



PHILLIPS COMMUNITY COLLEGE

STUDENT HANDBOOK

2025-2026



August 2025-July 2026

This student handbook belongs to:

Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

The provisions of this publication are not to be construed as a contract between the student and PCCUA. The College reserves the right to change any provision or requirement when such action becomes necessary. Students are encouraged to work closely with an advisor to verify the appropriateness of the courses for which the students register.

Students are expected to familiarize themselves with all rules and regulations of PCCUA, including any official announcements. Students will be held responsible for the observance of all rules and regulations. 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 campus listed below for further assistance.

For more information about PCCUA, visit www.pccua.edu

DeWitt Campus
1210 Rice Belt Ave.
DeWitt, AR 72042
(870) 946-3506

HWH Campus
1000 Campus Drive
PO Box 785
Helena, AR 72342
(870) 338-6474

Stuttgart Campus
2807 Hwy 165 South
Box A
Stuttgart, AR 72160
(870) 673-4201

Our Mission

Phillips Community College of the University of Arkansas is a two-year college serving the people of Eastern Arkansas. Through robust partnerships, the College is committed to building stronger communities by delivering quality, affordable education for college transfer and work skills training. We provide multiple services and support to ensure student access with success and encourage the pursuit of knowledge and life-long learning striving to build a foundation for a better life for all..

PCCUA Core Values

Phillips Community College respects the differences 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.

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.

Respect for All

We respect the inherent worth and dignity of every person.

Imagine a college where...

- **Students begin planning a career or academic experience early in life.**
- **High school students see it as a first choice for education and training.**
- **Student admissions, registration, and enrollment is easy.**
- **High quality teaching and learning experiences allow all students to succeed.**
- **Exceptional programs and services meet the needs of the students, community, and region.**
- **Barriers and obstacles which many students face are removed.**
- **Exceptional state of the arts technology and distance learning infrastructure is provided.**
- **The college is responsive to the needs of the community, even in times of crisis.**
- **Economic development and industry training preparing students for the workforce is a priority.**
- **Engaging in the lives of its students, employees, and community is a priority.**
- **The community views it as a partner, resource, and change agent.**
- **Faculty and staff are provided with professional development, training opportunities, and a positive work environment so they can ensure the best instruction, support for learning, and services.**

Imagine a college all people want to attend and a college where everyone wants to work and that is the college we want to be.

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Disclaimer on Accuracy of Information

The information contained in this Student Handbook is intended to provide current and accurate guidance on policies, procedures, programs, and services. However, the College reserves the right to make changes at any time without prior notice in response to changing circumstances, legal requirements, or institutional needs. While every effort has been made to ensure the accuracy of the information at the time of publication, the College does not guarantee that all information is free from error or omission. In the event of discrepancies between this Handbook and official College policies, regulations, or statements issued by authorized College officials, the latter will take precedence. Students are responsible for staying informed of any updates or revisions.

PCCUA 2025 – 2026 Academic Calendar

Fall Semester 2025

- August 18 (M).....Reporting Day for faculty/staff awards breakfast
- August 19 (T).....Registration (8:00 am - 6:00 pm)**
- August 20 (W)Orientation for all new/returning students (HWH) Nursing orientation in Helena (all students admitted to the ADN Program.)
Nursing orientation in DeWitt (all students admitted to the PN Program.)
- August 21 (TH).....Orientation for all new/returning students (DeWitt and Stuttgart)
- August 22 (F).....Last day for course registration
- August 25 (M)Classes begin (Fast Track 2 classes begin Oct 20)**
- September 1 (M)Labor Day holiday (no classes, offices closed)
- September 2 (T)Last day for 100% refund
- September 10 (W)Last day to complete application file for current semester. If the file is not complete you may be dropped from your courses**
- September 10 (W).....Last day for 50% refund
- October 15-16 (W & TH)Online midterm proctored exams & Fast Track 1 final exams**
- October 17 (F)Midterm advisory grades due (4:00 pm)**
- October 20 (M).....Fast Track 2 begins**
- October 24 (F).....Faculty/Staff in-service (no classes, offices closed)
- November 3 (M)Last day to drop and receive a “W”**
- November 10 (M)**Spring registration begins**
- November 24-26 (M-W)Fall Break (no classes, office open)
- November 27-28 (TH & F).....Thanksgiving holiday (no classes, offices closed)
- December 1 (M).....Classes resume, offices open (8:00 am)
- December 5 (F).....Priority registration for Spring 2026
- December 10-11 (W & TH) ...Online proctored final exams**
- December 11 (TH).....Last day for classes
- December 11 (TH).....Last day to receive a “W” issued by instructor
- December 12 (F).....Study Day (Faculty will be available in their offices from 8:30 am to noon)
- December 15-18 (M,T,W,TH).Final exams for on campus courses
- December 19 (F)Final grades due (12:00 noon)**
- December 22 (M).....December graduation (no commencement)
- December 23 (T)Offices closed from 4:30 pm - 8:00 am on 1/5/26 (M)

Spring Semester 2026

January 5 (M).....	Office open
January 7 (W).....	Reporting Day for faculty; faculty/staff in-service (office closed)
January 8 (TH).....	Registration (8:00 am - 6:00 pm)
January 9 (F)	Last day for course registration
January 12 (M).....	Classes begin (Fast Track 2 classes begin Mar 11)
January 19 (M).....	Martin Luther King holiday (no classes, office closed)
January 20 (T).....	Last day for 100% refund
January 28 (W).....	Last day to complete application file for current semester. If the file is not complete you may be dropped from your courses.
January 28 (W).....	Last day for 50% refund
February 20 (F)	Faculty/Staff in-service (no classes, offices closed))
March 3-4 (W & TH).....	Online midterm proctored exams & Fast Track 1 final exams
March 10 (T).....	Midterm advisory grades due (4:00 pm)
March 11 (W)	Fast Track 2 begins
March 23-26 (M-TH).....	Spring Break (no classes, offices open)
March 27 (F)	Spring Break Friday (no classes, offices closed)
March 30 (M).....	Classes resume, offices open (8:00 am)
April 6 (M).....	Last day to drop and receive a “W”
April 6 (M).....	Summer & Fall registration begins
April 29-30 (W & TH)	Online proctored final exams
April 30 (TH).....	Last day to receive a “W” issued by instructor
April 30 (TH).....	Last day for classes
May 1 (F)	Study Day (Faculty will be available in their offices from 8:30 am to noon)
May 1 (F)	Priority registration for Summer and Fall 2026
May 4-7 (M,T,W,TH).....	Final exams for on campus courses
May 8 (F)	Final grades due (12:00 noon)
May 14 (TH)	Graduation Arkansas County Grand Prairie Center (7:00 pm)
May 15 (F).....	Graduation Phillips County Lily Peter Auditorium (7:00 pm)
May 25 (M).....	Memorial Day Holiday (offices closed)

SUMMER TERMS 2026

Summer I 2026

June 1 (M).....Last day for course registration
June 1 (M).....Summer I classes begin
June 2 (T).....Last day for a 100% refund
June 8 (M).....Last day for a 50% refund
June 23 (T).....Last day to drop and receive a “W”
July 4 (S).....July 4th holiday
July 7 (T).....Last day to receive a “W” issued by instructor
July 8 (W)Summer I final grades due (12:00 noon)

Summer I Extended and Online Summer 2026

June 1 (M).....Last day for course registration
June 1 (M).....Summer I Extended and Online classes begin
June 2 (T).....Last day for 100% refund
June 8 (M).....Last day for a 50% refund
June 23 (T).....Last day to drop and receive a “W”
July 4 (S).....July 4th holiday
July 20 (M)Last day to receive a “W” issued by instructor
July 20 (M)Last day for Summer I Extended and Online
Classes
**July 21-22 (T & W)Summer I Extended and Online Proctored
Exams**
**July 23 (TH).....Summer I Extended and Online final grades due
(12:00 noon)**

Summer II 2026

July 8 (W)Last day for course registration
July 8 (W)Summer II classes begin
July 9 (TH).....Last day for 100% refund
July 15 (W)Last day for 50% refund
July 28 (T).....Last day to drop and receive a “W”
July 29 (W)Last day to receive a “W” issued by instructor
August 6 (TH).....Summer II final grades (12:00 noon)

SAFETY AND SECURITY

PCCUA and The U.S. Department of Education are committed to providing a safe environment for faculty, staff, and students. PCCUA works diligently to inform all concerned parties about campus safety and security yearly. Data collected from campus security and the local police via survey is published by the Office of Postsecondary Education on the Campus Safety and Security Statistics website, and can be found on the PCCUA website www.pccua.edu/institutional-reports/. Data collection is mandated and authorized by §485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f) and 34 C.F.R. §§ 668.46 and 668.49.

DeWitt Campus If you are on campus and need to report a crime or an emergency, notify local emergency services (911). The college is under the control of responding law enforcement officials for all law enforcement matters.

Helena-West Helena Campus There is uniformed police/security protection while classes are in session and our employees are at work. To report a crime or an emergency, you may contact campus security by dialing 870-816-0377 or ext. 9999 from any campus phone or report the crime to any officer.

Stuttgart Campus If you are on campus and need to report a crime or an emergency, notify local emergency services (911). The college is under the control of responding law enforcement officials for all law enforcement matters.

CLERY ACT

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act - On November 8, 1990, President Bush signed the "Student Right to Know and Campus Security Act of 1990". The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was known as the "Campus Crime Awareness and Campus Security Act of 1990". It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, which is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property. The Vice Chancellor for College Advancement and Resource Development notifies the campus community via email message of the availability of this report, and it is located on the PCCUA website at www.pccua.edu.

EMERGENCY NOTIFICATION AND TIMELY WARNING

Emergency notifications will be utilized for any significant emergency or dangerous situation that occurs on any campus. An emergency notification will be triggered by an event that is currently occurring on or imminently threatening the campus. Emergency notification procedures will be initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

If a situation is determined to be an emergency, campus safety designee will notify the campus community upon confirmation of a significant emergency or dangerous situation that involves immediate threat to health and safety of students/employees using our Ridge Runner Rave Alert via text message, email and/or voice message.

Immediate threats to the campus community include: a fire, an outbreak of a serious illness or virus, inclement weather, terrorist incident, armed intruder, bomb threat, civil unrest, an explosion, or a nearby chemical or hazardous spill.

At times, a notification may be disseminated in the event of a non-immediate threat. Examples of non-immediate threats include a power outage or snow closure or other

events that might prevent classes from meeting or necessitating a temporary campus closure.

Timely warnings are issued for Clery Act crimes that have already occurred but represent an ongoing threat. Any Clery Act crime that has occurred on campus, on public property that is within or immediately adjacent to the campus, or on non-campus property that the institution owns or controls, is reported to a local law enforcement agency and is considered by the College to represent a serious or continuing threat to students and employees will necessitate a timely warning. The timely warning will be issued as soon as pertinent information is available.

If a situation arises on campus, that, in the judgment of the College Chancellor, other senior administrator(s) constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued.

Please note that just because one campus is closed due to weather or other conditions, **do not assume that all campuses will be closed.** Contact the campus you are attending or the instructor for specific class information.

The Ridge Runner alert system will notify you in case of emergencies on campus or any campus closings. An email to student's PCCUA email address will be sent from our IT Department, with the following instructions: To enroll in the Ridge Runner Alert, text the keyword PCCUASTUDENT to 67283.

STUDENT GENERAL INFORMATION

STUDENT ACCESS TO EDUCATION

PCCUA provides equal educational and employment opportunity without regard to age, race, gender, gender identity, national origin, disability, religion, marital or parental status, veteran status, genetic information or sexual orientation. We prohibit retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful practice.

ACCREDITATION

Phillips Community College is accredited by the Higher Learning Commission; 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (800) 621-7440. The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA, 30326; (404) 975-5000; Fax (404) 975-5020. The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, (773) 714-8880. The Phlebotomy program is approved by NAACLS. The business programs are accredited by The Accreditation Council for Business Schools and Programs (ACBSP); 7007 College Boulevard, Suite 420, Overland Park, KS 66211, (913) 339-9356. PCCUA is also approved by the Arkansas State Approving Agency for Veterans Training.

Phillips Community College is a member of the American Association of Community Colleges, the Arkansas Association of Two-Year Colleges, the National Association of College and University Business Officers, and the American Association of Collegiate Registrars and Admissions Officers.

STUDENTS' 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 an orderly and productive community.
- To know that personal conduct reflects not only upon the student but also upon the institution and its citizenry 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 property of others.

FERPA POLICY

PCCUA complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student has the right to inspect and review all personal records that meet the definition of educational records. No third party has the right to review student records without the student's consent, with very limited lawful exceptions. Directory information can be provided unless the student requests that it be withheld. For more information, see <https://www.pccua.edu/family-educational-rights-privacy-act/>.

ACADEMICS

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

CORE COMPETENCIES (STACC Skills)

All students receiving an associate degree from PCCUA will possess the following STACC Core Competencies:

Social and Community Responsibility
Technology Utilization
Analytical and Critical Thinking and Reasoning
Communication
Cultural Competency

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

ACTS 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 "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the <https://adhe.edu/students-parents/transfer-info-for-students>

ACADEMIC REGULATIONS

GRADING SYSTEM

Each student will receive at midterm an evaluation of progress in each course. Midterm 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: 4 value points, B: 3 value points, C: 2 value points, D: 1 value point, F: 0 value point; W: Withdrawal (may be initiated by the student or may be initiated by the instructor due to excessive absence); I: Incomplete work to be made up within sixty (60) days following close of current semester; S: Students working up to potential in individualized (self-pacing) courses may receive a

grade of "S" for satisfactory progress;

AU: Audit (must be filed in admissions before the 11th class day during fall/spring and 6th class day in the summer terms);

S/U: Non-credit courses will be given a grade of "S" for satisfactory, or a grade of "U" for unsatisfactory;

CR: Credit - no grade point value, only credit unit value.

CLASS ATTENDANCE

Students are expected to attend all classes regularly and punctually. At the beginning of each semester, instructors will provide students with written statements of the specific attendance policies for each of their courses.

It's the student's responsibility to know and comply with the instructor's policy and to contact the instructor if unable to attend class.

The instructor will warn a student in danger of becoming excessively absent by sending a warning notice to the student's advisor so the student can be contacted. If the student is absent more times than allowed by an instructor, the instructor **may** drop the student from the class roll with a grade of "**W**" by notifying the Office of Admissions and Records in writing.

INSTITUTIONAL WITHDRAWAL

A student who withdraws from the College in the course of the regular semester or summer term must do so officially at the Office of Admissions and Records. 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 TO WITHDRAW FROM A CLASS AND RECEIVE A W

1. Student will meet with their advisor and discuss how course withdrawal will affect student financial aid, scholarships, and billing;
2. The assigned advisor will fill out the withdrawal request and electronically notify instructor of withdrawal.
3. Advisor submits the withdrawal request electronically to the Office of Admissions and Records;
4. Students **MUST** continue to attend class until the withdrawal is completed;
5. Advisor, student and instructor will receive electronic confirmation of completed withdrawal request from the Office of Admissions and Records.

***High school students who are enrolled in concurrent credit courses must meet with both their high school counselor and college advisor to initiate and complete a course withdrawal.**

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 enroll in classes recommended by their advisor and may be required to report for tutoring. Students on financial aid probation must meet the requirements at the end of the probationary semester or their financial aid will be terminated.

Repeating Classes: Any student may repeat a course to improve the student's grade point average. When the course is completed, the higher grade will be noted with a "R" and retained for credit hours and grade point calculations on the student's transcript. A student will receive credit for only one course, however, both courses and grades will appear on the transcript. An asterisk "*" will indicate credit hours not calculated in the student's GPA. Students must check with their advisor to verify repetitions allowed.

Termination of Aid: 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 mitigating circumstances related to the individual's academic problem and be prepared to provide supporting documentation.

Refund 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. Any student who drops one or more courses and continues to be enrolled during a fall or spring semester shall be entitled to individual course refunds as follows:

Registration, Tuition and Fees:

100%: Up to & including 5 class days
50%: 6th-10th class days
No Refund: 11th class day and after

Any student who drops a course or officially withdraws from PCCUA during a summer session is entitled to an adjustment as follows:

Registration, Tuition and Fees:

100%: Up to & including 2 class days
50%: 3rd - 5th class days
No Refund: 6th class day and after

ACADEMIC DISHONESTY

An action that violates a rule regarding academic work required to obtain an academic degree or certificate and are regarded as offenses requiring disciplinary action. Examples include, but are not limited to, using unauthorized materials, information, or study aids using artificial-intelligence programs in a manner that is inconsistent with College policy, a course syllabus, or an instructor's directives; cheating; plagiarism; forgery; falsification of information; receiving unauthorized assistance on coursework; providing false information to receive an extension to complete work; any violation of a campus, departmental, program, or faculty rules relating to an academic matter that may lead to an unfair academic advantage; or complicity with another individual who has engaged in an act of academic dishonesty.

Violations of College policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Instruction, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Instruction.

Academic Dishonesty in any form is prohibited. Subject to more specific rules, the following procedures shall be utilized in connection with allegations of academic dishonesty:

An instructor may take appropriate action, such as assigning a student a grade of "F" for the course and suspending the student from the class. The "F" will be the final grade and the student may not withdraw from the course with another notation. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student's file in the Registrar's office.

Within 3 business days of notification, the student may appeal either the finding of academic dishonesty or the penalty (or both) to the Vice Chancellor for Instruction or a person or panel designated to hear such appeals. The student will be allowed to continue in class until the appeal is adjudicated.

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, if not satisfactorily resolved at this level, the questions should be referred using the clearly defined process used by the College.

APPEALING A GRADE OR OTHER MATTERS OF AN ACADEMIC NATURE

Steps	Procedure	Time Frame
1	Student initiates contact with instructor. If no resolution, proceed to Step 2.	Within 10 working days of receiving the final course grade, student submits completed grade appeal form to instructor.
2	Student submits copy of completed grade appeal form with instructor's "action taken" to the division chair or dean, and the Campus Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). If there is no resolution, proceed to Step 3.	Within 5 working days of Step 1
3	Student submits copy of completed grade appeal form with signatures of instructor, division chair/dean, and Vice Chancellor (if the course appealed is in Stuttgart or DeWitt). This action is taken to the Vice Chancellor for Instruction (VCI). The VCI notifies the chair of the Faculty Senate Academic Standards Committee to conduct a hearing.	Within 5 working days of Step 2
4	The Chair of the Faculty Senate Academic Standards Committee convenes to consider the appeal.	Within 5 working days of Step 3
5	If the Faculty Senate Academic Standards Committee finds the request merits a hearing, the committee will notify the student and instructor within 5 days the time and location of the hearing.	Within 5 working days of Step 4
6	Academic Standards Committee will convene the hearing. Findings concerning the appeal are considered final.	Within 5 working days of Step 5

GRADUATION REQUIREMENTS

An Associate Degree or Technical Certificate will be awarded to students who satisfy the specified requirements.

1. Students enrolled in an associate degree program complete a minimum of sixty (60) semester hours of approved credit toward the desired degree. Students enrolled in a technical certificate program complete a minimum of twenty-four (24) semester hours of approved credit toward the desired certificate. Associate of Arts degree candidates will also be required to participate in the general education outcomes assessment prior to graduation. Half the degree requirements 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 a technical certificate must be earned from PCCUA.
3. Earn a grade point average of 2.0 or above on all college-level work completed.
4. Meet with an advisor and submit an application for graduation.
5. Fulfill financial obligations to the College.

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

GRADUATION DEADLINES

To graduate in December, the student must apply by November 14th, 2025, and to graduate in May, the student must apply by March 14, 2026.

ORIENTATION

PCCUA offers a mandatory student orientation session the week before the fall semester begins to acquaint new and returning students with the purposes and programs of the College. Advisors will register students for orientation and students must attend orientation and complete assigned learning activities associated with orientation. Failure to attend and complete assigned learning activities will result in a financial charge added to the student account.

STUDENT SYNCHRONIZED INTERACTIVE VIDEO (SIV) GUIDELINES

The SIV classroom, coordinated by the video and distance learning staff has the following student guidelines. SIV courses are like other courses on the PCCUA campuses except that the instructor for the course may or may not be at your location during class. If the instructor is not at your location, 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 SIV classrooms are expected to maintain the same level of participation as they would in a regular classroom environment.

All assignments, projects, homework etc. are due at the beginning of your class unless otherwise stated by your instructor. A SIV technician will take up your materials and courier them to your instructor unless your instructor has a BlackBoard companion course set up for you to submit this work. If you are turning in a late assignment, 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 or in BlackBoard. If you are not present to receive the materials, it is your responsibility to contact the SIV technician to pick up the materials. After one week, the materials will not be available from the SIV technicians so the student must contact the instructor for the materials. If you are going to miss a scheduled exam, it is your responsibility to contact the instructor of the class. You may also call the SIV technician, however, it is not the responsibility of the SIV technician to contact your instructor for you. If your instructor allows you to make up a missed exam, you must make up the exam before the next class meeting at a time that is convenient for the SIV technician.

ONLINE COURSES

PCCUA, www.pccua.edu, is proud to be part of the University of Arkansas System, (www.uaonline.uasys.edu). PCCUA offers courses online that lead to an Associate of Arts Degree. Our mission is to create a learning environment to assist each student to achieve his/her personal and professional educational goals. You may access all online courses, which are offered by PCCUA at Course Schedule and selecting the appropriate academic period and delivery mode (Online).

ENROLLING IN ONLINE COURSES

To enroll in any online course you may email or call your advisor. If emailing, include your name, student ID (if you are a returning student), course name and course number. If you do not receive a response within two business days, you are not enrolled in the class, and you should contact the Office of Admissions and Records at admissions@pccua.edu. High school students enrolling in concurrent credit courses need to contact their high school counselor for assistance in registering for online courses.

PCCUA offers an Online Orientation workshop once each fall and spring semester for first time users. New students should include this course when e-mailing course selection.

Helpful information

- Updated class offerings are available at [PCCUA Course Schedule](#)
- You must have computer access to take an online course. Computer access includes access to a personal computer, laptop or computer lab, not just a smart device such as a phone or tablet.
- You must log on within the first week of class, or you will be reported as a “no show” and removed from the course.

PCCUA uses the Anthology BlackBoard learning management system to offer courses online. To access classes, complete coursework, and for the best online experience using BlackBoard, please see the following recommendations.

Most Windows, Macs, and laptop computers work well in Blackboard. However, not all systems will be able to run Blackboard. If your computer does not have the proper hardware

or software, Blackboard may run slowly, lack tool functionality or not work at all. In addition, some courses may require additional software to be installed such as Respondus LockDown Browser or an extension in order to complete coursework. Please refer to your course syllabus for more information on any additional computer requirements. You may run a browser check on your computer to determine compatibility with BlackBoard at the following: https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support/Browser_Checker

LOGGING INTO YOUR ONLINE COURSES

To access your online course, you will login to your My Ridgenet account. You may follow the directions below to access your My Ridgenet account. Click on My RidgeNet located on the PCCUA homepage www.pccua.edu

- Enter your PCCUA student email address, which is your first initial+last name+last four digits of your student ID+@pccua.edu. (bjones1234@pccua.edu)
- Enter your password:
New Students: will receive an email to their personal email address with a link to set their password. It is important that students look at the email account that was used when applying for admission to the college. If you do not receive an email with a link to set up your password, you will need to enter a help desk ticket. A link to the help desk can be found on the PCCUA homepage in the top blue bar under IT Support
Note: The first time you log in, you will be prompted to set up multi-factor authentication. We suggest using the text option. After this is setup, each time you log into My RidgeNet, you will receive a confirmation code to the cell phone number you entered upon setup.
Returning Students: enter the password you have previously used to access your My Ridgenet account. If you do not remember your password, click "Forgot My Password" under the box to enter your password or submit a Help Desk ticket to have IT assist you.
- Click on the "BlackBoard" icon.
- If you are unable to log into your My Ridgenet account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, www.pccua.edu, and clicking on "IT Support" at the top of the page. Please include a personal email or phone number in your ticket for responses.
- If you do not know your student ID number, please contact the Office of Admissions and Records at admissions@pccua.edu

ACCOUNTS RECEIVABLE PROCEDURES

All students enrolled at PCCUA are allowed to charge tuition, fees, and related book rental charges to their student account upon registration. Payment is due in full before classes begin. Students who do not have complete, adequate financial aid or who do not pay their account balance in full at registration, will be required to set up a tuition payment plan agreement through Nelnet (non-refundable fee applies).

Students must complete an agreement with Nelnet agreeing to pay the balance in (3) three equal installments. The dates and amounts will be dependent upon the semester and the student account balance. A late fee will be charged to students who do not make payments according to the schedule as outlined in the Nelnet tuition payment plan agreement.

All students must have their account cleared in the Business Office by the end of the eleventh week of classes or they may be administratively withdrawn from school for the semester. They will not be readmitted until their account is cleared.

Past due accounts will be flagged for financial hold until the account balance has been cleared. Students may not register for classes or receive their diploma while on financial hold.

PROBABLE PELL RECIPIENTS

All students who submit a probable Pell will be required to complete a tuition payment plan agreement through Nelnet (non-refundable fee applies).

MONITORING OF ACCOUNTS RECEIVABLE

The Business Office is responsible for monitoring the accounts receivable system.

DETERMINATION OF UN-COLLECTABILITY

The Business Office is responsible for establishing procedures for the aging and collecting of those accounts. A.C.A. § 19-2-305, established guidance for the various state agencies to abate uncollectible monies owed them. In order to diligently and actively pursue the collection of accounts receivable, PCCUA may choose methods including, but not limited to:

- Contacting the debtor by telephone or letter within a reasonable time after an account becomes past due.
- Referral of the account to an external collection agency, to the extent that the cost of such referral does not exceed the maximum costs outlined in A.C.A. § 19-2-305(b)(2).
- Pursuing set-off of debt against income tax refunds as allowed by A.C.A. §§ 26-36-301 -- 26-36-320.
- Pursuing other means of collection that are deemed feasible and economically justifiable.

AGING OF ACCOUNTS RECEIVABLE AND BAD DEBT

Accounts receivables are aged and an allowance realized annually for outstanding balances.

ABATEMENT OF DEBT

When the Business Office has completed its collection procedures, the listings of debts determined to be uncollectible and collection procedures are combined into a single request for abatement, which is sent to the Chief Fiscal Officer of the State of Arkansas. The Chief Fiscal Officer of the State will notify the College, in writing, when the request for abatement is approved. All documentation relating to the abatement request is maintained by the Business Office and is available for audit review. Abatement of debt does not release the student from the responsibility for the debt or remove the financial hold on the student's account.

PCCUA POLICIES

To view complete policies related to students visit <https://www.pccua.edu/policies>

FREE SPEECH AND EXPRESSIVE ACTIVITIES IN OUTDOOR AREAS OF CAMPUS

The University recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment),¹ violations of law, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

TOBACCO POLICY

Smoking and the use of tobacco products (including cigarette, cigars, pipes, smokeless tobacco, electronic cigarettes, and other tobacco products) by students, faculty staff and visitors are prohibited on college property.

WEAPONS ON CAMPUS

Possession, discharge, or other use of any weapon is prohibited on the grounds or in the buildings of any campus, division, unit or other area controlled by the University of Arkansas System, except that a handgun may be possessed by an individual who has a concealed handgun permit and has completed enhanced certification training in accordance with Ark. Code Ann. § 5-73-322(g). Storage of any weapon, including handguns, is prohibited at any location owned or operated by any campus, division or unit of the University of Arkansas System, except that a concealed handgun may be stored in a licensee's locked and unattended motor vehicle.

This policy does not apply to on-duty or off-duty certified law enforcement officers who are authorized by law to carry a handgun or firearm. Off-duty officers are required to be in physical possession of valid identification identifying themselves as law enforcement officers.

This policy also does not apply to on-duty security personnel employed or contracted by a campus, division or unit of the UA System who are specifically authorized to carry a weapon in the scope of their employment.

DRUG USE

The act or intent to illegally use, possess, sell, distribute, cultivate, or manufacture any state or federally controlled substance or paraphernalia on College property or at College-Sponsored events is prohibited. Inhaling or ingesting any substance that will alter a Student's mental state is also prohibited, unless done pursuant to a valid prescription. The possession and/or use of marijuana (even for medicinal purposes) on campus is prohibited.

ALCOHOL USE

Consumption, possession, distribution, manufacture, sale, and serving alcoholic beverages on College premises or at College-Sponsored Activities is prohibited, regardless of age, unless permitted by a College policy.

PCCUA TITLE IX - NOTICE OF NONDISCRIMINATION

Phillips Community College seeks to provide a safe and positive working and learning environment free from all forms of discrimination. This Policy is adopted to further those purposes.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in education programs and activities. Discrimination based upon sex can include sexual harassment or sexual violence, such as dating violence, domestic violence, sexual assault, or stalking. Title IX also prohibits gender-based harassment, which may include certain acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Title IX Coordinator as set forth below or to the U.S. Department of Education Office for Civil Rights, which may be contacted at 1-800-421-3481 or by email at OCR@ed.gov.

The Title IX Coordinator contact information is below:

Dr. Kimberley Johnson
1000 Campus Drive
Helena, AR 72342
kjohnson@pccua.edu
870-338-6474

NOTICE OF NONDISCRIMINATION UNDER TITLE IX

PCCUA does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The College's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the College's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

JURISDICTION AND SCOPE

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires the College to promptly and reasonably respond to sexual harassment in the College's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the College. An education program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at the College. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act.

REPORTING

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Dr. Kimberley Johnson, Title IX Coordinator
Vice Chancellor for Student Services and Campus Life
PCCUA – Helena Campus
1000 Campus Drive
Helena, AR 72342
870-338-6474, Ext. 1235
kjohnson@pccua.edu

Rhonda St. Columbia, Title IX Deputy Coordinator
Vice Chancellor for College Advancement and Resource Development
PCCUA - Helena Campus
1000 Campus Drive
Helena, AR 7242
870-338-6474, Ext. 1130
rhonda@pccua.edu

Kim Kirby, Title IX Deputy Coordinator
Vice Chancellor- Arkansas County
PCCUA - Arkansas County
2807 Hwy. 165 S., Box A
Stuttgart, AR 72160
Stuttgart office: 870-673-4201, Ext. 1825
DeWitt office: 870-946-3506, Ext. 1605
kkirby@pccua.edu

For more information regarding PCCUA Title IX - Notice of Nondiscrimination, Title IX Policy, and Title IX Grievance Procedures visit <https://www.pccua.edu/title-ix/>

STUDENT CODE OF CONDUCT

The Student Code of Conduct sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the Phillips Community College of the University of Arkansas (“the College”). The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness.

1. The Board of Trustees of the University of Arkansas has designated the Chancellor as the chief executive of the College. The Chancellor is responsible for ensuring that the College applies this Code in an impartial and consistent manner. Student Conduct Administrators are responsible for overseeing the disciplinary proceedings and imposing sanctions for violations of the Code.
2. Nothing in this Code shall be interpreted to abridge the constitutional or statutory rights of any person. To the extent that a provision in this Code is inconsistent with a constitutional or statutory provision, the legal provision will control.
3. This Code and related policies and procedures are not intended to create contractual rights, property rights, or liberty interests.

Applicability of the Code of Conduct

1. Students must follow the Code during the time they are enrolled in the College. The Code shall apply to a Student’s conduct while enrolled in the College, even if the student withdraws while a disciplinary matter is pending.
2. The Code shall apply to the following:
 - a. Conduct that occurs on Campus;
 - b. Conduct that occurs at a College-Sponsored activity;
 - c. Conduct that occurs off-campus when the College exercises substantial control over both the location and the Respondent (including any building owned or controlled by a student organization that is officially recognized by the College); or
 - d. The conduct adversely affects the Campus Community or the pursuit of the College’s objectives; and
 - e. Conduct that constitutes Academic Dishonesty regardless of location, even if the Academic Dishonesty is not discovered until after a degree is awarded.
3. If necessary to protect the rights and safety of the Campus Community, the College may suspend any Student charged with a felony in any jurisdiction until the charges are dropped, the case is dismissed, or a judgment of conviction or acquittal is secured. The College must provide an administrative Hearing under Section 11 before taking this action, where the issue to be decided is the existence and nature of the charges.
4. If necessary to protect the rights and safety of the campus community, the College may expel any Student who has been convicted of a felony while enrolled. If the Student’s conviction is overturned on appeal, the College shall allow the student to re-enroll. The College must provide an administrative Hearing under Section 11 before taking this action, where the issue to be decided is the existence and nature of the conviction.
5. The College may discipline students for the violation of any law involving drugs or alcohol on its property or as part of its activities. A Student who tests positive for a controlled substance while representing the College may be subject to disciplinary action under this Code.
6. A student athlete who violates team rules may be subjected to disciplinary action in

accordance with the policies and procedures of the team and the Department of Athletics. The procedures set forth in this Code, however, will be utilized prior to the imposition of a sanction of expulsion or suspension from the College.

7. The College's separate Title IX grievance procedures shall apply to alleged conduct that constitutes Sex-based Harassment (including sexual assault) and that falls within the scope of the College's Title IX jurisdiction.

APPLICATION OF THE CODE OF CONDUCT TO STUDENT ORGANIZATIONS

Student organizations and their officers and members, in their capacity as such, are subject to sanctions only upon a showing of actual participation in, or actual authorization or ratification of, a violation of the Code. In making this determination, the College shall consider whether the organization's members were acting in accord with its practices and policies, or with the knowledge or approval of a substantial number of its members or leadership.

ACADEMIC DISHONESTY AND CLASSROOM MISBEHAVIOR

1. Classroom management and behaviors not otherwise in violation of published behavioral rules are under the jurisdiction and responsibility of the faculty member.
2. Violations of College policies on classroom behavior and academic dishonesty are addressed by the Office of the Vice Chancellor for Instruction, often in conjunction with the particular department and academic department in which the specific class resides. Further information on such policies and procedures may be reviewed by contacting the Vice Chancellor for Instruction.
3. Academic Dishonesty in any form is prohibited. Subject to more specific rules, the following procedures shall be utilized in connection with allegations of academic dishonesty:
 - a. An instructor may take appropriate action, such as assigning a student a grade of "F" for the course and suspending the student from the class. The "F" will be the final grade and the student may not withdraw from the course with another notation. A description of the incident and the action taken will be reported to the appropriate dean and will be placed in the student's file in the Registrar's office.
 - b. Within 3 business days of notification, the student may appeal either the finding of academic dishonesty or the penalty (or both) to the Vice Chancellor for Instruction or a person or panel designated to hear such appeals. The student will be allowed to continue in class until the appeal is adjudicated.

For complete Student Code of Conduct visit:

<https://pccua.edu/student-discipline-policy/>

COMPUTER, INTERNET, EMAIL, AND OTHER ELECTRONIC COMMUNICATIONS ACCEPTABLE USE POLICY

Phillips Community College of the University of Arkansas (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 any others who use Electronic Communications to ensure that users are aware of this policy.

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

- Publishing and browsing on the Internet
- Electronic Mail (Email)
- Electronic bulletin boards, discussion groups and chat rooms
- File transfer

- Streaming media
- Instant messaging
- Chat facilities

All of the above items will be referred to collectively as “electronic communications” in this document.

General Principles Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment. All federal and state laws, as well as general college regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Arkansas Freedom of Information Act, the Electronic Communications Privacy Act of 1986, the Family Education Rights and Privacy Act of 1974, and state and federal computer fraud statutes. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

Proper 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 copyright
- Offensive material including pornography
- Illegal 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 of or damage to equipment, software, or data belonging to the College or other users
- Privacy violations
- Service interruptions
- Use of electronic communications in such a way as to impede the computing activities of others (such as initiating email, chat, instant messaging)
- Download of software from the Internet or installation of a program(s) by a student from transportable media.
- 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 purpose.

NON-COMPLIANCE WITH THIS POLICY

- May constitute a criminal offense, be classified as inappropriate behavior, pose a threat to the security of the College network, the privacy of staff and instructors, and may expose the users of the system or other persons to legal liability and;
- Will be regarded as a serious matter and appropriate action will be taken when a breach of the Policy is identified.

Consequences to Breaches of this Policy Consequences to breaches of the Acceptable Use Policy will generally be categorized using the following guidelines. Any matters not addressed below will be dealt with on an individual basis and on the relevant facts.

Potentially 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, library staff, 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 Student Services and Registrar for Helena-West Helena or Vice Chancellor for Arkansas County and/or law enforcement agencies.

PCCUA shall not be liable for any damages, including actual, special, punitive, consequential, exemplary, statutory, or other damages, attorney 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 web connection or other Internet services.

STUDENT SERVICES

Phillips Community College utilizes a holistic student developmental approach to ensure a successful and supportive learning environment for all students. Services that assist students in navigating the community college experience and that offer support include (1) admissions, (2) registration and records, (3) testing and placement, (4) orientation, (5) academic advising, (6) disability services, (7) academic and social student support services, and (8) student activities and organizations. These services offer students the opportunity to create wonderful learning experiences that will broaden their personal perspectives through self-assessment, social experimentation, and examination.

ACADEMIC ADVISORS

PCCUA places a very high priority on student advising and considers it an integral part of your academic success. Please note that all certificate **or** degree-seeking students will be assigned an academic advisor specific to their academic discipline at the onset of their educational journey. Students can locate their advisor at <https://www.pccua.edu/advisors/>

ROWDY RENTALS/BOOKSTORE

ROWDY-RENTS rental textbooks will be available for pickup in the library on all three campuses. Rental return dates for books are the week of final exams during the fall, spring and extended summer terms. If textbooks are not returned by the posted due dates, a non-refundable late charge will be applied to the student account. Hours of operation vary among campuses. Please refer to <https://www.pccua.edu/library/> for more information.

STUDENT SUPPORT SERVICES (SSS)

Student Support Services is a TRIO program designed to motivate and support students in their academic endeavors. The goal of the SSS program is to raise the academic progress and performance levels of low-income, disabled, and first-generation college students, as well as to retain and successfully complete their educational programs for transfer-into four-year institutions. Eligibility for the program includes being a first-generation college student, meet the federal low-income guidelines, as noted by the Department of Education, or have a documented disability. The academic services and social support provided by the program greatly impacts students' persistence and retention. Services that are provided to participants through the SSS program include:

- Advising & course selection
- Transfer information/assistance
- Peer/computer-assisted tutoring
- Advocacy with staff and faculty
- Financial aid counseling/assistance
- Career exploration
- Peer mentoring

Applications may be obtained at <https://pccua.edu/student-support-services-trio/> or in Room C302 in the Arts and Sciences building on the Helena-West Helena campus, Room A106 on the DeWitt campus, and Room B123 on the Stuttgart campus. Contact Von Daniels at ext. 1110 for information regarding SSS for all campuses.

ARKANSAS CAREER PATHWAYS

Provides support services and direct assistance to parents who want to increase their education and employability. It was developed through the efforts of Southern Good Faith Fund, Arkansas Association of Two-Year Colleges, Arkansas Department of Workforce Services, Arkansas Department of Workforce Education, Arkansas Department of Higher Education, and funded through the Arkansas Transitional Employment Board. It provides advising to assist with career and educational decisions, childcare vouchers and transportation assistance, aid finding jobs while in school and careers upon graduation, extra instruction, tutoring, employment skills, access to computer labs for doing homework and improving computer skills. To be eligible, parents must meet certain income requirements and have at least one child under the age of 21 who is living at home. Office located in DeWitt, N101; Helena-West Helena, Bonner Center; Stuttgart, B101.

CAMPUS ACTION REFERRAL AND EVALUATION SYSTEM (C.A.R.E.S.)

Provides faculty, staff, and students with support via one-on-one contact, continued follow-up with students throughout the academic year, as well as provide campus information, resources and programming to further support students in their transition to college. Please contact kjohnson@pccua.edu for more information.

CAREER CLOSET

Students can obtain lightly-worn, professional-looking clothing free of charge for interviews or other job-related meetings here. Both men's and women's attire is available. The Closet is located on the Helena campus in the Bonner Center and in D107 on the DeWitt campus.

COMPUTER/STUDY LABS and 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 A110. The Academic Skills Department on the Helena-West Helena campus is located in room L301 of the Arts and Sciences building. The Learning Lab on the Stuttgart campus is located in room B105. Student support staff is available in each lab for assistance. Lab hours are posted on each campus.

DISABILITIES

PCCUA accommodates students with disabilities as required by the American Disabilities Act (ADA) of 1990 and the Rehabilitation Act Section 504 (173). Students enrolled with medically documented disabilities will be provided with appropriate and reasonable accommodations when needed. The services are available on each campus and include, but are not limited to, the following: facilitating physical accessibility on campus; reasonable modification of academic degree or course in certain instances; alternate methods of testing and evaluation; assistance through the use of auxiliary aids and services. The PCCUA Disability Coordinators are Shawanna Wansley – DeWitt, ext 1628; Deborah Gentry - Helena-West Helena, ext. 1214; Stuttgart campus – Valerie Colvin ext. 1809. More information can be found at <https://pccua.edu/disability-services/>

EMAIL ACCOUNT AND OTHER PCCUA WEB SERVICES

My RidgeNet accounts are typically created within 24 hours after the student registers for the semester. To access your student email account click on My Ridgenet at the top of the PCCUA homepage at www.pccua.edu

- Enter your PCCUA student email address, which is your first initial+last name+last four digits of your student ID+@pccua.edu. (bjones1234@pccua.edu)
- Enter your password:
New Students: will receive an email to their personal email address with a link to set their password. It is important that students look at the email account that was used when applying for admission to the college. If you do not receive an email with a link to set up your password, you will need to enter a help desk ticket. A link to the help desk can be found on the PCCUA homepage in the top blue bar under IT Support
Note: The first time you log in, you will be prompted to set up multi-factor authentication. We suggest using the text option. After this is setup, each time you log into My RidgeNet, you will receive a confirmation code to the cell phone number you entered upon setup.
Returning Students: enter the password you have previously used to access your MY Ridgenet account. If you do not remember your password, click “Forgot My Password” under the box to enter your password or submit a Help Desk ticket to have IT assist you.

If you are unable to log into your account for any reason, please fill out a Helpdesk ticket by going to the PCCUA homepage, www.pccua.edu, and clicking on “IT Support” in the top middle of the screen. Please include a private email or phone number in your ticket for responses.

FINANCIAL AID

PCCUA was founded on the belief in equal opportunity and the ideal of making the benefit of a community college education available to all, regardless of financial needs. A number of scholarships and grants are available to prospective or continuing students who have shown academic proficiency and have demonstrated a financial need.

FOOD PANTRY

Canned goods and other non-perishable items are available for students at no charge on all three campuses. Students and faculty/staff may also leave items at the pantries for other students' use. In Helena-West Helena, the pantry is located in the gymnasium, room G201. In Stuttgart, the pantry is located in the Administrative suite. In DeWitt, the pantry is located near the Student Center in room D107.

HEALTH INSURANCE

PCCUA does not provide insurance for its students. The College encourages each student to secure personal health insurance.

PELL GRANT

Visit www.fafsa.ed.gov for an application (Be sure to use the new IRS Retrieval Option). Bring previous year's tax returns to financial Aid for completion.

INTRAMURAL ACTIVITIES

Provides an opportunity for students to participate in supervised, competitive activities between groups to build group learning, communication, critical thinking, and leadership skills. More information can be found at <https://pccua.edu/intramural-sports/>.

LIBRARIES

Library services 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. The library follows the PCCUA academic calendar for all holidays and other scheduled closings. More information regarding PCCUA libraries can be found on the website at <https://pccua.edu/library/>

MAINSTAY SOCIAL MESSAGING

Connects new and existing students to PCCUA via communication regarding campus updates, programming, physical and mental wellness support student check-ins, campus resources, navigation, and activities. For inquiries and additional information about PCCUA, please click on the Rowdy Bot on the PCCUA homepage.

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 will result in a citation. In Helena-West Helena, you can appeal a citation by seeing the Vice Chancellor for College Advancement and Resource Development. In Arkansas County, appeals are made to the Vice Chancellor for Arkansas County.

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 \$10.00 per vehicle. Permits are valid for the academic year during which the permit is purchased. Temporary permits are \$1.00 per week. 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 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 - \$60.00
- Illegally Using Handicap Space - \$50.00

Fines are to be paid in the Business Office. PCCUA reserves the right to deny any student the privilege of operating or parking a vehicle on campus.

RIDGE RUNNER GRILL

Dining facility is available to all students, faculty, and staff four days a week when classes are in session from 7:30 am - 1:00 pm. (Helena campus) <https://pccua.edu/ridge-runner-grill/>.

SCHOLARSHIPS

PCCUA offers multiple scholarships. Please review the following webpages for information regarding our scholarships and complete every step of the process to ensure eligibility then return to the campus scholarship office.

<https://www.pccua.edu/admissions-financial-aid/scholarships>

<https://www.pccua.edu/admissions-financial-aid/financial-aid/other-scholarships>

For questions about scholarships, please contact Stephanie Arnold at sarnold@pccua.edu.

STUDENTS TAKING ACTION WITH RESOURCES, STAR Center

Provides individual and small group tutoring with emphasis on developmental areas and is located on the Helena campus C202. Those students using the center's computer lab have the opportunity to work on papers and class assignments while taking advantage of additional support from the tutor and/or center coordinator. Students also benefit from individual career counseling and career planning software. More information can be found at <https://pccua.edu/study-labs-tutoring/>.

STUDENT CENTERS

The hub for campus connectivity, faculty, staff, and students are able to gather and experience a wide array of programs, services, and activities designed to foster a sense of community among campus members. Contact kjohnson@pccua.edu (Helena) or kkirby@pccua.edu (AR County) for more information.

STUDENT ID'S

Student Identification cards are issued to students upon registration. If a student's ID card is lost or stolen, a new one can be obtained in the Admissions Office at a replacement cost of \$10. Students must carry ID daily for identification purposes. Id's are updated with current term information each semester.

TRANSCRIPT

To request an official copy of a PCCUA transcript, the transcript request form shall be completed at the Office of Admissions and Records or online at <https://www.pccua.edu/transcript-request>. Once the form is submitted, it will automatically be forwarded to the Office of Admissions and Records and processed within one to three business days. Students may request to have one official transcript per semester mailed or faxed at no charge; subsequent requests will incur a \$5 charge. Students may request an electronic copy of an official transcript be sent by National Student Clearinghouse and will incur a \$3 charge per request. Enrolled students have access to unofficial transcripts in WorkDay.

TRANSPORTATION

Rowdy Ride will transport enrolled students on the Helena campus to and from the college for free. To learn more about this opportunity please review information on our website at <https://pccua.edu/rowdy-ride/>.

VETERANS

PCCUA maintains the assistance of veterans and eligible veterans' dependents in the pursuit of educational programs at the institution. Students needing assistance in applying for educational benefits and payments should contact the Registrar's Office in Helena-West Helena. More information can be found at <https://pccua.edu/veterans/>.

VIRTUAL TECHNOLOGY ACADEMY

Available to assist students with online course support located on the Helena campus in C204. More information can be found at <https://pccua.edu/technology-academy/>

VOCATIONAL REHABILITATION

Assistance is provided to qualifying students based on physical or emotional handicaps. Helena-West Helena students contact: (870) 338-2753.
DeWitt/Stuttgart students contact: (870) 534-2404.

WORKDAY

Student Information System is used by students to access student academic information, financial information, financial aid, grades and transcript requests. To access your WorkDay account, log into your My Ridgenet account and click on the WorkDay icon.

IMPORTANT CAMPUS CONTACTS

Faculty and Staff Directory: <https://pccua.edu/faculty-and-staff/>

Advisor Directory: <https://www.pccua.edu/advisors/>

STUDENT SERVICES REFERRAL CONTACT NUMBERS

Departments	DeWitt (870) 946-3506	HWH (870) 338-6474	Stuttgart (870) 673-4201
Admissions	1602	1337	1806
Advising	1628	1214	1809
Bookstore	1145	1145	1145
Business Office	1602	1325	1803
Career Pathways	1690	1116	1886
Disability Services	1628	1214	1809
Financial Aid	1607	1258	1822
Library	1621	1246	1819
Scholarships	1607	1240	1822
Testing Center	1602	1134	1828

STUDENT LIFE

STUDENT ACTIVITIES

Student life provides services, resources, skills, and experiences to promote student engagement and to extend the learning environment at PCCUA. Academic and social programming occurs on each campus during the fall and spring semesters to increase student engagement and are considered a vital part of campus life Contact Dr. Johnson at kjohnson@pccua.edu

REGISTERED STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

Serves as a liaison for the students to the Faculty, Staff, and Administration of the College. It is the responsibility of the organization to advocate for students by influencing how the College addresses challenges, barriers to student success, and offers students support and resources as needed to ensure a conducive academic and social learning environment for students (All Campuses)

FELLOWSHIP OF CHRISTIAN ATHLETES

FCA is focused on servicing local communities by engaging, equipping and empowering, athletes to unite, inspire and change the world through the gospel. Campus Contact: Aaron Michael at amichael@pccua.edu (Stuttgart Campus)

MEN ENROLLING TOWARD ADVANCEMENT (META)

is a peer support group for minority males on all campuses. Goals of META include increasing enrollment and persistence of males on campus as well as promoting mentorship and scholastic achievement. Campus Contact: Carle Nelson at cnelson@pccua.edu (Helena-West Helena Campus)

NON-TRADITIONAL STUDENT ASSOCIATION

The mission of the Association is to provide non-traditional students with a community of support and education from peers with similar work and life experiences. This organization will improve student orientation and transition to the college environment, as well as improve student retention. Non-traditional students are defined as part/full-time employees, 25 years of age or older, veterans, and students who are parents and/or are married. Campus Contact: Dr. Kimberley Johnson at kjohnson@pccua.edu (All Campuses)

TRAILBLAZERS

A group for students who are the first members of their family to attend college. Students have the opportunity to extend their support system, build community in the college setting, and add to their personal and professional resources. Themes of the group include: navigating college successfully, balancing personal and academic lives, understanding finances, managing responsibilities, identify development, and empowerment. Campus Contact: kjohnson@pccua.edu. (All Campuses)

WICYS - WOMEN IN CYBER SECURITY

The mission of the PCCUA WiCyS Student Chapter is to build a community within PCCUA that promotes women's education, participation, and leadership in the field of cybersecurity. Chapter Advisor: Charlotte Purdy, cpurdy@pccua.edu. (All Campuses)

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Faculty Report (offices closed)	19 Registration (8am-6pm)	20 Orientation (HWH)	21 Orientation (DeWitt and Stuttgart)	22 Last day of Registration	23
24	25 Classes begin (day, evening, Fast Track 1, and online)	26	27	28	29	30
31						

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labor Day (No Classes, Offices Closed)	2 Last Day for 100% refund	3	4	5	6
7	8	9	10 Last Day for 50% refund	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Online Proctored midterm exams and Fast Track 1 proctored final exams	16 Online Proctored midterm exams and Fast Track 1 proctored final exams	17 Midterm Grades due (4:00pm)	18
19	20 Fast Track 2 courses begin	21	22	23	24 Faculty/Staff In-Service (offices closed)	25
26	27	28	29	30	31	

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Last Day for students to withdraw from course(s) and receive a "W"	4	5	6	7	8
9	10 Spring registration begins	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Fall Break (no classes, office open)	25 Fall Break (no classes, office open)	26 Fall Break (no classes, office open)	27 Thanksgiving Holiday (no classes, office closed)	28 Thanksgiving Holiday (no classes, office closed)	29
30						

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 Priority Registration	6
7	8	9	10 Online proctored final exams	11 Online proctored final exams Last day to receive an instructor withdrawal Last day of classes	12 Study Day	13
14	15 On-campus final exams	16 On-campus final exams	17 On-campus final exams	18 On-campus final exams	19 Final grades due (12:00 noon)	20
21	22 December Graduation (No Commencement)	23 Offices closed from 4:30 pm until 8:00 am on 1/5/26 (M)	24	25	26	27
28	29	30	31			

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Office Open	6	7 Reporting day for faculty; Faculty/staff in- service (offices closed)	8 Registration (8:00 am - 6:00 pm)	9 Last Day for Course Registration	10
11	12 Classes begin (Fast Track 2 begins March 11)	13	14	15	16	17
18	19 Martin Luther King Holiday (no classes, offices closed)	20 Last day for 100% refund	21	22	23	24
25	26	27	28 Last day for 50% refund	29	30	31

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Faculty/Staff In- Service (offices closed)	21
22	23	24	25	26	27	28

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Online Proctored midterm exams and Fast Track 1 proctored final exams	4 Online Proctored midterm exams and Fast Track 1 proctored final exams	5	6	7
8	9	10 Midterm Grades due (4:00pm)	11 Fast Track 2 begins	12	13	14
15	16	17	18	19	20	21
22	23 Spring Break no classes, offices open	24 Spring Break no classes, offices open	25 Spring Break no classes, offices open	26 Spring Break no classes, offices open	27 Spring Break no classes, offices closed	28
29	30 Classes resume (8:00 am)	31				

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Last Day for students to withdraw from course(s) and receive a "W" Summer and Fall registration begin	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Online proctored final exams	30 Online proctored final exams Last day to receive an instructor withdrawal Last day of classes		

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Study Day Priority Registration	2
3	4 On-campus final exams	5 On-campus final exams	6 On-campus final exams	7 On-campus final exams	8 Final Grades due (12:00 noon)	9
10	11	12	13	14 Graduation Arkansas County at Grand Prairie Center (7:00 pm)	15 Graduation Phillips County at the Hendrix Fine Arts Center in Lily Peter Auditorium (7:00 pm)	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Courses begin for Summer I and Summer I Extended	2 Last day for 100% refund for Summer I and Summer I Extended	3	4	5	6
7	8 Last day for 50% refund for Summer I and Summer I Extended	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Last Day for students to withdraw from Summer I and Summer I Extended course(s) and receive a "W"	24	25	26	27
28	29	30				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Last day to receive a "W" by instructor for Summer I	8 Summer I final grades due (12:00 noon) Summer II classes begin	9 Last day for 100% refund for Summer II	10	11
12	13	14	15 Last day for 50% refund for Summer II	16	17	18
19	20 Last day to receive a "W" by instructor for Summer I	21 Summer I Extended and Online Proctored Exams	22 Summer I Extended and Online Proctored Exams	23 Summer I Extended and Online final grades due (12:00 noon)	24	25
26	27	28 Last Day for students to withdraw from Summer II course(s) and receive a "W"	29 Last day to receive a "W" by instructor for Summer II	30	31	

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 Summer II Final Grades due (12:00 noon)	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



U*of***A** PHILLIPS

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