIAL AID PROBATION
Any student whose cumulative completion rate and/or cumulative grade point average falls below the minimum requirements will be placed on financial aid probation for one semester. During the probationary semester, students will be required to meet all financial aid requirements. The student should explain any circumstances related to his or her academic problem and provide supporting documentation to the Financial Aid Exceptions Committee. The student's I.D. card must be submitted at the time of withdrawal. Consultation with an advisor is suggested. Failure to do so will result in the recording of failing grades in the course(s) for which the student is registered.

FINANCIAL AID REIMBURSEMENT POLICY
When a student withdraws from PCCUA, a determination will be made regarding repayments and refunds. “Repayment” is the amount of Student Financial Aid (SFA) funds previously disbursed to a student that he or she must pay back. The State Refund Policy will apply when a student withdraws from all classes provided that the student has followed the official withdrawal procedure. Registration, Tuition and Fees 100%: Up to & including 2 class days. 50%: 3rd through 5th class days. 25%: 6th class day - 10th class day. No Refund: 11th class day and after

FINANCIAL AID TERMINATION
A student whose financial aid has been terminated for failure to meet satisfactory progress standards may make an appeal in writing to the Financial Aid Exceptions Committee. The student should explain any circumstances related to his or her academic problem and provide supporting documentation to the Financial Aid Exceptions Committee.

STUDENT ID’S
Student Identification cards are issued to students upon registration. If your ID card is lost or stolen a new one can be obtained in the Admissions Office at a replacement cost of $10. (Not a requirement every semester.)

STUDENT EMERGENCY PLAN INFORMATION
In order for PCCUA to contact students during an emergency situation, students are asked to provide their current cell phone number and cell phone provider to one of the following offices: Admissions, Business, Financial Aid, or Advisor. Students may also sign up for this service on WebAdvisor.

STUDENT FINANCIAL AID
PCCUA was founded in the belief in equal opportunity and the ideal of making the benefit of a community college education available to all, regardless of financial need. A number of scholarships, loans, and grants are available to prospective or continuing students who have shown academic proficiency and who have demonstrated a financial need. Part-time employment opportunities are open to all students. Financial aid is dependent upon the availability of jobs and the student's skills. Students should seek options available to them each semester. Contact the Financial Aid Office for more information. DeWitt-est 1967, Helena-West Helena-est 1952, Stuttgart-est 1922

STUDENT HEALTH INSURANCE
Phillips Community College of the University of Arkansas does not provide insurance for its students. The college does encourage each student to secure their own insurance, and for that reason, the college has contacted United Healthcare Student Resources. Forms for this insurance are available in the Registrar’s office.

BOOKSTORES
Books, supplies, and PCCUA logo items can be purchased in the Folkett Bookstore on each campus. The bookstores is located in the Honner Center on the Helena-West Helena campus, room N106 on the DeWitt campus, and room A115 on the Stuttgart campus. Bookstore hours are posted on each campus. Book buy back dates are during the week of finals in December and May, and after the last week of Summer I.

LIBRARIES
Libraries offer the latest technology including online catalog accessibility. Library holdings consist of traditional print materials such as books and journals as well as a growing collection of electronic resources. More information regarding PCCUA libraries can be found on the website under the current student menu. The library follows the PCCUA Calendar for all holidays and other special days.

LIBRARY HOURS:

DEWITT CAMPUS**: Mon-Thurs 7:30 am to 7:00 pm 5:00 pm to 7:00 pm Mon-Thurs 7:45 am to 8:00 pm Friday 7:45 am to 4:00 pm Saturday & Sunday Closed **Summer hours may differ

LEWIS LIBRARY, HELENA-WEST HELENA CAMPUS** Mon-Thurs 7:45 am to 8:00 pm Friday 7:45 am to 4:00 pm Saturday & Sunday Closed **Summer hours may differ

STUTTGART CAMPUS** Mon-Thurs 8:00 am to 7:00 pm Friday 8:00 am to 1:30 pm Saturday & Sunday Closed **Summer hours may differ

LEWIS LIBRARY, HELENA-WEST HELENA CAMPUS** Mon-Thurs 7:45 am to 8:00 pm Friday 7:45 am to 4:00 pm Saturday & Sunday Closed **Summer hours may differ

STUTTGART CAMPUS** Mon-Thurs 8:00 am to 7:00 pm Friday 8:00 am to 1:30 pm Saturday & Sunday Closed **Summer hours may differ

STUDENT EMAIL ACCOUNT AND OTHER PCCUA WEB SERVICES

EMAIL
Student email accounts are a way of communicating information to students from faculty or from the college. After completing registration, a student’s email account will be automatically created within 48 hours.

E Mail Setup Instructions:
1) Go to PCCUA homepage, www.pccua.edu and select “Student Email”.
2) Enter your username, first initial+lastname+last four digits of Datatel/Student ID number in the box (ex. Tommy Smith would be tsmith2725).
3) Enter your Password which is your full date of birth (mmddyyyy)
4) Complete the rest of the setup form. The account should look like the example, tsmith2725@students.pccua.edu.

If you cannot access your e-mail, have your instructor submit a help desk ticket via the Intranet.

PCCUA Young Democrats is open to students who identify themselves as Democrats and are under the age of 35. The organization works to promote the issues, values, positions, and candidates of the Democratic Party. Organizations have been formed in both Arkansas and Phillips Counties. For more information, contact instructor Andrew Bagley at nbagley@pccua.edu.

PCCUA Young Republicans is open to students who identify themselves with the Republican Party. The mission of the organization is to promote the values and candidates of the Republican Party. For more information contact instructor Chris Maloney at cmaloney@pccua.edu.

Student Events are planned on each campus during the fall and spring semesters that include fun activities for students, faculty, and staff to interact and participate in.
GRADUATION

An Associate Degree or Technical Certificate will be awarded to students who satisfy the following requirements:
1. Complete a minimum of sixty-four (64) semester hours of approved credit toward the desired degree or advanced certificate of proficiency; complete a minimum of thirty-two (32) semester hours of approved credit toward the desired technical certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation. At least thirty (30) credit hours or the last fifteen (15) hours toward an AA or an AAS degree must be earned from PCCUA. At least half of the credit hours toward an Associate Degree Certificate must be earned from PCCUA.
2. All AA degree students who have accumulated 45 college-level credit hours must take the Arkansas Assessment of General Education/Collegiate Asses- sment of Academic Proficiency (CAAP) before registering for a subsequent semester. Failure to complete this testing requirement will interrupt gradu- ation plans at PCCUA and prevent transfer to four-year colleges and universities in Arkansas.
3. Earn a grade point average of 2.0 or above on all college-level work completed.

(Exemptions are Nursing and Medical Laboratory Technology.)

4. File an application for graduation with the registrar.

5. Fulfill financial obligations to the college.

PCCUA provides a commencement ceremony each May to recognize December and May graduates.

GRADUATION DEADLINES

In order to graduate in December, you must apply by November 13 and in order to graduate in May, you must apply by March 5.

Computer, Internet, Email, and Other Electronic Communications Acceptable Use Policy

PCCUA Student Discipline policy can be located at www.pccua.edu under the Student menu.

Discipline Offenses

An objective of PCCUA is to provide an opportunity for education to all of its students. It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations and policies that are in place at PCCUA. Please note the following policies below and throughout this section of the handbook. See the PCCUA Web under student menu/Discipline Policy at http://www.pccua.edu/student.htm.

• Unauthorized copying or peddling on college controlled property is prohibited. Vendors or salespersons who desire to offer their wares for sale on college controlled property must obtain approval from the Vice Chancellor for Student Services.

• Unauthorized distribution of handbills and the use of amplifying equipment is prohibited.

• Unauthorized possession of explosives on campus is prohibited. Approval must be obtained from the Vice Chancellor for Student Services.

• Literature and materials must not contain writings which are libelous, obscene, or in violation of federal, state or local laws.

• Misuse/Misrepresentation of College Documents or Records - A student may not misuse and/or make misrepresentation of college documents and/or records.

• Threats/Suicide of Violence - A student may not threaten or attempt to commit physical violence against any other student, faculty member, administrative officer, employee or invited guest of the college.

• A student may not cause the destruction, damage, or theft of personal or college property.

• A student may not possess, use, sell, furnish to others, or be under the influence of alcoholic beverages on college property.

• A student may not possess, use, sell, or distribute weapons on college controlled property or authorize others to possess, use, or distribute weapons or surveillance functions.

• A student may not have unauthorized persons (children or adults) on campus.

• A student may not display disorderly conduct, including violent, noisy, or drunken behavior.

• The use of abusive or obscene language on college controlled property or while representing the college or attending a college function is prohibited.

• As a student you should not engage in any demonstration, assembly, or other supervised activities that is manifestly unreasonable in terms of time, place or manner, that incites a riot or destruction of property, or that violates the law or college regulations.

• A student may not violate college regulations regarding the operation and parking of vehicles.

• A student must not display lewd or lascivious behavior, indecent or suggestive gestures.

• A student may not fail to comply with directions of college officials acting in the performance of their duty.

Dishonesty

Plagiarism

Offering the work of another as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials which are not his or her own, who borrows from another, who fails to reveal what is written by another, is guilty of plagiarism. This includes downloading or buying papers from the internet and cutting and pasting from the internet without proper acknowledgment.

Cheating

• Copping from another student’s paper.

• Using any unauthorized assistance in taking quizzes, tests, or examinations.

• Possession of a test or material which is not authorized by the person giving the test, such as class notes or any device that aids in cheating.

• Dependence on the aid of sources beyond those authorized by the instructor in writing, preparing reports, solving problems, or carrying out assignments.

• The acquisition, without permission, of tests or other academic material belonging to a member of PCCUA

• Filling in the answers of another person in committing any form of unfair competition.

Computer, Internet, Email, and Other Electronic Communications Acceptable Use Policy

PCCUA provides access to computer equipment, programs, databases, and the Internet for informational and educational purposes. All users of the college’s computer resources must use these resources correctly and only for legal purposes. It is the responsibility of supervisors, instructors, computer lab supervisors, library staff, and students who use Electronic Communications to ensure that users are aware of this policy.

Scope of this policy refers to the use of all electronic communications (excluding telephone), and includes:

• Publishing and browsing on the Internet

• Electronic Mail (Email)

• Electronic bulletin boards (BlackboardCE)
Electronic discussion groups (BlackboardCE) are like other courses on the PCCUA campuses except that the instructor for the course may or may not be at the sending location during class. If the instructor or your location is not at your location then you are expected to be respectful of your instructor and fellow classmates. Disruptive behavior will not be tolerated. Also, if you leave class you will be counted absent. Students in CV classrooms are expected to maintain the same level of participation as they would in a regular classroom academic environment.

**Microphones** are in place for student use and must be used in order to ask questions, make comments, etc. Please remember that in a CV class there is a slight (1-2 second) audio delay, so please speak clearly when asking a question or commenting and wait approximately 3 seconds for a response.

**All assignments, projects, homework etc., are due at the beginning of your class unless otherwise stated by your instructor. A CV technician will take up your materials and courier them to your instructor. If you are turning in a late assignment then it is your (student) responsibility to get that assignment to the instructor. Check your syllabus for information about late penalties.

**All handouts and class materials will be made available to the students at the beginning of class. If you are not present to receive the materials then it is your responsibility to contact the CV technician to pick up the materials. After one week, the materials will not be available from the CV technicians so the student must contact the instructor for the materials.**

**If you are going to miss a scheduled exam then it is your responsibility to contact the instructor of the class. You may also call the CV technician, but it is not the responsibility of the CV technician to contact your instructor for you. If your instructor allows you to make up a missed exam then you must make up the exam before the next class meeting at a time that is convenient for the CV technician.**

**Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; and assisting others in any such act) is forbidden.** An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of “F” for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Student Services and placed in the student’s file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure found on the website.

**CONTACT INSTRUCTORS**

(Absences, Grade Changes, Class information, Course Syllabus, Tests)

Many instructors have websites, and all have college extension numbers where they can be reached. Contact the front desk on the DeWitt and Stuttgart campuses for instructors office numbers and phone extensions. On the Helena-West Helena campus call the switchboard operator (dial 0) or contact the Admissions Center in the Bonner Student Center, ext. 1134.

**ACADEMIC INTEGRITY**

Academic fraud and dishonesty (as defined below) are regarded as offenses requiring disciplinary action.

Cheating - Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Facilitating academic dishonesty - Intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.

Plagiarism - Intentionally or knowingly using someone else's work as your own without giving credit.

Test Tampering - Intentionally gaining access to restricted test materials including booklets, banks, questions, or answers before a test is given; or tampering with questions or answers after a test is completed.

**STUDENT CONDUCT MISCOURT (Discipline Policy)**

It is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. If a student is disruptive in class his/her behavior is inappropriate in this setting and inhibits the teaching/learning process, the faculty member has the right to temporarily dismiss the student from class (not to exceed one class). If a faculty member finds it necessary to dismiss a student from a class, the appropriate dean, department chair, Vice Chancellor for Student Services or the campus Vice Chancellor in Arkansas County are notified and a Student Discipline Form is filed. If the student’s behavior is so disruptive that it cannot be tolerated for more than one class, the student must be suspended from class. If the student does not return to class without permission from the Vice Chancellor for Student Services or the appropriate campus Vice Chancellor in Arkansas County, the student will be administratively removed from the college. A hearing is a right of the students, employees. More on discipline/policies in Policies, Procedures section on pages 9-10, and see the PCCUA Web under student menu/Discipline Policy at http://www.pccua.edu/student.htm.

**ACADEMIC MISCONDUCT**

If a faculty member believes that a student is guilty of scholastic dishonesty, a violation of the Student Code of Conduct, the faculty member may sanction the student based on guidelines provided in the syllabus or by the program. The faculty or in some cases, the dean, will file a discipline form to document the incident and provide copies of that form to the dean, Vice Chancellor for Student Services, or the campus Vice Chancellor in Arkansas County. According to the Student Code of Conduct, scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. Actions taken by the instructor or the dean (or office thereof) are subject to the appeals process by the student. The student appeal and request for a hearing is made through the Vice Chancellor for Instruction. (See PCCUA Web under student menu/Academic Discipline Policy at http://www.pccua.edu/student.htm).

**Academic Grievance Procedure** (different from disciplinary grievance procedure)

Questions related to grading or other matters of an academic nature should be presented to the student’s instructor (this could include disciplinary action which resulted in a lower grade). If unsatisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the college and listed on Page 4. If the question is an academic matter other than grades, the same appeal process will be followed. In all cases the grievant has the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

**STUDENT COMPRESSED VIDEO (CV) GUIDELINES**

The compressed video classroom, coordinated by the video and distance learning staff has the following student guidelines. Compressed Video (CV) courses are like other courses on the PCCUA campuses except that the instructor for the course may or may not be at the sending location during class. If the instructor or your location is not at your location then you are expected to be respectful of your instructor and fellow classmates. Disruptive behavior will not be tolerated. Also, if you leave class you will be counted absent. Students in CV classrooms are expected to maintain the same level of participation as they would in a regular classroom academic environment.

**Microphones** are in place for student use and must be used in order to ask questions, make comments, etc. Please remember that in a CV class there is a slight (1-2 second) audio delay, so please speak clearly when asking a question or commenting and wait approximately 3 seconds for a response.

**All assignments, projects, homework etc., are due at the beginning of your class unless otherwise stated by your instructor. A CV technician will take up your materials and courier them to your instructor. If you are turning in a late assignment then it is your (student) responsibility to get that assignment to the instructor. Check your syllabus for information about late penalties.

**All handouts and class materials will be made available to the students at the beginning of class. If you are not present to receive the materials then it is your responsibility to contact the CV technician to pick up the materials. After one week, the materials will not be available from the CV technicians so the student must contact the instructor for the materials.**

**If you are going to miss a scheduled exam then it is your responsibility to contact the instructor of the class. You may also call the CV technician, but it is not the responsibility of the CV technician to contact your instructor for you. If your instructor allows you to make up a missed exam then you must make up the exam before the next class meeting at a time that is convenient for the CV technician.**

**Cheating in any form (including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; and assisting others in any such act) is forbidden.** An instructor who has proof that a student is guilty of cheating may take appropriate action up to and including assigning the student a grade of “F” for the course and suspending the student from class. A description of the incident and the action taken will be reported through the dean to the Vice Chancellor for Student Services and placed in the student’s file in the Office of Admissions and Records. The student may appeal either the finding of cheating or the penalty, or both, as described in Administrative Procedure No. 404.06, Academic Appeal Procedure found on the website.
Core Competencies

PCCUA graduates demonstrate competency in the following areas:

- Communication: The interactive process through which there is an exchange of verbal and/or nonverbal information.
- Cultural Awareness: An understanding that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.
- Social and Civic Responsibility: Behavior that demonstrates adherence to legal/ethical standards established by society.
- Critical Thinking: Modes of reasoning including analyzing data, evaluating outcomes, setting priorities, and predicting outcomes.
- Mathematical/Analytical: Determination of approach, materials, and strategies necessary to solve a problem.

Technology Utilization: Use of tools of the trade to achieve a specific outcome.

Arkansas course transfer system (ACTS)
The Arkansas Course Transfer System contains information on the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (http://acts.adhe.edu).

Grading System

Each student will receive at midterm an evaluation of progress in each course. Mid-term grades are for student information only and are not placed on the permanent record. At the end of the semester the student will receive final grades based upon the following system:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 0-59%
- U: Withdrawal
- W: Withdrawal

This handbook is designed to acquaint you with student activities and services, as well as policies and regulations on campus. It is intended as a supplement to the college catalog and other publications. You should review the contents when you first receive it and keep it on hand for easy reference in the future. If after reading through this information you still have questions, please contact any of the departments or offices listed for further assistance.

Mission

Phillips Community College respects the dignity of its student body and community. The college also recognizes the worth and potential of each student. Therefore, the college affirms the following beliefs and values:

- The Power of Education: We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.
- Diversity: We respect inherent worth and dignity of every person.

Values

Phillips Community College respects the dignity of its student body and community. The college also recognizes the worth and potential of each student. Therefore, the college affirms the following beliefs and values:

- Student Success: We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

ACADEMICS

Advanced Manufacturing
Vict Cobl/Arthur Gentry 338-6474, ext. 1121, 1263

Agriculture, Food, & Life Sciences
DeFitt & Stuttgart Campus Only

Basic Skills, Adult Education
Green McGhee 338-6474, ext. 1250

Baylor, Chemistry, Engineering, Mathematics, Physics, Pre-Med
Edelma Simes 338-6474, ext. 1311

Business Administration
Linda Kilfoil 338-6474, ext. 1368

Business, Management, Info Systems Tech
Cantey Alexander 338-6474, ext. 1128

Cosmetology, Manicuring
Connie Johnson 338-6474, ext. 1215

Drama, English, Music, Speech
Robin Bryant 338-6474, ext. 1370

Early Childhood Education
Yvette Robertson/Edelma Simes 338-6474, ext. 1327, 1311

Education
Edelma Simes/Green McGhee 338-6474, ext. 1311, 1250

Emergency Medical Technician
Amy Hudson 338-6474, ext. 1371

General Education
Robin Bryant/George White 338-6474, ext. 1371, 1126

Graphic Comm., Electrical, Architectural
Vict Cobl/Arthur Gentry 338-6474, ext. 1121, 1363

Health Sciences
Amy Hudson 338-6474, ext. 1371

High School Relations
Julie Garike 338-6474, ext. 1053

Horticulture Operations
DeFitt & Stuttgart Campus Only

Industrial Technology
Vict Cobl/Arthur Gentry 338-6474, ext. 1121, 1363

Information Systems Technology
Cantey Alexander 338-6474, ext. 1128

Industrial Technology
Vict Cobl/Arthur Gentry 338-6474, ext. 1121, 1363

Information Systems Technology
Cantey Alexander 338-6474, ext. 1128

Medical Coding
Cantey Harper 338-6474, ext. 1128

Medical Laboratory Technology/Phlebotomy
Claude Rector 338-6474, ext. 1079

Nursing
Amy Hudson/Shebelina Gentry 338-6474, ext. 1371, 1384

Office Tech-Admin Support
Cantey Harper 338-6474, ext. 1128

Physical Education
Edelma Simes/Robin Bryant 338-6474, ext. 1311, 1310

Pre-Law, Social Science
Cathy McKinney 338-6474, ext. 1395

Pre-Nursing (ADN & RN)
Green McGhee/LaReffy Cook 338-6474, ext. 1250, 1214

Renewable Energy
Vict Cobl 338-6474, ext. 1121

Welding
Vict Cobl/Green McGhee 338-6474, ext. 1121, 1363

Undecided
Linda Kilfoil/Green McGhee Edelma Simes 338-6474, ext. 1368, 1250, 1311

MAJORS

HELENA ADVISORS

DEWITT ADVISORS

STUTTGART ADVISORS

Advanced Manufacturing
Phyllis Fullerton 940-3505, ext. 1610

Agriculture, Food, & Life Sciences
Phyllis Fullerton 940-3505, ext. 1610

Basic Skills, Adult Education
Helen-West Helena Campus Only

Behavioural Health Technology
Phyllis Fullerton (870) 940-3505, ext. 1610

Biology, Chemistry, Engineering, Mathematics, Physics, Pre-Med
Phyllis Fullerton 940-3505, ext. 1610

Business Administration
Phyllis Fullerton 940-3505, ext. 1610

Business, Management, Info Systems Tech
Troye Kehlur 940-3505, ext. 1615

Cosmetology, Manicuring
Helen-West Helena Campus Only

Early Childhood Education
Joyce Hargrove 940-3505, ext. 8229

Education
Phyllis Fullerton 940-3505, ext. 1610

Emergency Medical Technician
Phyllis Fullerton 940-3505, ext. 1610

Electrical/Architectural/Computer
Cindy Grove 673-4201, ext. 1885

Emergency Medical Technician
Terry Simpson 673-4201, ext. 1809

Emergency Medical Technician
Terry Simpson 673-4201, ext. 1809

Engineering
Terry Simpson 673-4201, ext. 1809

General Education
Terry Simpson 673-4201, ext. 1809

Geology/Environmental Science
Terry Simpson 673-4201, ext. 1809

Health Sciences
Amy Hudson 338-6474, ext. 1371

Human Services
Diana Graves 940-3505, ext. 1508

Industrial Technology
Cindy Grove 673-4201, ext. 1885

Information Systems Technology
Cindy Grove 673-4201, ext. 1885

Medical Coding
Martha Brothers 673-4201, ext. 1584

Medical Laboratory Technology/Phlebotomy
Claude Rector 338-6474, ext. 1079

Nursing
Amy Hudson/Shebelina Gentry 338-6474, ext. 1371, 1384

Office Tech-Admin Support
Phyllis Fullerton/Phyllis Fullerton/Phyllis Fullerton 940-3505, ext. 1610

Pre-Law, Social Science
Phyllis Fullerton 940-3505, ext. 1610

Pre-Nursing (ADN & RN)
Phyllis Fullerton 940-3505, ext. 1610

Pre-Nursing (ADN & RN)
Phyllis Fullerton 940-3505, ext. 1610

Renewable Energy
Phyllis Fullerton 940-3505, ext. 1610

Welding/CNC/Technology
Phyllis Fullerton 940-3505, ext. 1610

Undecided
Phyllis Fullerton 940-3505, ext. 1610

STUDENT HANDBOOK 2011-2012 Edition

Rev. 7/6/11
### 2011-2012 ACADEMIC CALENDAR

#### Fall Semester 2011
- **August 15 (M)**: Reporting day for Faculty-Awards Breakfast (offices closed)
- **August 16 (T)**: Registration (8:00 am - 7:00 pm)
- **August 17 (W)**: Day & evening classes begin
- **August 24 (W)**: Last day for 100% refund
- **September 1 (Th)**: Last date to complete application file for current semester
- **September 9 (M)**: Labor Day holiday (no classes, offices closed)
- **October 11 (T)**: Mid-term advisory grades due (4:00 pm)
- **October 27 (Th)**: Last day to drop and receive a "W"
- **November 7 (M)**: Spring registration begins
- **November 11 (F)**: Faculty/Staff In-Service (no day classes but week-end classes meet)
- **November 23 (W)**: Faculty and students do not report (no classes, offices open)
- **November 24-25 (Th & F)**: Thanksgiving holiday (no classes, offices closed)
- **November 28 (M)**: Offices open, classes resume (8:00 am)
- **December 1 (Th)**: Last day to receive an "EW"
- **December 2 (F)**: Study Day (faculty will be available in their offices from 8:30 am to noon)
- **December 6, 7, 8, 12 (T-M)**: Day, evening, and night exams begin Tuesday, Dec. 6
- **December 14 (W)**: Final grades due (12:00 noon)
- **December 16 (F)**: December Graduation (No Commencement)
- **December 20 (T)**: Offices closed from 4:30 pm until 8:00 am on 1/3/12

#### Spring Semester 2012
- **January 3 (T)**: Offices open
- **January 9 (M)**: Reporting day for Faculty (8:00 am); Faculty/Staff In-Service
- **January 10 (T)**: Registration (8:00 am - 7:00 pm)
- **January 11 (W)**: Day & evening classes begin
- **January 16 (M)**: Martin Luther King holiday (no classes, offices closed)
- **January 19 (Th)**: Last day for 100% refund
- **January 30 (M)**: Last day to complete application file for current semester
- **February 24 (F)**: Faculty/Staff In-Service (no day classes but extended day and evening classes meet)
- **March 8 (Th)**: Mid-term advisory grades due (4:00 pm)
- **March 16 (F)**: Spring Break begins at 4:30 pm (no classes, offices are open)
- **March 23 (F)**: Spring Break Friday (no classes, offices closed)
- **March 26 (M)**: Classes resume (8:00 am)
- **March 29 (Th)**: Last day to drop and receive a "W"
- **April 2 (M)**: Summer & Fall registration begins
- **May 3 (Th)**: Last day to receive an “EW” (Last Thursday before final exams begin)
- **May 4 (F)**: Study Day (faculty will be available in the offices for conferences from 8:30-noon)
- **May 7, 8, 9, 10, 14 (M-M)**: Day exams begin Monday, May 7. Exams for extended day & evening classes begin on Tuesday, May 8
- **May 15 (T)**: Final grades due (12:00 noon)
- **May 17 (Th)**: Graduation Arkansas County at Grand Prairie Center (7:30 pm)
- **May 18 (F)**: Graduation Phillips Country at PCCUA Fine Arts Center, Lily Peter Auditorium (7:30 pm)
- **May 28 (M)**: Memorial Day holiday (offices closed)

#### Summer Terms 2012
- **June 4 (M)**: Summer I begins
- **June 5 (T)**: Last day for 100% refund
- **June 21 (Th)**: Last day to drop and receive a “W”
- **June 28 (Th)**: Last day to receive an "EW"
- **July 4 (W)**: Holiday
- **July 5 (Th)**: Summer I ends (Final grades due 4:30 p.m.)

#### Summer I Extended
- **June 4 (M)**: Summer I Extended begins
- **June 5 (T)**: Last day for 100% refund
- **June 7 (Th)**: Last day to drop and receive a “W”
- **July 12 (T)**: Last day to receive an "EW"
- **July 19 (Th)**: Summer I Extended ends (Final grades due by 4:30 p.m.)

#### Summer II
- **July 9 (M)**: Summer II begins
- **July 10 (T)**: Last day for 100% refund
- **July 26 (Th)**: Last day to drop and receive a “W”
- **August 2 (Th)**: Last day to receive an “EW”
- **August 9 (Th)**: Summer II ends (Final grades due by 4:30 p.m.)

*Students must register prior to the second class meeting of any course to be admitted to that course. Once the second class has begun, a student may not register for that class.*