



2026-2027 ADVISOR HANDBOOK

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Welcome and Purpose

Welcome, PCCUA Advisors

Welcome to the Phillips Community College of the University of Arkansas (PCCUA) Advisor Handbook. Academic advising is an important part of the student experience and plays a vital role in helping students make informed decisions, stay on track, and successfully complete their educational goals.

At PCCUA, academic advising goes beyond selecting courses and building a schedule. Advisors help students understand program requirements, develop academic plans, monitor their progress, connect with College resources, and make decisions that support their educational and career goals.

This handbook provides guidance on PCCUA advising expectations, policies, procedures, and practices. It is designed to be used along with the College Catalog, Student Handbook, Workday Student, and the PCCUA Advising Information course in Blackboard, where advisors can access current forms, quick-reference guides, deadlines, placement information, and other advising resources.

Whether working with a new student, a continuing student, or a student preparing for graduation, our goal is to provide each student with accurate information, meaningful guidance, and consistent support throughout their time at PCCUA.

Purpose and Use of This Handbook

The PCCUA Advisor Handbook is designed to promote consistent, accurate, and student-centered academic advising across all College campuses. It provides advisors with the information and guidance needed to assist students from initial enrollment through degree or certificate completion.

Advisors should use this handbook as a reference for advising expectations, College policies and procedures, academic planning, registration, student progress, graduation, and referrals to student support services. It should be used in conjunction with the current PCCUA College Catalog, Student Handbook, Workday Student, and the PCCUA Advising Information course in Blackboard.

Because advising procedures, deadlines, forms, and other resources may change throughout the academic year, advisors should regularly access the PCCUA Advising Information course in Blackboard for current advising materials, forms, placement information, Workday quick-reference guides, registration information, graduation materials, and other updates.

Advisors are responsible for remaining familiar with current advising information, participating in advisor meetings, training and registration events throughout the academic year.

Academic Advising at PCCUA

Academic Advising Vision

Phillips Community College of the University of Arkansas (PCCUA) is committed to a strong, effective academic advisement system, a system in which advisement goes beyond mere schedule building to assist students in exploring their potential, clarifying their goals, and discovering the best means of achieving those goals.

Academic Advising Mission

The advisement function at PCCUA serves to assist and often initiate this process of self-exploration with trained advisors who provide general information and expertise in their fields.

Student Learning Outcomes of Academic Advising

Through academic advising at PCCUA, students will:

- Develop an academic plan that aligns with their program of study, educational goals, and career interests.
 - Understand the requirements of their chosen degree or certificate and monitor their progress toward completion.
 - Make informed decisions about course selection, registration, and other academic choices.
 - Understand how academic performance can affect academic standing, financial aid eligibility, and progress toward graduation.
 - Identify and use College resources and support services that contribute to academic success.
 - Understand their responsibilities as a student and take an active role in the advising and educational planning process.
 - Explore transfer, career, and continued education opportunities related to their educational goals.
 - Demonstrate increasing independence in making academic decisions and navigating College processes.
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Advisor Responsibilities

Academic advising is an important partnership between the advisor and the student. PCCUA advisors provide individualized guidance to help students understand program requirements, make informed academic decisions, and remain on track toward completion. Advisors play an active role in helping students navigate their academic plans, course sequencing, College requirements, and available resources throughout their time at PCCUA.

PCCUA academic advisors are expected to:

- Maintain current knowledge of College policies, procedures, academic programs, degree and certificate requirements, and advising resources.

- Be available to advise students and maintain regular communication with assigned advisees.
 - Help students identify educational and career goals and select a program of study that supports those goals.
 - Assist students in developing and maintaining an academic plan toward degree or certificate completion.
 - Review the student's academic progress and program requirements when recommending courses, including prerequisites and appropriate course sequencing.
 - Discuss academic performance with students and help them understand how their performance may affect academic standing, financial aid, and progress toward completion.
 - Monitor student progress and identify concerns that may interfere with successful completion.
 - Connect students with appropriate College resources and support services when academic, financial, or personal barriers are identified.
 - Discuss transfer and continued education opportunities when appropriate to the student's goals.
 - Maintain accurate advising records and document required advising interactions in accordance with College procedures.
 - Encourage students to actively participate in the advising process, understand their academic progress, and communicate regularly with their advisor about questions, concerns, or changes in their educational goals.
 - Participate in advisor meetings, training, and professional development to remain informed about changes affecting students and advising.
 - To help students explore their interests, abilities, and goals and to relate them to academic programs of study.
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Advising Practice

Effective advising involves more than answering questions or developing a course schedule. Advisors should use each advising interaction as an opportunity to discuss the student's educational goals, review academic progress, identify potential barriers to success, and connect the student with appropriate resources when needed.

Professional Expectations

Academic advisors are expected to approach each advising interaction with professionalism, respect, fairness, and a commitment to student success. Advisors should provide accurate and unbiased information, respect each student's educational and career goals, maintain appropriate confidentiality, and make recommendations based on College requirements and the student's individual academic needs and goals.

Key Advising Reminders

- To help students remain on track toward completion and ensure consistent advising practices across all campuses, advisors should remember to:

- Confirm that the student's program of study and academic plan accurately reflect the student's current educational goal.
 - Review the student's Academic Progress in Workday and applicable degree or certificate check sheet before recommending courses.
 - Check for holds or other issues that may affect registration.
 - Verify that prerequisites have been met and that courses are taken in the appropriate sequence.
 - Review transfer credit carefully and do not assume that transferred courses automatically satisfy program requirements.
 - Consider the student's academic performance, previous course success, outside responsibilities, and other relevant factors when recommending an appropriate course load.
 - Review progress toward completion regularly rather than waiting until the student is preparing to graduate.
 - Document advising and student outreach as required by College procedures.
 - Discuss available academic and student support resources when a student is struggling or a potential barrier to success is identified.
 - Refer students to the appropriate College office or resource when a question or concern falls outside the advisor's area of responsibility.
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Advisor Training and Development

Academic advising requires advisors to remain current on College policies, procedures, academic programs, technology, and student support resources. Advisors are expected to participate in scheduled advisor meetings and training throughout the academic year.

Advisor meetings and training provide important updates, opportunities to discuss advising questions and concerns, and a forum for sharing information and effective advising practices across campuses and academic areas.

Advisors should also regularly access the PCCUA Advising Information course in Blackboard for current advising resources, training materials, forms, meeting information, and other updates.

Because advising information and procedures may change throughout the year, advisors are responsible for reviewing updates and using the most current information available when advising students.

Assignment of Advisors

All students are assigned an academic advisor based on their program of study. The assigned advisor serves as the student's primary academic advising contact and provides ongoing guidance related to academic planning, course selection, progression, and completion.

Students who select Undeclared as their program of study are assigned to the professional advisor on their home campus. When an undeclared student selects a program of study, the student's advisor should be changed to the advisor assigned to that program.

Whenever possible, students are encouraged to work with their assigned advisor to promote continuity in academic planning and progression. However, PCCUA recognizes that students may

seek assistance from another advisor because of availability, familiarity, or an established relationship. All academic advisors should therefore be prepared to assist students outside of the programs they routinely advise.

Advisors are expected to have a general understanding of PCCUA's programs of study and, more importantly, know how to locate and use the current degree or certificate requirements, Academic Progress information in Workday, degree check sheets, and other advising resources necessary to provide accurate guidance. Advisors should never rely on memory when they are uncertain about the requirements of a program.

When advising a student who is assigned to another advisor, the advisor should review the student's program of study, academic progress, and applicable program requirements before recommending or registering the student for courses.

When significant questions arise regarding course sequencing, substitutions, program-specific requirements, or progression, the advisor should consult with the student's primary advisor or the appropriate academic area before making changes. Unless you are the student's primary advisor, you should not alter an existing course schedule without first consulting the primary advisor, particularly when the student is enrolled in a cohort-based program. Questions or situations that cannot be resolved through consultation with the primary advisor should be referred to the Vice Chancellor for Admissions and Records.

Admissions Requirements

Admission Requirements

Before advising and registering a student, advisors should review the student's information in Workday to confirm that the student's admission file is complete and to identify any holds or other issues that may affect enrollment.

A student's admission file must be complete before the student may be registered for classes. At a minimum, a complete admission file includes:

- An official high school transcript showing graduation or official GED documentation;
- Official transcripts from all previously attended colleges or universities, if applicable; and
- Proof of two MMR (measles, mumps, and rubella) immunizations, when required.

Some students may be required to submit additional documentation based on their individual circumstances. This may include a government-issued photo ID, Social Security card, birth certificate, or other documentation needed to complete the student's admission record.

Advisors should not register a student with outstanding admission requirements unless an exception has been approved by the Office of Admissions and Records. Advisors should contact the Office of Admissions and Records with questions regarding a student's admission status, required documentation, or possible exceptions.

New Student Advising and Registration

Before developing a new student's schedule, the advisor should review the student's record and verify the following:

- **Program of Study:** Confirm that the student's program of study accurately reflects the student's educational goal. If the program of study is incorrect, it should be corrected before developing the academic plan or course schedule. **Students who have applied to any Allied Health program must complete required prerequisite coursework under the General Education program of study. The intended Allied Health program should not become the student's primary program of study until the student has completed the required prerequisite coursework and has been admitted to the program.**
- **Admission Status:** Review the student's record in Workday for any holds or other issues that may affect registration. Contact the Office of Admissions and Records with any questions before proceeding.
- **Placement:** Review the student's ACT, CLT, NG Accuplacer, GED, or applicable multiple-measures information to determine appropriate placement in English, mathematics, and reading. Advisors should use the current PCCUA placement chart available in the Advising Information course in Blackboard.

- **Previous College Coursework/Transfer Credit:** If the student has attended another college or university, review the evaluated transfer coursework and determine how applicable credit fits the student's current program of study. Do not assume that a transferred course automatically satisfies a specific program requirement. If an advisor believes a course should be accepted or applied toward a program requirement and the credit has not already been evaluated accordingly, the advisor should verify the course with the appropriate academic dean for the student's program of study or the Office of Admissions and Records. The advisor must notify the Office of Admissions and Records to initiate the appropriate transfer credit review or update.
- **Academic Plan:** Develop or review the student's academic plan using the current requirements for the student's program of study, including appropriate course sequencing and prerequisites.
- **Course Schedule:** Recommend courses based on the student's academic plan, placement, prerequisites, program requirements, course sequencing, prior credit, and individual circumstances.

After the schedule has been developed, the advisor should review it with the student and explain how the selected courses apply toward the student's program of study and progress toward completion.

Returning Student Advising and Registration

Before developing a returning student's schedule, the advisor should review the student's record and verify the following:

- **Program of Study:** Confirm that the student's program of study continues to reflect the student's educational goal. If the student has changed educational or career goals, the program of study and advisor assignment should be updated as appropriate before developing the academic plan or course schedule.
- **Academic Progress:** Review Academic Progress in Workday and the applicable degree or certificate check sheet to determine what requirements the student has completed and what remains. Review the student's academic plan and update it as needed.
- **Anticipated Completion:** Based on the student's Academic Progress in Workday and applicable degree or certificate requirements, identify the student's anticipated semester and year of completion and communicate this information to the student. Advisors should maintain a record of students who are expected to complete a degree or certificate each semester so that graduation applications can be submitted by the appropriate deadline.
- **Academic Performance:** Review the student's grades from previous terms, including unsuccessful attempts, withdrawals, repeated courses, and any other academic concerns that may affect course selection or progression.
- **Holds:** Review the student's record for financial, academic, or other holds that may prevent registration. Students should be referred to the appropriate office to resolve a hold before

registration when required.

- **Course Sequencing and Prerequisites:** Verify that prerequisites have been completed and select courses in the appropriate sequence for the student's program of study.
- **Course Schedule:** Recommend courses based on the student's remaining program requirements, academic plan, previous academic performance, course sequencing, prerequisites, and individual circumstances.

After the schedule has been developed, the advisor should review it with the student and explain how the selected courses apply toward the student's program of study and progress toward completion.

Transfer Student Advising and Registration

Transfer students should follow the New Student Advising and Registration process outlined above. Because prior college coursework may significantly affect the student's academic plan and course selection, advisors should pay particular attention to the following:

- **Official Transcripts:** Confirm that official transcripts from all previously attended colleges and universities have been received as part of the student's completed admission file.
- **Transfer Credit Evaluation:** Review the student's evaluated transfer credit in Workday before developing the academic plan or recommending courses. Transfer courses added to the student's academic history do not necessarily satisfy requirements within the student's current PCCUA program of study.
- **Application to Program Requirements:** Determine how evaluated transfer credit applies toward the student's current degree or certificate requirements. Do not assume that a transferred course satisfies a particular requirement based solely on the course title or number.
- **Unevaluated or Questionable Credit:** If an advisor believes a course should be accepted or applied toward a program requirement and it has not been evaluated accordingly, the advisor should verify the course with the appropriate academic dean for the student's program of study or the Office of Admissions and Records. The advisor must notify the Office of Admissions and Records to initiate the appropriate transfer credit review or update.
- **Academic Plan and Course Schedule:** Develop the student's academic plan only after reviewing applicable transfer credit so that the student is not unnecessarily registered for coursework already completed or placed into courses for which prerequisites have already been satisfied.

After the schedule has been developed, the advisor should review it with the student and explain how the selected courses apply toward the student's program of study and progress toward completion.

High School Concurrent Enrollment

Admission, advising, and registration of high school concurrent students are coordinated through the Director of Concurrent Enrollment and the Offices of High School Relations. Academic advisors should not register high school students for college coursework.

For questions regarding the admission, advising, or registration of high school students, contact the Director of Concurrent Enrollment or the High School Relations Coordinator for your campus.

Transfer and Alternative Credit

Transfer of Credit from other Colleges/Universities

PCCUA may accept college-level credit earned at another appropriately accredited postsecondary institution. Transfer credit is evaluated and entered into the student's academic record by the Office of Admissions and Records.

In general, transfer credit used to satisfy requirements within a student's PCCUA program of study must meet the following conditions:

1. The credit was earned at an appropriately accredited postsecondary institution.
2. The course is determined to be applicable to a requirement within the student's PCCUA program of study or is otherwise accepted by the College as transfer credit.
3. The student earned a grade of C or higher. PCCUA may accept one D letter grade provided the course does not require a grade of C or higher to satisfy a program requirement or advance to the next course in a sequence.

Not all accepted transfer credit will necessarily apply toward the requirements of the student's program of study. In some circumstances, credit may be recorded on the student's academic record even when PCCUA does not offer an equivalent course or the credit does not satisfy a specific degree or certificate requirement. Such credit may be important for other purposes.

Advisors should review the student's transfer credit in Workday and determine how applicable credit fits within the student's current program of study.

Advisors should not independently substitute or apply transfer coursework to a program requirement when the equivalency or applicability of the course is unclear. If an advisor believes a transfer course should satisfy a program requirement, but it has not been evaluated or applied accordingly, the advisor should consult with the appropriate academic dean for the student's program of study or the Office of Admissions and Records. The Office of Admissions and Records must be notified to initiate or complete any transfer credit review or update to the student's official academic record.

Advisors may use the Arkansas Course Transfer System (ACTS) as a resource when reviewing the transferability of Arkansas courses. Questions regarding courses not listed in ACTS or the application of transfer credit should be directed to the Office of Admissions and Records.

Credit by Examination and Prior Learning

PCCUA recognizes that students may be eligible to receive college credit through approved methods other than coursework completed at another college or university. These may include Advanced Placement (AP) examinations, College-Level Examination Program (CLEP) examinations, and approved Prior Learning Assessment (PLA).

Advisors should ask students about previous examinations, certifications, training, military

education, work experience, or other prior learning that may be eligible for evaluation when appropriate. Credit is awarded only in accordance with current PCCUA policies and established equivalencies and must be officially evaluated and recorded before advisors consider the credit complete.

Current policies, required scores, course equivalencies, and other information related to AP, CLEP, and Prior Learning Assessment are available in the PCCUA Advising Information course in Blackboard. Advisors should use the most current information available when advising students regarding these credit options.

Questions regarding eligibility for alternative credit, required documentation, course equivalencies, or how awarded credit applies to a student's program of study should be directed to the appropriate academic dean or the Office of Admissions and Records.

Military Training Credit

Military education and training may also be evaluated for possible college credit. Students should submit applicable military transcripts and/or military documentation to the Office of Admissions and Records for evaluation

Conditional Admission

In accordance with Arkansas Department of Higher Education requirements, students are evaluated for conditional or unconditional admission based on applicable admission standards, including completion of the required high school core curriculum. PCCUA may establish additional institutional requirements for conditional admission.

Students entering PCCUA with a high school GPA or transfer GPA below 2.0 will be admitted on a conditional basis. Conditional admission provides students the opportunity to begin their college coursework while completing additional requirements designed to support academic success.

Students admitted conditionally are required to:

- Enroll in and successfully complete the required Student Success course.
- Complete all required developmental education coursework within their first 30 credit hours of enrollment.
- Follow applicable placement requirements when enrolling in English, mathematics, and other courses with placement or prerequisite requirements.

Advisors should identify students who are conditionally admitted and consider these requirements when developing the student's academic plan and course schedule. Developmental education and the required Student Success course should be prioritized so that students can satisfy conditional admission requirements within the required timeframe.

Financial Aid

Financial Aid

Academic advisors play an important role in helping students understand how their academic decisions may affect financial aid; however, determination of financial aid eligibility and awards is the responsibility of the Office of Financial Aid.

Students should be encouraged to complete the Free Application for Federal Student Aid (FAFSA) each academic year and to respond promptly to requests from the Office of Financial Aid for additional information or documentation. PCCUA participates in the Federal Pell Grant Program but does not participate in the federal student loan program.

When developing an academic plan or course schedule, advisors should consider the following:

- Program of Study: Students receiving financial aid should be enrolled in courses that apply toward the requirements of their declared program of study. **Courses that do not apply toward the student's program of study may not be eligible for financial aid.** Advisors should verify the student's program of study and applicable degree or certificate requirements before recommending courses.
- Academic Progress: Grades, withdrawals, repeated coursework, and unsuccessful completion of courses may affect a student's Satisfactory Academic Progress (SAP) and continued eligibility for financial aid. **Advisors working with students on financial aid warning or probation should carefully review the student's academic progress and recommend courses that support successful completion and progression toward the student's program of study.**
- Course Changes: Adding, dropping, or withdrawing from courses may affect a student's financial aid eligibility or award. Students considering schedule changes should consult with the Office of Financial Aid before making changes when financial aid may be affected.
- Additional Coursework: Advisors should use caution when recommending courses that are not required for the student's program of study. If there is a question about whether a course is eligible for financial aid, the student should be referred to the Office of Financial Aid before registration.

Advisors should not make determinations or assurances regarding a student's financial aid eligibility or award amount. Questions regarding financial aid should be referred to the Office of Financial Aid.

Current financial aid information and advisor resources are available in the PCCUA Advising Information course in Blackboard

Refund Policy

Students who drop or withdraw from courses may be eligible for a tuition refund based on the date the course is dropped or the student withdraws from the College. Refund deadlines and percentages vary by term and course length.

Advisors should make students aware that dropping or withdrawing from a course may have financial implications and should encourage students to review the current refund schedule before making changes to their enrollment.

Current refund dates and deadlines are published in the Academic Calendar and are also available in the PCCUA Advising Information course in Blackboard.

Questions regarding the financial aid impact of dropping or withdrawing from a course should be referred to the Office of Financial Aid. Questions regarding tuition charges, refund amounts, or the processing of a refund should be referred to the Business Office.

ADVISING PRACTICES AND PROCEDURES

Scheduling and Registration

Academic advising and registration are collaborative processes between the student and advisor. After reviewing the student's academic progress, program requirements, and educational goals, the advisor and student should develop a course schedule that supports continued progression toward completion.

When scheduling and registering a student, advisors should:

- Register the student for the courses and sections agreed upon during the advising session.
- Verify that the student meets all prerequisites and placement requirements before registration.
- Consider course availability, delivery method, campus location, and the student's individual circumstances when selecting sections.
- Discuss appropriate alternatives with the student when a needed course or section is unavailable rather than substituting a course that does not support the student's academic plan.
- Review the completed schedule with the student and confirm that the student understands the courses, credit hours, delivery methods, campus locations, and other relevant schedule information.
- Remind the student to communicate with the advisor before making changes to the agreed-upon schedule.

Advisors should never register a student for a course simply to create a full-time schedule or increase the student's credit hours when the course does not support the student's program of study or academic plan.

Current course schedules, registration information, Workday registration resources, and other registration materials are available in the PCCUA Advising Information course in Blackboard.

Registration Documentation

Accurate documentation of advising and registration helps provide continuity in academic advising and creates a record of the course schedule developed and approved by the student and advisor.

At the conclusion of the advising session, the advisor should review the completed schedule with the student and obtain the student's approval of the courses and sections selected. The advisor should complete the Registration Confirmation Form to document the agreed-upon schedule.

For advising conducted in person, the student should sign the Registration Confirmation Form. For advising conducted by email or other approved electronic communication, the student's written confirmation of the proposed schedule may serve as documentation of the student's approval and

should be retained with the Registration Confirmation Form.

The completed Registration Confirmation Form and any supporting student confirmation should be uploaded to the student's Documents in Workday.

Legal and Ethical Issues in Academic Advising

Academic advisors have a responsibility to provide students with accurate, consistent, and unbiased information while acting within College policies, procedures, and the responsibilities of their advising role. Advisors should make recommendations based on the student's individual academic needs, educational goals, and applicable program requirements.

Advisors should:

- Provide accurate and current information and use official College resources when advising students.
- Apply College policies and academic requirements consistently and fairly.
- Respect the student's educational and career goals and avoid allowing personal opinions or preferences to influence advising recommendations.
- Maintain appropriate professional boundaries and protect the privacy and confidentiality of student information.
- Avoid making promises or guarantees regarding admission to selective programs, transferability of coursework, financial aid eligibility, graduation, employment, or other outcomes that are outside the advisor's authority to determine.
- Recognize the limits of their advising role and refer students to the appropriate College office or individual when a question or concern requires specialized knowledge or authorization.
- Consult with the appropriate academic dean, Office of Admissions and Records, or other College official when uncertain about the interpretation or application of a policy or academic requirement.

When an advisor is uncertain about a College policy, program requirement, or procedure, the advisor should seek clarification before advising or acting on the student's behalf.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. PCCUA employees who have access to student information are responsible for protecting that information and using it only for legitimate educational purposes related to their College responsibilities.

- Access student records only when the information is necessary to perform assigned College responsibilities.
- Discuss a student's academic record or other protected information only with the student or with College employees who have a legitimate educational interest in the information.
- Verify the identity of the student before discussing or releasing protected information, particularly when communicating by telephone, email, or other electronic means.

- Use the student's PCCUA email account when communicating information related to the student's academic record whenever possible.
- Never send student records or personally identifiable student information to a personal email account or other unauthorized account or location, including the advisor's own personal email. Student records should be accessed, transmitted, and stored only through College-approved systems and accounts.
- Avoid discussing student information where conversations may be overheard by individuals who do not have a legitimate educational interest.
- Protect printed and electronic student records from unauthorized access and properly secure or dispose of documents containing student information.
- Refer requests for student information from parents, spouses, family members, or other third parties to the Office of Admissions and Records when the advisor is uncertain whether the information may be released.

High school students enrolled in PCCUA courses are afforded FERPA protections for their PCCUA education records. Advisors should not discuss a high school student's PCCUA record—including enrollment, course schedule, grades, academic performance, or other protected information—with a parent or guardian unless the student has provided appropriate authorization or the disclosure is otherwise permitted under FERPA and College policy.

A parent, spouse, or other family member does not automatically have the right to access a student's education records, regardless of who pays the student's tuition or expenses. Advisors should not release protected student information to a third party unless the disclosure is permitted under FERPA and College policy.

FERPA permits certain exceptions to the general requirement for student consent, including disclosures permitted by law for dependent students and in connection with a health or safety emergency. **Advisors should contact the Office of Admissions and Records before releasing information under a FERPA exception unless established College procedures specifically authorize the disclosure.**

Questions regarding FERPA, access to student records, or the release of student information should be directed to the Office of Admissions and Records.

Confidentiality of Student Records

Academic advisors have access to student information necessary to perform their advising responsibilities. Access to this information carries an obligation to protect the confidentiality and security of student records at all times.

Student information should be accessed, discussed, shared, printed, downloaded, or stored only when necessary for legitimate College business. Advisors should take reasonable precautions to prevent unauthorized individuals from viewing or accessing student records, whether those records are maintained electronically or in paper form.

Computer screens displaying student information should not be left visible or unattended, and

advisors should lock or log out of College systems when away from their work area. Printed records containing student information should be secured when not in use and disposed of through appropriate confidential disposal procedures when no longer needed.

Advisors should also be mindful of confidentiality when meeting with students. Conversations regarding grades, academic standing, financial aid, disability information, disciplinary matters, or other private student information should be conducted in a setting that reasonably protects the student's privacy.

Student information obtained through an advisor's College role should not be accessed or shared out of curiosity, for personal purposes, or with another employee who does not have a legitimate educational need for the information.

Access to a student record does not, by itself, authorize an employee to view, use, or share the information contained in that record. Student information should be accessed and used only when necessary to perform the employee's assigned College responsibilities.

Questions regarding the appropriate access, use, storage, or disclosure of student records should be directed to the Office of Admissions and Records.

Student's Rights and Responsibilities

Academic advising is a shared responsibility between the student and advisor. Students should receive accurate, respectful, and consistent guidance while also taking an active role in their academic planning and progress toward completion.

Students have the right to:

- Receive accurate and current information regarding academic programs, requirements, policies, and procedures.
- Be treated with respect and without bias throughout the advising process.
- Receive guidance in developing an academic plan that supports their educational and career goals.
- Ask questions and receive clarification regarding program requirements, course selection, academic progress, and College procedures.
- Be informed of College resources and support services that may assist with their academic success.
- Have their education records and personal information handled in accordance with FERPA and College policy.

Students are responsible for:

- Participating actively in the advising process and communicating openly with their advisor about their educational goals, questions, and concerns.
- Reviewing their academic progress and understanding the requirements of their program of study.
- Meeting with their advisor as needed and responding to advising communications in a

timely manner.

- Providing accurate and complete information that may affect academic planning or course selection.
- Reviewing their course schedule and communicating with their advisor before making changes that could affect academic progress, financial aid, or completion.
- Monitoring their PCCUA email, Blackboard, and other official College communication for important information, deadlines, and requirements.
- Completing required College processes and meeting applicable deadlines, including registration, payment, financial aid, graduation, and other academic requirements.

While advisors provide guidance and support throughout the student's educational journey, students are expected to participate actively in the advising process and share responsibility for their academic decisions and progress toward completion.

Grading

Grading System

Students receive a midterm evaluation of their progress in each course. Midterm grades are for informational purposes only and are not included on the student's permanent academic record. Final grades are assigned according to the following grading system:

Grade	Grade Points	Description
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Passing
F	0	Failing
W	—	Withdrawal
I	—	Incomplete
S	—	Satisfactory
AU	—	Audit
S/U	—	Satisfactory/Unsatisfactory – non-credit courses
CR	—	Credit – no grade point value

Class Attendance & W Grades

Students are expected to attend all classes regularly and punctually. At the beginning of each semester, instructors will provide students with written information regarding the attendance requirements for each course.

If a student exceeds the number of absences permitted by the instructor's attendance policy, the instructor may, but is not required to, withdraw the student from the course with a grade of W. Instructors should make reasonable efforts to notify the student that they are at risk of being withdrawn before submitting a W grade.

Students should not assume that an instructor will automatically withdraw them from a course because they stop attending. Students who intend to withdraw from a course should follow the College's official course withdrawal process.

Advisors working with students who are experiencing attendance concerns should discuss the potential academic and financial consequences of remaining enrolled or withdrawing and refer the student to appropriate College resources when additional support may be needed.

Withdrawal from the College

A student who wishes to withdraw from all courses during a semester or term must officially withdraw from the College through the Office of Admissions and Records. Simply discontinuing attendance or notifying an instructor does not constitute an official withdrawal.

Students considering withdrawal from the College should consult with their academic advisor before beginning the withdrawal process. The advisor should discuss the academic implications of withdrawing and encourage the student to consider available College resources or alternatives that may allow the student to remain enrolled when appropriate.

Students receiving financial aid should also consult with the Office of Financial Aid regarding the potential impact of withdrawing. Questions regarding tuition charges or refunds should be directed to the Business Office.

Students who stop attending classes without officially withdrawing remain enrolled and may receive failing grades for courses in which they are registered.

The official withdrawal must be completed by the published deadline for the applicable semester or term. Current withdrawal deadlines are available in the Academic Calendar and in the PCCUA Advising Information course in Blackboard.

Course Withdrawal

Students who wish to withdraw from one or more courses while remaining enrolled in other courses must complete the official course withdrawal process by the published withdrawal deadline. Students should not stop attending a course with the expectation that they will automatically be withdrawn.

Before submitting a course withdrawal, the advisor should discuss the reason for the withdrawal with the student and review how the decision may affect the student's academic progress, program completion, financial aid, and other applicable requirements. When appropriate, the advisor should also discuss available academic or student support resources that may help the student successfully remain enrolled in the course.

The course withdrawal process is as follows:

- Student meets with the advisor to discuss the requested withdrawal and its potential impact.
- Advisor completes the electronic withdrawal request and notifies the instructor of the requested withdrawal.
- Advisor submits the completed withdrawal request electronically to the Office of Admissions and Records.
- Students should continue attending the course until the withdrawal has been officially processed.
- Advisors, students, and instructors receive electronic confirmation from the Office of Admissions and Records when the withdrawal has been completed.

The course withdrawal is not complete until it has been processed by the Office of Admissions and Records. Advisors should not advise a student to stop attending a course based solely on the submission of a withdrawal request.

Current course withdrawal deadlines are published in the Academic Calendar and are also available in the PCCUA Advising Information course in Blackboard.

Repeating Courses

A student may repeat a course to improve the student's grade point average. When a course is

repeated, both attempts and grades remain on the student's academic transcript; however, only the higher grade is used in the calculation of the student's cumulative GPA. The higher grade is identified with an "R," and an asterisk (*) identifies credit hours that are not included in the GPA calculation. Credit toward graduation is awarded only once for the repeated course.

Advisors should review a student's academic record before recommending that a course be repeated and determine whether repeating the course is necessary for the student's program of study, prerequisite requirements, progression, or GPA improvement.

Repeating a course may have financial aid implications. Advisors should refer students receiving financial aid to the Office of Financial Aid before registering for a repeated course when there is a question about financial aid eligibility.

Questions regarding how a repeated course will be reflected on the student's academic record or calculated in the GPA should be directed to the Office of Admissions and Records.

Auditing Courses

Students who wish to audit a course should declare their intention at the time of registration. Students auditing a course receive a grade of AU and do not receive academic credit for the course.

A student may request to change a course from audit to credit or from credit to audit with the instructor's approval, provided the change is made by the published deadline for the applicable semester or term.

Students requesting to audit a course or change their enrollment status between audit and credit must complete the Request to Audit form, obtain the required instructor approval, and submit the form to the Office of Admissions and Records.

Advisors should make sure students understand that auditing a course does not result in academic credit and may have financial implications. Students should consult with the Office of Financial Aid and/or Business Office when appropriate before changing their enrollment status.

Current audit deadlines and the Request to Audit form are available in the PCCUA Advising Information course in Blackboard.

Incomplete (I) Grades

An instructor may assign a grade of Incomplete (I) when extenuating circumstances prevent a student from completing all course requirements. An Incomplete should be assigned only when the student has completed most of the course requirements, based on the professional judgment of the instructor.

When an Incomplete is assigned, the instructor and student must complete an Incomplete Contract outlining the remaining course requirements. The completed contract is submitted to the Office of Admissions and Records.

The student must complete the remaining course requirements within sixty (60) days following the end of the semester or term. Once the requirements have been completed, the instructor submits a Grade Change form to the Office of Admissions and Records. If the required work is not completed within the established timeframe, the grade of I will be changed to an F.

Advisors should consider unresolved Incomplete grades when developing a student's

academic plan or recommending subsequent coursework, particularly when the incomplete course is a prerequisite or required for progression within the student's program of study.

Questions regarding an Incomplete grade or its effect on a student's academic record should be directed to the instructor or the Office of Admissions and Records.

Academic Clemency

A student who has not been enrolled at PCCUA for at least three consecutive academic years may request academic clemency. Upon re-enrollment, the student may petition in writing to the Vice Chancellor for Instruction to have grades and credits earned during one or more consecutive prior terms, up to a maximum of 24 credit hours, removed from the cumulative grade point average.

If academic clemency is approved, all courses taken during the specified term or terms will remain on the student's transcript with the notation "academic clemency received," but the grades will be excluded from the cumulative GPA calculation. Credits earned during the clemency term or terms will not count toward graduation requirements. Courses successfully completed during the clemency period do not have to be repeated; however, the student must earn sufficient additional credit hours to meet all requirements for the degree or certificate.

Academic clemency may be granted only once and is irreversible. The student must follow the requirements of the catalog in effect at the time of re-enrollment. Academic clemency does not restore eligibility for financial aid, scholarships, or athletic eligibility.

Students interested in requesting academic clemency should contact the Office of Admissions and Records. Upon approval, the student's academic record and GPA will be updated, and the student's advisor will be notified.

Advisors should carefully review the student's updated academic record and program requirements following the application of academic clemency and revise the student's academic plan as needed.

ACADEMIC INTEGRITY AND STUDENT CONDUCT

Academic Misconduct

PCCUA expects students to maintain academic integrity in all coursework and academic activities. Academic misconduct includes actions that violate College, course, program, or faculty requirements related to academic work and that may result in an unfair academic advantage.

Examples of academic misconduct include, but are not limited to, cheating, plagiarism, forgery, falsification of information, receiving or providing unauthorized assistance on coursework, and using artificial intelligence or other unauthorized resources in a manner inconsistent with College policy, the course syllabus, or the instructor's directions. Complicity with another individual who engages in academic misconduct may also constitute a violation.

Allegations of academic misconduct are addressed in accordance with established College procedures. Instructors may impose academic consequences as permitted by College policy, and incidents may be reported to the appropriate academic dean and the Office of the Vice Chancellor for Instruction. Students have the right to appeal findings or sanctions in accordance with the College's established appeal procedures.

Advisors may assist students in understanding College procedures and identifying the appropriate person or office to contact; however, advisors should not attempt to determine whether academic misconduct occurred, alter an instructor's academic decision, or make assurances regarding the outcome of an appeal.

Students with questions or concerns regarding an academic misconduct allegation, sanction, or appeal should be referred to the appropriate academic dean or the Office of the Vice Chancellor for Instruction.

Current academic misconduct policies and appeal procedures are available in the Student Handbook and College Catalog.

Student Conduct

PCCUA students are expected to conduct themselves in a manner consistent with the standards established in the College's Student Code of Conduct. The Code establishes expectations for student behavior and is intended to support a safe, respectful, and productive learning environment.

Student conduct concerns may include behavior that disrupts the educational environment, threatens the safety or well-being of others, violates the rights of members of the College community, or otherwise violates College policies or the Student Code of Conduct.

Advisors may assist students in understanding College procedures and identifying appropriate resources. Advisors who become aware of a possible violation of the Student Code of Conduct should follow established College procedures and refer the matter to the Vice Chancellor for Student Services and Campus Life.

Advisors should not attempt to investigate, determine responsibility for, or independently

resolve alleged violations of the Student Code of Conduct.

Students with questions regarding the Student Code of Conduct, a reported conduct concern, or applicable procedures should be referred to the Vice Chancellor for Student Services and Campus Life.

The current Student Code of Conduct and related procedures are available in the Student Handbook and on the PCCUA website.

Graduation

Graduation

Advisors play an important role in identifying students who are approaching completion and ensuring that graduation requirements are reviewed in sufficient time to address any remaining deficiencies. Advisors should regularly review Academic Progress in Workday and the applicable degree or certificate requirements rather than waiting until a student's final semester to determine graduation eligibility.

When a student is approaching completion, the advisor should:

- Review the student's Academic Progress in Workday and the applicable degree or certificate check sheet to verify that all program requirements have been completed or are in progress.
- Confirm that the student's program of study is correct and reflects the degree or certificate for which the student is expected to graduate.
- Review any remaining requirements with the student and make sure the student understands what must be successfully completed to earn the degree or certificate.
- Verify that transfer credit, substitutions, alternative credit, or other approved coursework needed to satisfy program requirements has been officially evaluated and reflected in the student's academic record.
- **Review for Additional Credentials:** Review the student's academic record for certificates or other credentials that may have been earned while progressing toward a higher-level credential. Advisors should submit graduation applications for all credentials for which the student is eligible, even when the student is continuing toward an additional degree or certificate.
- Submit the appropriate graduation application to the Office of Admissions and Records by the published deadline for the student's anticipated semester of completion.

Advisors should maintain a record of anticipated degree and certificate completers by semester and year and use this information to ensure that graduation applications are submitted by the appropriate deadline.

Submission of a graduation application does not guarantee completion. The Office of Admissions and Records conducts the final review of the student's academic record and verifies that all requirements for the degree or certificate have been satisfied before the credential is awarded.

Current graduation application deadlines, forms, and related information are available in the PCCUA Advising Information course in Blackboard.

Requirements

To be eligible for graduation, students must satisfy all College and program requirements for the degree or certificate being awarded. Advisors should review these requirements with students as they approach completion.

Before submitting a student for graduation, advisors should verify that the student:

- Has successfully completed or is enrolled in all remaining coursework required for the degree or certificate.
- Has met the minimum credit-hour requirements for the credential.
- Has satisfied all required general education and program-specific requirements.
- Has met any minimum grade requirements established for individual courses or the program of study.
- Has met the minimum cumulative GPA required for graduation.
- Has satisfied applicable residency requirements for the credential.
- Has completed any additional program-specific graduation requirements.

Advisors should use Academic Progress in Workday, the current College Catalog, and the applicable degree or certificate check sheet when reviewing graduation requirements.

Detailed graduation requirements and current graduation resources are available in the PCCUA Advising Information course in Blackboard. Advisors should use the most current information available when reviewing students for graduation.

The Office of Admissions and Records conducts the final graduation audit and determines whether all requirements for the credential have been satisfied.

Graduation Application, Deadlines and Commencement

Graduation applications must be submitted to the Office of Admissions and Records by the published deadline for the semester in which the student expects to complete the requirements for a degree or certificate. Advisors should use their records of anticipated completers to ensure that applications are submitted accurately and in a timely manner.

Advisors should submit graduation applications for all degrees and certificates the student is expected to complete, including additional credentials earned as the student progresses toward a higher-level credential.

Graduation application deadlines vary by semester. **Current graduation application deadlines, forms, and related graduation information are available in the PCCUA Advising Information course in Blackboard.**

PCCUA provides a commencement ceremony each May to recognize December and May graduates. Students receiving an associate degree or Technical Certificate are eligible to participate in the commencement ceremony. **Students receiving a Certificate of General Studies (CGS) are not eligible to participate in commencement based solely on completion of the Certificate of General Studies (CGS) or Certificate of Proficiency (CP).**

Student Resources

PCCUA provides a variety of resources and services designed to support students throughout their educational experience. Academic advisors play an important role in identifying barriers to student success and connecting students with appropriate College resources.

Advisors should become familiar with the resources available to students and make referrals when academic, financial, personal, transportation, accessibility, technology, or other needs are identified. **Advisors are not expected to resolve every student concern but should know where to connect students for appropriate assistance.**

Current contact information and additional information regarding student resources are available in the PCCUA Advising Information course in Blackboard and on the PCCUA website.

PCCUA C.A.R.E.S.

The PCCUA Campus Action Referral and Evaluation System (C.A.R.E.S.) provides support to students through one-on-one contact, continued follow-up, campus information, resources, and programming designed to support student success and their transition to college.

Advisors should consider a C.A.R.E.S. referral when they become aware of a student who may need additional support or assistance. Concerns may include academic difficulties, personal challenges, changes in behavior or well-being, financial or family circumstances, or other barriers that may interfere with the student's ability to remain enrolled and successfully complete their educational goals.

Faculty, staff, and students may submit a C.A.R.E.S. referral. Advisors are not expected to resolve every student concern themselves. **When a student's needs extend beyond the advisor's role or additional support may benefit the student, a C.A.R.E.S. referral should be considered.**

Current C.A.R.E.S. information, contact information, and referral resources are available through the PCCUA website and in the PCCUA Advising Information course in Blackboard.

Academic Support, Tutoring, and Technology Assistance

Advisors should refer students PCCUA provides academic support, tutoring, and technology assistance to help students successfully complete their coursework. Advisors should encourage students to seek assistance early when academic or technology-related difficulties are identified.

Tutoring is available to eligible students participating in Student Support Services (SSS) as part of the academic support provided through that program.

Students who are not participants in SSS also have access to tutoring services. In-person tutoring is available on the Helena-West Helena campus, and virtual tutoring is available to online students and students on the DeWitt and Stuttgart campuses.

The Virtual Technology Academy (VTA) provides assistance with technology used for learning,

including Blackboard, PCCUA email, Microsoft 365, and other common technology and online-learning needs. VTA assistance is available to students across PCCUA campuses.

Advisors should refer students for academic or technology assistance as soon as a need is identified rather than waiting until the student is at risk of failing or withdrawing from a course.

Current tutoring schedules, availability, contact information, and Virtual Technology Academy resources are available in the PCCUA Advising Information course in Blackboard.

Student Support Services (TRIO SSS)

Student Support Services (SSS) is a federally funded TRIO program designed to increase the retention and graduation of eligible students, support transfer from two-year to four-year institutions, and promote the success of low-income and first-generation college students and students with disabilities.

To be eligible to participate in SSS, a student must:

- Be a U.S. citizen or national or meet the residency requirements for federal student financial assistance.
- Be enrolled or accepted for enrollment in the next academic term at PCCUA.
- Have a need for academic support to successfully pursue a postsecondary educational program.

Be a low-income individual, a first-generation college student, or an individual with a disability.

SSS provides services free of charge to program participants, including academic advising and course selection, tutoring, financial aid counseling and assistance, financial literacy, transfer information and assistance, career exploration, cultural enrichment, and advocacy with faculty and staff.

Advisors should consider referring potentially eligible students to SSS early in their enrollment so they can take full advantage of the academic and support services available through the program.

Current eligibility requirements, the SSS application, tutoring information, and additional program resources are available on the PCCUA Student Support Services/Trio webpage and in the PCCUA Advising Information course in Blackboard.

[PCCUA Student Support Services / TRIO page](#)

Arkansas Career Pathways

The Arkansas Career Pathways Initiative (CPI) provides support and direct assistance to eligible students who are working toward an educational credential that can lead to employment in a high-demand occupation. Career Pathways is designed to help students overcome barriers that may interfere with enrollment, persistence, completion, and employment.

Career Pathways services may include academic advising, academic skills support, career exploration, counseling, financial assistance, transportation assistance, childcare assistance, and other support based on student eligibility and available program resources.

Basic eligibility includes:

- Custodial or noncustodial parents of a dependent child under age 21 residing in Arkansas whose income is less than 250% of the Federal Poverty Level. This may include justice-involved parents and minor parents who are not the head of household.
- Current or former recipients of TEA, SNAP, Medicaid, or ARKids who meet applicable program eligibility requirements.

Advisors should consider referring students who may meet Career Pathways eligibility requirements, particularly when financial, childcare, transportation, or other barriers may interfere with the student's ability to remain enrolled and complete a credential.

Current eligibility requirements, services, contact information, and additional program resources are available on the PCCUA Career Pathways webpage and in the PCCUA Advising Information course in Blackboard.

[PCCUA Career Pathways webpage](#)

Disability Services

PCCUA welcomes students with disabilities and provides reasonable accommodations to eligible students in accordance with applicable law and College policy. Students who wish to receive disability services are encouraged to begin the accommodation process as early as possible, preferably before the semester begins, so that approved accommodations can be implemented in a timely manner.

Students requesting accommodations must meet with the Disability Coordinator on their campus, complete the Application for Disability Services, and provide appropriate documentation of the disability and its current impact. The Disability Coordinator determines eligibility and works with the student to identify reasonable accommodations.

Advisors should not determine whether a student has a disability, request medical documentation from the student, or determine what accommodations should be provided. Students who disclose a disability or indicate that they may need an accommodation should be referred to the Disability Coordinator on their campus.

Students must request accommodation services each semester they are enrolled. Updated documentation is not required each semester unless the status of the disability changes and a different level of accommodation is needed.

Information regarding a student's disability and disability documentation is confidential. Advisors should not request, maintain, or share disability documentation unless specifically authorized as part of their College responsibilities.

Concurrent students follow separate procedures for disability accommodations. Advisors with questions regarding accommodations for concurrent students should refer the matter to the appropriate Disability Coordinator, Career and Technical Center Coordinator or the Director of Concurrent Enrollment.

Current Disability Services information, the Application for Disability Services, campus Disability Coordinator contact information, and additional resources are available on the PCCUA Disability Services webpage and in the PCCUA Advising Information course in Blackboard.

[PCCUA Disability Services webpage](#)

Veterans Services

PCCUA assists veterans, service members, and eligible dependents who may qualify for educational benefits through the U.S. Department of Veterans Affairs (VA). Certain PCCUA programs are approved for veterans training through the Arkansas State Approving Agency.

Students planning to use VA educational benefits should contact the Registrar's Office for assistance with the certification process and requirements associated with receiving benefits. Students should be encouraged to begin the process as early as possible before the semester begins.

Advisors should carefully review the student's program of study and recommend only courses that apply toward the student's educational objective. Changes in enrollment, program of study, or course schedule may affect VA educational benefits and should be discussed with the Registrar's Office when questions arise.

Advisors should refer questions regarding VA eligibility, certification, payments, or the effect of enrollment changes on VA benefits to the Registrar's Office rather than attempting to determine a student's VA benefit eligibility.

Current information regarding veterans educational benefits, approved programs, and assistance is available on the PCCUA Veterans webpage and in the PCCUA Advising Information course in Blackboard.

[PCCUA Veterans webpage](#)

Food Pantry and Career Closet

PCCUA provides Food Pantry and Career Closet resources to help students address basic needs that may affect their ability to remain enrolled and successfully complete their educational goals.

Food Pantries are available on all three PCCUA campuses and provide food and other resources to students experiencing food insecurity or needing additional assistance.

Career Closets are also available on all three campuses and provide professional clothing to students at no charge. Students may use Career Closet resources when they need appropriate attire for job interviews, class presentations, employment-related activities, or other professional

occasions.

Advisors should make students aware of these resources when food insecurity, clothing needs, or other basic-needs barriers are identified. Advisors should approach these conversations respectfully and refer students to the appropriate campus resource for assistance.

Locations, hours of operation, contact information, and additional information are available on the PCCUA Food Pantry and Career Closet webpage and in the PCCUA Advising Information course in Blackboard.

[PCCUA Food Pantry and Career Closet webpage](#)

Rowdy Ride Transportation

PCCUA provides Rowdy Ride as a free transportation resource for enrolled students in the Helena-West Helena area who live within a reasonable distance of campus. The service is intended to assist students who do not have reliable transportation or who experience an unexpected transportation problem that could interfere with their ability to attend classes.

Students must register for a seat to use Rowdy Ride. Transportation is provided between the student's residence and the Helena-West Helena campus based on availability and established service guidelines. Students who require a wheelchair-accessible vehicle should notify the dispatcher when requesting transportation.

Advisors should consider Rowdy Ride as a referral resource when transportation is identified as a barrier to a student's attendance or continued enrollment.

Rowdy Ride currently operates Monday through Thursday during the regular academic year and does not operate on Fridays or during the summer. Because schedules and availability may change, advisors should direct students to the current Rowdy Ride webpage for registration, operating hours, contact information, and service guidelines.

[PCCUA Rowdy Ride webpage](#)

Rowdy Rents Textbook Rental

PCCUA offers the Rowdy Rents Textbook Rental Program to provide students with affordable access to required textbooks. Rowdy Rents is available to all students, and rental textbooks are distributed through the Library on each PCCUA campus. The current rental fee is \$22 per credit hour, including sales tax.

After registering for classes, students must obtain clearance from the Business Office on their campus before picking up rental textbooks from the Library. Students are charged only for courses with officially adopted textbooks, and rental charges are applied to the student's account after textbooks are picked up. Courses requiring access codes may have an additional access-code fee.

Advisors should encourage students to obtain required textbooks and course materials as early as

possible and should remind students that changes to their course schedule may also affect their textbook needs.

Students are responsible for returning rental textbooks by the established due date. Applicable late or non-return fees may be charged when rental materials are not returned as required. Current fees are published by the College.

Current textbook lists, rental policies, fees, and additional Rowdy Rents information are available on the PCCUA Rowdy Rents Textbook Rental webpage and in the PCCUA Advising Information course in Blackboard.

[PCCUA Rowdy Rents Textbook Rental webpage](#)

Student Resources Contacts

Departments	DeWitt (870) 946-3506	HWH (870) 338-6474	Stuttgart (870) 673-4201
Admissions	1602	1337	1806
Advising	1628	1214	1809
Bookstore/Rowdy Rents	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
Rowdy Ride		1235	
Scholarships	1607	1240	1822
Student Support Services	1135	1135	1135
Testing Center	1602	1134	1828
VA Services	1336	1336	1336

STUDENT RECORDS AND ADMINISTRATIVE SERVICES

Student Identification Cards

PCCUA student identification cards are issued to students upon enrollment. Students beginning in the fall semester will have their photograph taken and receive their student ID during mandatory Student Orientation. Students who begin in a subsequent semester or who do not receive an ID during orientation may obtain one through the Office of Admissions and Records.

Student IDs are updated each semester with a current-term decal. Students should maintain a current student ID and carry it while on campus for identification purposes and access to applicable College services and resources.

There is no charge for the initial student ID. A replacement ID may be obtained through the Office of Admissions and Records for a \$10 replacement fee if the original card is lost or damaged.

Advisors should direct students who need a new or replacement student ID, photograph, or current-term decal to the Office of Admissions and Records.

Transcripts

Students requesting an official PCCUA transcript must submit the online Transcript Request Form. Transcript requests are generally processed within one week.

Students may request one official transcript per semester to be mailed or faxed at no charge. Additional mailed or faxed transcript requests are \$5 each.

Students who need an official transcript sent electronically may request one through the National Student Clearinghouse. A \$3 fee applies to each electronic transcript request.

Currently enrolled students may access an unofficial copy of their PCCUA transcript through Workday.

Advisors may review a student's academic record in Workday for advising purposes; however, students requesting an official transcript should be directed to the official transcript request process. Advisors should not send a student's transcript to the student or a third party in place of an official transcript request.

Current transcript request information and procedures are available through the Office of Admissions and Records and in the PCCUA Advising Information course in Blackboard.

Transcript Request Form:

[PCCUA Transcript Request Form](#)

Campus Safety and Emergency Information

PCCUA is committed to providing a safe and secure environment for students, employees, and visitors. Advisors should be familiar with basic campus safety information and know where to direct students for assistance during an emergency or when questions regarding campus safety arise.

Parking and Driving Safety

Students who park a vehicle on PCCUA property are required to register the vehicle and display a current parking permit. One parking permit is issued at no charge each academic year. Additional and temporary permits are available for a fee.

Students are expected to follow all posted parking and traffic regulations. Parking violations may result in fines, and applicable fines are paid through the Business Office.

On the Helena-West Helena campus, questions regarding parking citations or citation appeals should be directed to the Vice Chancellor for College Advancement.

Advisors should direct students with questions regarding vehicle registration, parking permits, citations, or parking regulations to the appropriate College office rather than attempting to resolve parking violations.

Current parking regulations, permit requirements, fines, and contact information are available on the PCCUA Parking & Driving Safety webpage.

[PCCUA Parking & Driving Safety webpage](#)

Ridge Runner Alert

Ridge Runner Alert is PCCUA's emergency notification system used to communicate important information to students, faculty, and staff regarding campus emergencies, campus closings, severe weather, and other situations requiring timely notification.

Students receive enrollment information through their PCCUA student email. To enroll in Ridge Runner Alert, students should text **PCCUASTUDENT to 67283**.

Students should maintain current contact information and remain enrolled in Ridge Runner Alert so they receive emergency and campus-closing notifications.

Advisors should encourage students to enroll in Ridge Runner Alert and regularly monitor their PCCUA student email for official College communications.

Students should also understand that a closure or change in operations affecting one PCCUA campus does not necessarily mean that all campuses are closed. Students should follow the notification provided for their campus and check official College communications for specific information.

Emergency Contact Information

For emergencies requiring immediate police, fire, or medical assistance, students and employees should call **911**.

Campus	Daytime Contact	After-Hours/Evening Contact
DeWitt	(870) 946-3506, ext. 1600	(870) 816-7033
Helena-West Helena	(870) 338-6474, ext. 9999	(870) 816-0377
Stuttgart	(870) 830-9047, ext. 1800	(501) 516-7191

Current campus safety and emergency contact information is available on the PCCUA Institutional Reports and Campus Safety webpage.

[PCCUA Institutional Reports & Campus Safety](#)

Fall Semester 2026	
August 17 (M)	Reporting Day for Faculty/Staff; Awards/In-Service (offices closed)
August 18 (T)	Registration (8:00 am – 6:00 pm)
August 19 (W)	Orientation for all new and returning students (Helena-West Helena) Nursing Orientation in Helena-West Helena (All students admitted to the AND & PN Program)
August 20 (TH)	Orientation for all new and returning students (DeWitt and Stuttgart) Nursing Orientation in Helena-West Helena (All students admitted to the AND & PN Program)
August 21 (F)	Last Day for Course Registration
August 24 (M)	Classes begin (Fast Track 2 begins October 19)
August 31 (M)	Last Day for 100% Refund Deadline
September 7 (M)	Labor Day Holiday (no classes, offices closed)
September 9 (W)	PCCUA Admission Application File Deadline: students with incomplete admission files may be dropped from classes; 50% Refund Deadline
September 10 (TH)	Roster Verification/Census Date
October 14 & 15 (W & TH)	Online Midterm Proctored Exams & Fast Track 1 Final Exams
October 16 (F)	Midterm Advisory Grades Due (4:00 pm)
October 19 (M)	Fast Track 2 Begins
October 23 (F)	Faculty/Staff In-Service
November 9 (M)	Spring registration begins
November 16 (M)	Last day to drop and receive a "W"
November 23 – 25 (M – W)	Fall Break (no classes, offices open)
November 26-27 (TH & F)	Thanksgiving Holiday (no classes, offices closed)
November 30 (M)	Classes resume (8:00 am)
December 4 (F)	Priority Registration Day
December 9 (W)	Last day to receive an instructor "W"
December 9 (W)	Last day for classes
December 11 (F)	Study Day (Faculty available by appointment)
December 14 – 17 (M – TH)	Final Exams
December 18 (F)	Final grades due (12:00 noon)
December 21 (M)	December Graduation (no commencement)
December 22 (T)	Offices closed from 4:30 pm until 8:00 am on 1/4/27 (M)

Spring Semester 2027	
January 4 (M)	Offices open
January 6 (W)	Reporting Day for Faculty (8:00 am); Faculty/Staff In-Service
January 7 (TH)	Registration (8:00 am – 6:00 pm)
January 8 (F)	Last Day for Course Registration
January 11 (M)	Classes begin (Fast Track 2 begins March 8)
January 18 (M)	Martin Luther King Holiday (no classes, offices closed)
January 19 (T)	Last Day for 100% Refund Deadline
January 27 (W)	PCCUA Admission Application File Deadline: students with incomplete admission files may be dropped from classes; 50% Refund Deadline
January 28 (TH)	Roster Verification/Census Date
February 19 (F)	Faculty/Staff In-Service
March 3 & 4 (W & TH)	Online Midterm Proctored Exams & Fast Track 1 Final Exams
March 5 (F)	Midterm Advisory Grades Due (4:00 pm)
March 8 (M)	Fast Track 2 Begins
March 22 – 26 (M – F)	Spring Break
March 26 (F)	Spring Break Friday (no classes, offices closed)
March 29 (M)	Classes resume (8:00 am)
April 5 (M)	Last day to drop and receive a “W”
April 5 (M)	Summer & Fall registration begins
April 23 (F)	Priority Registration Day
April 29 (TH)	Last day to receive an instructor “W”
April 29 (TH)	Last day for classes
April 30 (F)	Study Day (Faculty available by appointment)
May 3 – 6 (M – TH)	Final Exams
May 7 (F)	Final Grades Due (12:00 noon)
May 13 (TH)	Graduation Arkansas County at Grand Prairie Center (7:00 pm)
May 14 (F)	Graduation Phillips County at the Hendrix Fine Arts Center Lily Peter Auditorium (7:00 pm)
May 31 (M)	Memorial Day Holiday (offices closed)

PCCUA 2026-2027 Academic Calendar

SUMMER TERMS 2027	
Summer I 2027	
June 2 (W)	Last Day for Course Registration
June 2 (W)	Summer I Classes Begin
June 3 (TH)	Last day for 100% Refund Deadline
June 9 (W)	PCCUA Admission Application File Deadline: students with incomplete admission files may be dropped from classes; 50% Refund Deadline
June 14 (M)	Roster Verification/Census Date
June 28 (M)	Last day to drop and receive a "W"
July 5 (M)	July 4 th Holiday (Closed Monday, July 5)
July 7 (W)	Last day to receive an instructor "W"
July 7 (W)	Last Day of Classes and Final Exam for Summer I
July 8 (TH)	Summer I Final Grades Due (4:00 pm)

Summer I Extended 2027 and Online 2027	
June 2 (W)	Last Day for Course Registration
June 3 (TH)	Last day for 100% Refund Deadline
June 9 (W)	PCCUA Admission Application File Deadline: students with incomplete admission files may be dropped from classes; 50% Refund Deadline
June 14 (M)	Roster Verification/Census Date
June 28 (M)	Last day to drop and receive a "W"
July 5 (M)	July 4 th Holiday (Closed Monday, July 5)
July 6 (T)	Last day to receive an instructor "W"
July 19 (M)	Last Day of Classes for Summer I Extended and Online
July 19 – 21 (M – W)	Summer I Extended and Online Proctored Final Exams
July 22 (TH)	Summer I Extended and Online Final Grades Due (12:00 noon)

Summer II 2027	
July 12 (M)	Summer II begins
July 13 (T)	Last day for 100% Refund Deadline
July 19 (M)	PCCUA Admission Application File Deadline: students with incomplete admission files may be dropped from classes; 50% Refund Deadline
July 20 (T)	Roster Verification/Census Date
August 2 (M)	Last day to drop and receive a "W"
August 11 (W)	Last day to receive an instructor "W"
August 11 (W)	Last Day of Classes and Final Exam for Summer II
August 12 (TH)	Summer II Final Grades Due (12:00 noon)

Final Exam Schedule – Fall 2026

December 14 – 17 (Monday – Thursday)

Regular Class Meeting Time	Exam Day	Exam Date	Exam Time
MW class at 8:00 am	Monday	Dec 14	8:00 am – 9:20 am
MW class at 11:00 am	Monday	Dec 14	11:00 am – 12:20 pm
MW class at 2:00 pm	Monday	Dec 14	2:00 pm – 3:20 pm
MW class at 9:30 am	Wednesday	Dec 16	9:30 am – 10:50 am
MW class at 12:30 pm	Wednesday	Dec 16	12:30 pm – 1:50 pm
MW class at 1:00 pm	Wednesday	Dec 16	1:00 pm – 2:20 pm

Regular Class Meeting Time	Exam Day	Exam Date	Exam Time
TTH class at 8:00 am	Tuesday	Dec 15	8:00 am – 9:20 am
TTH class at 11:00 am	Tuesday	Dec 15	11:00 am – 12:20 pm
TTH class at 2:00 pm	Tuesday	Dec 15	2:00 pm – 3:20 pm
TTH class at 9:30 am	Thursday	Dec 17	9:30 am – 10:50 am
TTH class at 12:30 pm	Thursday	Dec 17	12:30 pm – 1:50 pm
TTH class at 1:00 pm	Thursday	Dec 17	1:00 pm – 2:20 pm

Extended Day and Evening Classes

Final Exams will be held at regularly scheduled class times December 14 – 17 (Monday – Thursday)

Online Proctored Midterm and Final Exams

Midterm Exams & Fast Track I Final Exams	October 14 & 15 (Wednesday & Thursday)
Online Proctored Final Exams	December 14 – 17 (Monday – Thursday)

Special Notes:

- Final exams will be administered in the regularly assigned classrooms unless otherwise directed by the instructor.
- Allied Health programs will hold final exams at times scheduled by the instructor or the program.
- Study Day will be Friday, December 11 (Faculty available by appointment)
- All classes should meet for final exams at the specified times. Any change to the schedule must be approved by the Vice Chancellor for Instruction.
- Final grades are due in Workday by Friday, December 18 (12:00 noon)

Final Exam Schedule – Spring 2027

May 3 – 6 (Monday – Thursday)

Regular Class Meeting Time	Exam Day	Exam Date	Exam Time
MW class at 8:00 am	Monday	May 3	8:00 am – 9:20 am
MW class at 11:00 am	Monday	May 3	11:00 am – 12:20 pm
MW class at 2:00 pm	Monday	May 3	2:00 pm – 3:20 pm
MW class at 9:30 am	Wednesday	May 5	9:30 am – 10:50 am
MW class at 12:30 pm	Wednesday	May 5	12:30 pm – 1:50 pm
MW class at 1:00 pm	Wednesday	May 5	1:00 pm – 2:20 pm

Regular Class Meeting Time	Exam Day	Exam Date	Exam Time
TTH class at 8:00 am	Tuesday	May 4	8:00 am – 9:20 am
TTH class at 11:00 am	Tuesday	May 4	11:00 am – 12:20 pm
TTH class at 2:00 pm	Tuesday	May 4	2:00 pm – 3:20 pm
TTH class at 9:30 am	Thursday	May 6	9:30 am – 10:50 am
TTH class at 12:30 pm	Thursday	May 6	12:30 pm – 1:50 pm
TTH class at 1:00 pm	Thursday	May 6	1:00 pm – 2:20 pm

Extended Day and Evening Classes

Final Exams will be held at regularly scheduled class times May 3 – 6 (Monday – Thursday)

Online Proctored Midterm and Final Exams

Midterm Exams & Fast Track 1 Final Exams	March 3 & 4 (Wednesday & Thursday)
Online Proctored Final Exams	May 3 – 6 (Monday – Thursday)

Special Notes:

- Final exams will be administered in the regularly assigned classrooms unless otherwise directed by the instructor.
- Allied Health programs will hold final exams at times scheduled by the instructor or the program.
- Study Day will be Friday, April 30 (Faculty will be available by appointment)
- All classes should meet for final exams at the specified times. Any change to the schedule must be approved by the Vice Chancellor for Instruction.
- Final grades are due in Workday by Friday, May 7 (12:00 noon)

Appendix A – Advisors List

ADVISORS			
MAJOR	HELENA ADVISOR (870) 338-6474	DEWITT ADVISOR (870) 946-3506	STUTTGART ADVISOR (870) 673-4201
Advanced Manufacturing	Joe St. Columbia, ext. 1937	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext. 1846
Associate Degree Nursing (students who have been admitted to the ADN program)	Shanna Pryor, ext. 1371 Shelby Gentry, ext. 1384 Valerie Bloesch, ext. 1305	Kelly Roberts, ext. 1838	Kelly Roberts, ext. 1838
Behavioral Health Technology	Cathy Fullilove, ext. 1395 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Carriell Brown, ext. 1883
Biology, Chem, Engineering, Math, Physics, Pre Med	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Business Administration	Kayla Holland, ext. 1397 Lauren Corder, ext. 1398	Tracie Karkur, ext. 1615	Tracie Karkur, 1834
Business Management	Kayla Holland, ext. 1397 Lauren Corder, ext. 1398	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
CDL/Truck Driving	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext.1114		Charlotte Purdy, ext. 1846
Construction Technology	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext.1114		Charlotte Purdy, ext. 1846
Cosmetology & Manicuring	Karen Jones, ext. 1215		
Criminal Justice	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Drama, English, Speech	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Early Childhood Education	Yvette Robertson, ext. 1307	Christi Freeman, ext. 1840	Christi Freeman, ext. 1840
Education	Carol Birth, ext. 1314 Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Emergency Medical Technician	Shanna Pryor, ext. 1371 Valerie Bloesch, ext. 1305	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
General Education	Carol Birth, ext. 1314 Deborah Gentry, Ext.1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
General Technology	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext.1114	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
Graphic Communication	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext. 1114	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
High School Relations	Tomisha Gant, ext. 1021	Savanna Bisswanger, ext. 1608	Michelle Blasengame, ext.1816
HVAC	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext. 1114		Charlotte Purdy, ext.1846
Information Systems Tech	Charlotte Purdy, ext. 1846	Charlotte Purdy, ext. 1846	Charlotte Purdy, ext. 1846
Manufacturing	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext. 1114	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
Medical Coding	Kayla Holland, ext. 1397 Lauren Corder, ext. 1398	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
Medical Laboratory Technology/Phlebotomy	Julie Pittman, ext. 1109 Christina Garner, ext. 1079		Julie Pittman, ext. 1109 Christina Garner, ext. 1079
Nursing Assistant	Shanna Pryor, ext. 1371	Leslie Webster, ext. 1306	Leslie Webster, ext. 1306
Medical Office Tech	Kayla Holland, ext. 1397 Lauren Corder, ext. 1398	Tracie Karkur, ext. 1615	Charlotte Purdy, ext. 1846
Physical Education	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Practical Nursing (students who have been admitted to the LPN program)	Leslie Webster, ext. 1306	Leslie Webster, ext. 1306	
Pre-Law, Social Science	Deborah Gentry, ext. 1241 Cathy Fullilove, ext. 1395	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Pre-Nursing (ADN & PN)	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809
Welding	Joe St. Columbia, ext. 1937 Kenneth Elliott, ext. 1114	Shawanna Wansley, ext. 1628	Charlotte Purdy, ext.1846
Undecided	Deborah Gentry, ext. 1214	Shawanna Wansley, ext. 1628	Valerie Colvin, ext. 1809

Appendix B – Placement Chart

PCCUA Course Placement for Math, English, and Reading					
Course Placement		ACT	CLT	NG Accuplacer	Multiple Measure
College Algebra MATH 11003 (MS 123)		19 or above	21 or above	249 or above QAS	
		17 – 18	19-20	237 – 248 QAS	Cumulative HS GPA 3.25 or higher or completed Elementary Algebra MATH 10373 with a B or higher
College Algebra MATH 11003 (MS 123)	College Algebra Support Lab MATH 11271 (MS 1121)	17 – 18	19-20	237 – 248 QAS	Cumulative HS GPA below 3.25
Elementary Algebra MATH 10373 (MS 1023)		15 – 16	17-18	228 – 236 QAS	
Elementary Algebra MATH 10373 (MS 1023)	Elementary Algebra Support Lab MATH 10072 (MS 1002)	14 or below	16 or below	227 or below QAS	
Technical Math MATH 10133 (MS 143)		16 or above	18 or above	237 or above QAS	Completed Elementary Algebra MATH 10373 (MS 1023) with a C or higher
Quantitative Reasoning MATH 11103 (MS 193)		19 or above	21 or above	249 or above QAS	
		17 – 18	19-20	237 – 248 QAS	Cumulative HS GPA 3.25 or higher or completed Elementary Algebra MATH 10373 with a B or higher
Quantitative Reasoning MATH 11103 (MS 193)	Quantitative Reasoning Support Lab MATH 11971 (MS 1191)	17 – 18	19-20	237 – 248 QAS	Cumulative HS GPA below 3.25
Composition I ENGL 10103 (EH 113)		19 or above	21 or above	251 or above Writing	
		14 – 18	16-20	226 – 250 Writing	Cumulative HS GPA 3.25 or higher
Composition I ENGL 10103 (EH 113)	Composition I Lab ENGL 11301 (EH 1131)	14 – 18	16-20	226 – 250 Writing	Cumulative HS GPA below 3.25
Basic Writing I ENGL 10383 (EH 1013)	Basic Writing I Lab ENGL 10181 (EH 1011)	13 or below	15 or below	225 or below Writing	
Reading – Not Required		19 or above	21 or above	251 or above Reading	
		14 – 18	16-20	232 – 250 Reading	Cumulative HS GPA 3.25 or higher
College Reading Strategies READ 02343 (DS 123)	Reading Lab II READ 02441 (DS 1231)	14 – 18	16-20	232 – 250 Reading	Cumulative HS GPA below 3.25
Intro to College Reading READ 00343 (DS 103)	Reading Lab I READ 00441 (DS 1031)	13 or below	15 or below	231 or below Reading	

❖ A GED College Ready Placement score of 165 or higher in Math, Language Arts Reading, and/or Language Arts Writing can be used with testing scores for placement in college courses.

Appendix C – Advising Checklist

Advisors should use this checklist as a quick reference when preparing for and conducting an advising and registration appointment. Not every item will apply to every student.

Before Advising/Registration

- ☐ Verify the student has been admitted and review the student's admission status.
- ☐ Verify required admission documents have been received or identify any outstanding requirements.
- ☐ Review high school, GED, and/or previous college transcripts, as applicable.
- ☐ Review ACT, NG ACCUPLACER, CLT, GED, or other applicable placement information.
- ☐ Review the student's current program of study and verify that it accurately reflects the student's academic goal.
- ☐ Review any active holds or other items that may prevent registration.
- ☐ Review previous PCCUA coursework and transfer coursework, if applicable.
- ☐ Review the student's academic standing and identify any applicable advising requirements or restrictions.

During the Advising Appointment

- ☐ Discuss the student's educational and career goals and confirm that the current program of study remains appropriate.
- ☐ Review the appropriate program check sheet and the student's academic progress toward completion.
- ☐ Identify courses already completed, courses currently in progress, and remaining program requirements.
- ☐ Apply current placement requirements when selecting English, mathematics, and other courses with placement or prerequisite requirements.
- ☐ Verify prerequisites and course sequencing before recommending courses.
- ☐ Develop or update the student's academic plan in Workday.
- ☐ Select courses that apply to the student's program of study and support timely progression toward completion.
- ☐ Discuss the anticipated semester and year of completion and identify any potential Certificate of Proficiency, Technical Certificate, or degree completions.
- ☐ Discuss course delivery method, campus/location, meeting times, and other schedule considerations with the student.
- ☐ Review the completed schedule with the student and obtain the student's approval before registration is finalized.

Before Completing the Appointment

- ☐ Confirm that the student understands the courses for which they have been registered.
- ☐ Remind the student to check PCCUA student email and Blackboard regularly.
- ☐ Refer the student to Financial Aid when questions arise regarding financial aid eligibility or whether particular coursework will be covered.
- ☐ Make appropriate referrals when academic, technology, disability, transportation, financial, basic-needs, or other support needs are identified.
- ☐ Document the advising and registration session in accordance with PCCUA advising documentation procedures.
- ☐ Update the advisor's record of anticipated program and certificate completions, when applicable.

Advisors should not register a student for a course simply to maintain enrollment or financial aid eligibility when the course is not appropriate for the student's academic plan or program of study. Questions regarding course applicability, transfer credit, degree requirements, or exceptions should be resolved with the appropriate POS Academic Dean and/or the Office of Admissions and Records before registration is finalized.

Current program check sheets, placement information, advising QRGs, forms, and other advising resources are available in the PCCUA Advising Information course in Blackboard.

Appendix D – Registration Confirmation Form

Student Name: _____

Student ID: _____

Term: _____ Registration Date: _____

Program of Study: _____

Advisor: _____

Student Registration Confirmation

I confirm that I have reviewed the course schedule developed with my academic advisor and approve the courses for which I am being registered. I understand that I am responsible for reviewing my schedule in Workday and notifying my advisor or the Office of Admissions and Records if I have questions or believe a change is needed.

Method of Advising/Registration:

- ☐ In Person
- ☐ Telephone
- ☐ Email
- ☐ Virtual Meeting
- ☐ Other: _____

In-Person Registration:

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Remote Registration:

When advising and registration are completed by telephone, email, virtual meeting, or another approved remote method, the advisor must obtain and document the student's approval of the final schedule.

- ☐ Student provided approval by email.
- ☐ Student verbally approved the schedule by telephone or virtual meeting.

Date of Student Approval: _____

Advisor Signature: _____

Documentation:

Documentation of the student's approval must be maintained in the student's Workday record under Personal → Documents → Add. A separate copy of the student's course schedule does not need to be uploaded because the student's official registration is maintained in Workday. For email registration, the student's email approval should be retained as documentation of consent.

Appendix E – Changing Majors

Important – Timing of Program of Study Changes

Advisors should change a student's Program of Study in Workday only before the semester begins or after final grades have been posted for the semester.

Do not make a Program of Study change in Workday after the semester has begun. A Program of Study change dated after the beginning of the term may not be recognized by Financial Aid for that term and may affect the student's financial aid eligibility or the courses eligible for financial aid. If a student requests a Program of Study change after the semester has begun, the advisor should contact the Office of Admissions and Records before making any change in Workday.

Before Changing a Program of Study

The advisor should meet with the student to discuss the requested change and how the new Program of Study relates to the student's academic and career goals. Before making the change, the advisor should:

- Review the student's completed and in-progress coursework.
- Review the requirements of the new Program of Study.
- Discuss how the change may affect the student's anticipated completion date.
- Identify any applicable Certificates of Proficiency (CPs) or Technical Certificates (TCs) associated with the new program.
- Refer the student to the Office of Financial Aid if the student has questions regarding the effect of the change on financial aid.

Changing the Program of Study in Workday

Step-by-step instructions for changing a student's Program of Study in Workday are available in the Changing a Program of Study QRG located in the PCCUA Advising Information course in Blackboard.

Advisors should follow the current QRG when making a Program of Study change and contact the Office of Admissions and Records and/or the Office of Financial Aid when questions arise regarding the appropriate effective date or potential financial aid implications.

Appendix F: Board and Administrative Policies

PCCUA Board Policies and Administrative Procedures provide the official policies and procedures governing College operations. Advisors are responsible for becoming familiar with policies and procedures applicable to academic advising, registration, student records, student services, and other areas related to their responsibilities.

Relevant policies and procedures are summarized throughout this handbook to provide advisors with practical guidance. These summaries are intended as a quick reference and do not replace the official Board Policies and Administrative Procedures.

All PCCUA employees have access to the current PCCUA Policy Manual through the My RidgeNet Apps. Advisors should consult the Policy Manual when questions arise regarding the interpretation or application of College policy. In the event of a conflict between information contained in this handbook and an official Board Policy or Administrative Procedure, the current official policy or procedure governs.

Additional advising resources, forms, QRGs, and guidance are available in the **PCCUA Advising Information course in Blackboard**.

Policies Frequently Referenced in Academic Advising:

Advising Topic	Board Policy / Administrative Procedure
Academic Standing, Probation & Suspension	BP 402 – Scholastic Standards Policy; AP 402.02 – Standards and Procedures for Satisfactory Academic Progress
Grading	BP 404 – Grading Policy; AP 404.02 – Grade Assignment and Change Procedures
Withdrawal from Courses	AP 404.01 – Withdrawals from Class
Incomplete Grades	AP 404.02 – Grade Assignment and Change Procedures
Auditing Courses	AP 404.04 – Auditing Courses
Academic Misconduct/Cheating	AP 404.05 – Cheating
Academic/Grade Appeals	AP 404.06 – Appealing a Grade or Other Matters of an Academic Nature
Student Conduct/Classroom Discipline	BP 405 – Classroom Discipline and Student Conduct
Attendance	BP 406 – Attendance Policy; AP 406.01 – Attendance Procedures
Course Load	BP 408 – College Credit and Student Course Load Policy
Transfer Credit	BP 412 – Policy on Acceptance of Transfer from Colleges and Universities
Prior Learning/Nontraditional Credit	BP 414 – College Credit by Non-traditional Sources
Admissions/Conditional Admission	AP 500.02 – Admissions Procedures
Disability Services/Accommodations	BP 503 – Student with Disabilities; AP 503.01 – Student with Disabilities
Financial Aid/Satisfactory Academic Progress	AP 510.01 – Financial Aid

Appendix G: Advisor Quick Reference Guide

This quick reference is intended to help advisors identify common advising issues and the appropriate action or referral. Detailed information is available throughout this handbook and in the PCCUA Advising Information course in Blackboard.

Student Question or Situation	Advisor Action / Referral
Placement question	Review the Course Placement Chart in Appendix B and current placement information in the Advising Information course in Blackboard.
Student wants to change Program of Study	Review Appendix E. Make changes only before the semester begins or after final grades are posted. Contact Admissions and Records for changes requested during the semester.
Transfer course question	Review evaluated transfer credit in Workday. Questions regarding course equivalencies or applicability should be referred to the appropriate POS Academic Dean and/or Admissions and Records.
Student wants to take a course outside the Program of Study	Determine whether the course is appropriate for the student's academic plan. Advise the student that courses outside the Program of Study may not be eligible for financial aid. Refer financial aid questions to Financial Aid.
Financial aid question	Refer questions about FAFSA, Pell eligibility, SAP, financial aid awards, or payment of specific courses to the Office of Financial Aid.
Student is struggling academically	Discuss the concern with the student and refer to appropriate academic support, including tutoring, TRIO Student Support Services (if eligible), and/or C.A.R.E.S.
Student needs tutoring	Tutoring is available through TRIO SSS for eligible participants and through PCCUA tutoring services for other students, including in-person and virtual options.
Technology/Blackboard assistance	Refer the student to the Virtual Technology Academy (VTA).
Student discloses a disability or requests accommodations	Refer the student to the appropriate Disability Coordinator. Advisors should not determine eligibility or accommodations.
Food/basic-needs concern	Refer the student to the Food Pantry and, when appropriate, Arkansas Career Pathways or other available support services.
Needs professional clothing	Refer the student to the Career Closet.
Transportation problem	For eligible Helena-West Helena area students, refer to Rowdy Ride.
High school/concurrent student question	Refer admission and registration questions to the appropriate High School Relations Coordinator or Director of Concurrent Enrollment.
Student needs an official transcript	Direct the student to the official PCCUA Transcript Request Form.
Student needs a student ID/replacement ID/decal	Refer to the Office of Admissions and Records. A \$10 replacement fee applies to replacement IDs.
Graduation question	Review the student's program check sheet and anticipated completion. Refer graduation application or graduation-record questions to Admissions and Records.
Potential CP, TC, or degree completion	Identify the anticipated completion term and ensure the student is in the appropriate Program of Study. Follow current graduation application procedures.
Student wants to withdraw from a course	Discuss the academic implications and direct the student through the current withdrawal process. Refer financial aid questions to Financial Aid.
Student wants to completely withdraw from PCCUA	Refer to the Office of Admissions and Records for the institutional withdrawal process and to Financial Aid when applicable.
Question about College policy	Access the current PCCUA Policy Manual through My RidgeNet Apps and review the applicable Board Policy or Administrative Procedure. See Appendix F.
Immediate emergency	Call 911. Refer to the Campus Safety and Emergency Information section for campus emergency contacts.

WHEN IN DOUBT:

Advisors should not guess when they are uncertain about a policy, degree requirement, placement decision, transfer course, financial aid implication, or Workday process. Consult the appropriate POS Academic Dean, Admissions and Records, Financial Aid, or other appropriate College office before taking action.

Appendix H: Program Check Sheets

Using Program Check Sheets

Program check sheets provide the curriculum requirements for PCCUA degrees and certificates and should be used by advisors to assist students with academic planning and monitor progress toward completion.

Advisors should use the program check sheet that corresponds to the student's catalog year and Program of Study and verify that the student is enrolled in the correct Program of Study in Workday.

When reviewing a program check sheet, advisors should:

- Identify requirements the student has completed, is currently completing, and still needs to complete.
- Consider prerequisites and appropriate course sequencing when developing the student's academic plan.
- Review applicable transfer credit and other previously awarded college credit.
- Identify Certificates of Proficiency (CPs) and Technical Certificates (TCs) embedded within the student's program and monitor the student's progress toward those credentials.
- Update the student's anticipated completion term as appropriate.
- Review the student's academic plan regularly and make adjustments when needed.

Program check sheets are advising tools and should be used in conjunction with the student's academic record in Workday and the official PCCUA Catalog. If there is a discrepancy between a program check sheet and the requirements published for the student's applicable catalog year, advisors should contact the appropriate POS Academic Dean and/or the Office of Admissions and Records before advising the student.

Current advising resources and additional program information are available in the PCCUA Advising Information course in Blackboard.



Certificate in General Studies (CGS)

Name				Student ID				Phone			
Address				Major				Email			
Group I (ACTS)	English / Fine Arts–12 Hrs	Sem	Grade	Group III (ACTS)			Sciences / Math – 7 Hrs	Sem	Grade		
	9 Hours from below						4 Hours from below				
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10043 (BIOL 1014)			General Biology I				
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)			Botany for Non-Majors				
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 10504 (BIOL 1054)			General Zoology				
	3 Hours from below	Sem	Grade	BIOL 14444 (BIOL 1034)			General Botany				
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24004 (BIOL 2404)			Anatomy/Physiology I				
ENGL 26383 (ENGL 2663)	African American Lit.			BIOL 24104 (BIOL 2414)			Anatomy/Physiology II				
ARHS 10003 (ARTA 1003)	Fine Arts I			CHEM 14104 (CHEM 1414)			General Chemistry I				
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14204 (CHEM 1424)			General Chemistry II				
PHIL 11003 (PHIL 1103)	Intro to Philosophy			PHSC 10004 (PHSC 1004)			Physical Science I				
Group II (ACTS)	Social Science–9 Hrs	Sem	Grade	ASTR 12031 (PHSC 1204)			Intro to Astronomy				
	9 Hours from below			PHYS 20104 (PHYS 2014)			General Physics I				
ECON 21003 (ECON 2103) or ECON 20203 (ECON 2203)	Macroeconomics or Microeconomics			PHYS 20204 (PHYS 2024)			General Physics II				
GEOG 11003 (GEOG 1103)	Intro to Geography						3 Hours from below	Sem	Grade		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I or World Civilizations II			MATH 11003 (MATH 1103)			College Algebra				
HIST 10293	Arkansas History			MATH 12003 (MATH 1203)			Trigonometry				
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11103 (MATH 1113)			Quantitative Reasoning				
PLSC 20003 (PLSC 2003)	Am Fed Government			MATH 24005 (MATH 2405)			Calculus I				
PLSC 21003 (PLSC 2103)	State & Local Gov.			MATH 25005 (MATH 2505)			Calculus II				
PSYC 11003 (PSYC 1103)	General Psychology			MATH 26003 (MATH 2603)			Calculus III				
PSYC 21003 (PSYC 2103)	Human Growth & Development			Group IV			Physical Ed. – None Required	Sem	Grade		
SOCI 21363 (SOCI 1013)	Fund of Sociology			Group V (ACTS)			Computer Tech. – 3 Hrs	Sem	Grade		
				CPSI 10103 (CPSI 1003)			Computer Info. Systems				
Program/Graduation Requirements											
Total Program Hours	31 Hours	Deficiencies:									
Hours Completed at PCCUA											
Hours Transferred											
Total Hours											
Grade Point Average (GPA)											
Advisor (Signature)				Vice Chancellor/Dean/Chair (Signature)							

(ACTS#)



Associate of Arts: Business Administration

Name		Student ID		Phone	
Address				Email	

Group I (ACTS)	English / Fine Arts–18 hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math–Cont.	Sem	Grade
	12 Hrs. from below				4 Hrs. from below		
ENGL 10103 (ENGL 1013)	Composition I			ASTR 12034 (PHSC 1204)	Intro to Astronomy		
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14104 (CHEM 1414)	General Chemistry I		
SPCH 24353 (SPCH 1003)	Fund of Speech			CHEM 14204 (CHEM 1424)	General Chemistry II		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHSC 10004 (PHSC 1004)	Physical Science I		
	6 Hrs. from below			PHYS 20105 (PHYS 2014)	General Physics I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20205 (PHYS 2024)	General Physics II		
ENGL 26603 (ENGL 2663)	African-American Lit				3 Hrs. from below		
ARHS 10003 (ARTA 1003)	Fine Arts			MATH 11003 (MATH 1103)	College Algebra		
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 12003 (MATH 1203)	Trigonometry		
THTR 10003 (DRAM 1003)	Intro to Theatre			MATH 11103 (MATH 1113)	Quantitative Reasoning		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			MATH 24005 (MATH 2405)	Calculus I		
Foreign Language Elective				MATH 25005 (MATH 2505)	Calculus II		
Group II (ACTS)	Social Science–9 Hrs.	Sem	Grade	MATH 26003 (MATH 2603)	Calculus III		
	3 Hrs. from below			MATH 22003 (MATH 2203)	Survey of Calculus		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Group IV (ACTS)	Physical Education–1 Hr.	Sem	Grade
	3 Hrs. from below			PEAC			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Group V (ACTS)	Computer Tech.–3 Hrs.	Sem	Grade
	3 Hrs. from below			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
PSYC 11003 (PSYC 1103)	General Psychology			Group VI (ACTS)	Required Courses–18 hrs.	Sem	Grade
SOCI 21363 (SOCI 1063)	Fund of Sociology			ACCT 20003 (ACCT 2003)	Principles of Accounting I		
ECON 22003 (ECON 2203)	Microeconomics			ACCT 20103 (ACCT 2013)	Principles of Accounting II		
Group III (ACTS)	Sciences / Math–11 Hrs.	Sem	Grade	BLAW 20303 (BLAW 2003)	Legal Environ. of Business		
	4 Hrs. from below			BUSI 20103 (BUSI 2013)	Business Communication		
BIOL 10004 (BIOL 1014)	General Biology I			BUSI 21003 (BUSI 2103)	Business Statistics		
BIOL 10204 (BIOL 1024)	Botany for non-Majors			ECON 21003 (ECON 2103)	Macroeconomics		
BIOL 10504 (BIOL 1054)	General Zoology						
BIOL 14444 (BIOL 1034)	General Botany						
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean (Signature)	

(ACTS#)



Associate of Arts: Communications

Name					Student ID			Phone		
Address								Email		
Group I (ACTS)	English / Fine Arts-18 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math – 11 Hrs.	Sem	Grade			
	12 Hours from below:				4 Hours from below:					
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)	General Biology I					
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for non-Majors					
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 10504 (BIOL 1054)	General Zoology					
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany					
	6 Hours from below:			BIOL 24004 (BIOL 2404)	Anatomy/Physiology I					
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II					
ENGL 26603 (ENGL 2663)	African American Literature				4 Hours from below:					
ENGL 20203 (ENGL 2023)	Technical Writing			CHEM 14104 (CHEM 1414)	General Chemistry I					
ENGL 20103 (ENGL 2013)	Creative Writing			CHEM 14204 (CHEM 1424)	General Chemistry II					
ARHS 10003 (ARTA 1003)	Fine Arts			PHSC 10004 (PHSC 1004)	Physical Science I					
MUSC 20003 (MUSC 1003)	Music Appreciation			ASTR 12031 (PHSC 1204)	Intro to Astronomy					
PHIL 11003 (PHIL 1103)	Intro to Philosophy			PHYS 20104 (PHYS 2014)	General Physics I					
THTR 10003 (DRAM 1003)	Intro to Theatre			PHYS 20204 (PHYS 2024)	General Physics II					
Foreign Language Elective					3 Hours from below:					
Group II (ACTS)	Social Science-18 Hrs.	Sem	Grade	MATH 11003 (MATH 1103)	College Algebra					
	3 Hours from below:			MATH 12003 (MATH 1203)	Trigonometry					
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11103 (MATH 1113)	Quantitative Reasoning					
	3 Hours from below:			MATH 24005 (MATH 2405)	Calculus I					
PLSC 20003	Amer. Federal Government			MATH 25005 (MATH 2505)	Calculus II					
	12 Hours from below:			MATH 26003 (MATH 2603)	Calculus III					
ECON 21003 (ECON 2103)	Macroeconomics			Group IV (ACTS)	Physical Education – 1 Hr.	Sem	Grade			
ECON 22003 (ECON 2203)	Microeconomics			PEAC	Any Selected PEAC Course					
GEOG 11003 (GEOG 1103)	Intro to Geography									
HIST 11103 (HIST 1113)	World Civilizations I			Group V (ACTS)	Computer Tech. – 3 Hrs.	Sem	Grade			
HIST 11203 (HIST 1123)	World Civilizations II			BUSI 11363	Microcomputer Bus. Apps					
HIST 10293	Arkansas History			CPSI 10103 (CPSI 1003)	Computer Info. Systems					
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Approved Electives – 9 Hrs.		Sem	Grade			
PLSC 21003 (PLSC 2103)	State & Local Gov.			Any ACTS Courses to total 60 hours.						
PSYC 11003 (PSYC 1103)	General Psychology									
PSYC 21003 (PSYC 2103)	Human Growth & Dev.									
SOCI 21363 (SOCI 1013)	Fund. of Sociology									
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean (Signature)						

(ACTS#)



Associate of Arts: Early Childhood Education

Name		Student ID		Phone	
Address				Email	

Group I (ACTS)	English / Fine Arts—18 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math (continued)	Sem	Grade
	12 Hours from below:				4 Hours from below:		
ENGL 10103 (ENGL 1013)	Composition I			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14204 (CHEM 1424)	General Chemistry II		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHSC 10004 (PHSC 1004)	Physical Science I		
SPCH 24353 (SPCH 1003)	Fund. of Speech			ASTR 12034 (PHSC 1204)	Intro to Astronomy		
	6 Hours from below:			HYS 20105 (PHYS 2014)	General Physics I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20205 (PHYS 2024)	General Physics II		
ARHS 10003 (ARTA 1003)	Fine Arts				3 Hours from below:		
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 11003 (MATH 1103)	College Algebra		
PHIL 11003 (PHIL 1103)	Intro. to Philosophy			MATH 12003 (MATH 1203)	Trigonometry		
Foreign Language Elective				MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group II (ACTS)	Social Science – 18 Hrs.	Sem	Grade	MATH 24005 (MATH 2405)	Calculus I		
	3 Hours from below:			MATH 25005 (MATH 2505)	Calculus II		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 26003 (MATH 2603)	Calculus III		
	3 Hours from below:			Group IV (ACTS)	Physical Education – 1 Hr.	Sem	Grade
PLSC 20003 (PLSC 2003)	Amer. Federal Government			PEAC	Any Selected PEAC Course		
	12 Hours from below:						
GEOG 21343 (GEOG 1103)	Intro. to Geography			Group V (ACTS)	Computer Technology – 3 Hrs.	Sem	Grade
SOCI 21363 (SOCI 1013)	Fund. of Sociology			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
HIST 11103 (HIST 1213)	World Civilizations I			Group VI (ACTS)	Education Core Course – 9 Hrs.	Sem	Grade
HIST 11203 (HIST 1223)	World Civilizations II			EDHP 11373	Intro. to Education		
HIST 10293	Arkansas History			ECED 14033	Child Development		
PSYC 11003 (PSYC 1103)	General Psychology			MATH 22173	Math Structures I		
Group III (ACTS)	Sciences / Math – 11 Hrs.	Sem	Grade	MATH 22273	Math Structures II		
	4 Hours from below:			MAY ALSO INCLUDE:			
BIOL 10004 (BIOL 1014)	General Biology I			MATH 16373	Finite Math		
BIOL 10204 (BIOL 1024)	Botany for non-Majors						
BIOL 10504 (BIOL 1054)	General Zoology						
BIOL 14444 (BIOL 1034)	General Botany						
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean (Signature)	

(ACTS#)

UofA

PHILLIPS COMMUNITY COLLEGE

Associate of Arts: Education

Name					Student ID					Phone				
Address										Email				
Group I (ACTS)		English / Fine Arts-18 Hrs.	Sem	Grade	Group III (ACTS) continued		Sciences / Math – 11 Hrs.		Sem	Grade				
		12 Hrs. from below:					4 Hrs. from below:							
ENGL 10103 (ENGL 1013)		Composition I			ASTR 12034 (PHSC 1204)		Intro. to Astronomy							
ENGL 10203 (ENGL 1023)		Composition II			CHEM 14104 (CHEM 1414)		General Chemistry I							
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)		World Literature I or World Literature II			CHEM 14204 (CHEM 1424)		General Chemistry II							
SPCH 24353 (SPCH 1003)		Fund. of Speech			PHSC 10004 (PHSC 1004)		Physical Science I							
		6 Hrs. from below:			PHYS 20105 (PHYS 2014)		General Physics I							
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)		World Literature I or World Literature II			PHYS 20205 (PHYS 2024)		General Physics II							
ENGL 26603 (ENGL 2663)		African-American Lit.					3 Hrs. from below:							
ARHS 10003 (ARTA 1003)		Fine Arts			MATH 11003 (MATH 1103)		College Algebra							
MUSC 20003 (MUSC 1003)		Music Appreciation			MATH 12003 (MATH 1203)		Trigonometry							
PHIL 11003 (PHIL 1103)		Intro. to Philosophy			MATH 11103 (MATH 1113)		Quantitative Reasoning							
Foreign Language Elective					MATH 24005 (MATH 2405)		Calculus I							
Group II (ACTS)		Social Science – 15 Hrs.	Sem	Grade	MATH 25005 (MATH 2505)		Calculus II							
		3 Hrs. from below:			MATH 26003 (MATH 2603)		Calculus III							
PLSC 20003 (PLSC 2003)		Amer. Federal Government			Group IV (ACTS)		Physical Education – 1 Hr.		Sem	Grade				
		3 Hrs. from below:			PEAC		Any Selected PEAC Course							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II												
		9 Hrs. from below:			Group V (ACTS)		Computer Technology – 3 Hrs.		Sem	Grade				
ECON 21003 (ECON 2103)		Macroeconomics			CPSI 10103 (CPSI 1003)		Computer Info. Systems							
ECON 22003 (ECON 2203)		Microeconomics			EDHP 21373		Computers in Education							
GEOG 21343 (GEOG 1103)		Intro. to Geography			BUSI 11363		Microcomputer Bus. Apps							
HIST 11103 (HIST 1113)		World Civilizations I			Group VI (ACTS)		Education Core – 6 Hrs.		Sem	Grade				
HIST 11203 (HIST 1123)		World Civilizations II			EDHP 11373		Intro. to Education							
HIST 10293		Arkansas History					3 Hours from below:							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II			ECED 14033		Child Development							
PSYC 11003 (PSYC 1103)		General Psychology			MATH 22173		Math Structures I							
SOCI 21363 (SOCI 1013)		Fund. of Sociology			MATH 22273		Math Structures II							
Group III (ACTS)		Sciences / Math – 11 Hrs.	Sem	Grade	Approved Electives – 6 Hrs.				Sem	Grade				
		4 Hrs. from below:			Any ACTS course to total 60 hours.									
BIOL 10004 (BIOL 1014)		General Biology I			MATH 16373		Finite Math							
BIOL 10204 (BIOL 1024)		Botany for non-Majors												
BIOL 10504 (BIOL 1054)		General Zoology												
BIOL 14444 (BIOL 1034)		General Botany												
BIOL 24004 (BIOL 2404)		Anatomy/Physiology I												
BIOL 24104 (BIOL 2414)		Anatomy/Physiology II												
Program/Graduation Requirements														
Total Program Hours		60 Hours		Deficiencies:										
Hours Completed at PCCUA														
Hours Transferred														
Total Hours														
Grade Point Average (GPA)														
Advisor (Signature)				Vice Chancellor/Dean (Signature)										

(ACTS#)



Associate of Arts: Forestry/Wildlife Management

Name					Student ID			Phone		
Address								Email		
Group I PCCUA (ACTS)	English / Fine Arts-18 Hrs.	Sem	Grade	Group III PCCUA (ACTS)	Sciences / Math--Continued	Sem	Grade			
	15 Hours from below:				3 Hours from below:					
ENGL 10103 (ENGL 1013)	Composition I			MATH 11003 (MATH 1103)	College Algebra					
ENGL 10203 (ENGL 1023)	Composition II			MATH 12003 (MATH 1203)	Trigonometry					
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			MATH 11103 (MATH 1113)	Quantitative Reasoning					
SPCH 24353 (SPCH 1003)	Fund of Speech			MATH 24005 (MATH 2405)	Calculus I					
ENGL 20203 (ENGL 2023)	Technical Writing			MATH 25005 (MATH 2505)	Calculus II					
	3 Hours from below:			MATH 26003 (MATH 2603)	Calculus III					
ARHS 10003 (ARTA 1003)	Fine Arts I			Group IV PCCUA (ACTS)	Physical Education--1 Hr.	Sem	Grade			
MUSC 20003 (MUSC 1003)	Music Appreciation			PEAC	Any Selected PEAC Course					
Group II PCCUA (ACTS)	Social Science-15 Hrs.	Sem	Grade							
	3 Hours from below:			Group V PCCUA (ACTS)	Computer Tech.-3 Hrs.	Sem	Grade			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			BUSI 11363	Microcomputer Business Apps					
	3 Hours from below:			CPSI 10103 (CPSI 1003)	Computer Info. Systems					
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Approved Electives -- 12 Hrs.		Sem	Grade			
	6 Hours from below:			Any ACTS course to total 60 hours.						
ECON 21003 (ECON 2103)	Macroeconomics									
ECON 22003 (ECON 2203)	Microeconomics									
PSYC 11003 (PSYC 1103)	General Psychology									
SOCI 21363 (SOCI 1013)	Fund. of Sociology									
	3 Hours from below:									
GEOG 11003 (GEOG 1103)	Intro to Geography									
HIST 10293	Arkansas History									
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II									
Group III PCCUA (ACTS)	Sciences & Math-11 Hrs.	Sem	Grade							
	8 Hours from below:									
BIOL 14444 (BIOL 1034)	General Botany									
CHEM 14104 (CHEM 1414)	General Chemistry I									
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean (Signature)						

(ACTS #)

UofA
PHILLIPS COMMUNITY COLLEGE
Associate of Arts: General Education

Name					Student ID			Phone		
Address								Email		
Group I (ACTS)	English / Fine Arts-18 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math – 11 Hrs.	Sem	Grade			
	12 hrs. from below				4 hrs. from below					
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)	General Biology I					
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for non-Majors					
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 14444 (BIOL 1034)	General Botany					
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 10504 (BIOL 1054)	General Zoology					
	6 hrs. from below			BIOL 24004 (BIOL 2404)	Anatomy/Physiology I					
ARHS 10003 (ARTA 1003)	Fine Arts			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II					
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II				4 hrs. from below					
ENGL 26603 (ENGL 2663)	African-American Lit			CHEM 14104 (CHEM 1414)	General Chemistry I					
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14204 (CHEM 1424)	General Chemistry II					
PHIL 11003 (PHIL 1103)	Intro to Philosophy			PHSC 10004 (PHSC 1004)	Physical Science I					
THTR 10003 (DRAM 1003)	Intro to Theatre			ASTR 12034 (PHSC 1204)	Intro to Astronomy					
Foreign Language Elective				PHYS 20105 (PHYS 2014)	General Physics I					
Group II (ACTS)	Social Science – 15 Hrs.	Sem	Grade	PHYS 20205 (PHYS 2024)	General Physics II					
	3 hrs. from below				3 hrs. from below					
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11003 (MATH 1103)	College Algebra					
	3 hrs. from below			MATH 11103 (MATH 1113)	Quantitative Reasoning					
PLSC 20003 (PLSC 2003)	Amer. Federal Government			MATH 12003 (MATH 1203)	Trigonometry					
	9 hrs. from below			MATH 24005 (MATH 2405)	Calculus I					
ECON 21003 (ECON 2103)	Macroeconomics			MATH 25005 (MATH 2505)	Calculus II					
ECON 22003 (ECON 2203)	Microeconomics			MATH 26003 (MATH 2603)	Calculus III					
GEOG 21343 (GEOG 1103)	Intro to Geography			Group IV (ACTS)	Physical Education – 1 Hr.	Sem	Grade			
HIST 10293	Arkansas History			PEAC	Any Selected PEAC Course					
HIST 11103 (HIST 1113)	World Civilizations I									
HIST 11203 (HIST 1123)	World Civilizations II			Group V (ACTS)	Computer Technology – 3 Hrs.	Sem	Grade			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			BUSI 11363	Microcomputer Bus. Apps					
PLSC 21003 (PLSC 2103)	State & Local Gov.			CPSI 10103 (CPSI 1003)	Computer Info. Systems					
PSYC 11003 (PSYC 1103)	General Psychology			Approved Electives – 12 Hrs.		Sem	Grade			
PSYC 21003 (PSYC 2103)	Human Growth & Dev.			Any ACTS course to total 60 hours.						
SOCI 21363 (SOCI 1013)	Fund of Sociology									
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean (Signature)						

(ACTS#)



Associate of Arts: Law and Social Science

Name		Student ID		Phone	
Address					Email

Group I (ACTS)	English / Fine Arts – 18 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math – 11 Hrs.	Sem	Grade
	12 hours from below				4 hours from below		
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)	General Biology I		
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)	Botany for Non-Majors		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 10504 (BIOL 1054)	General Zoology		
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany		
	6 hours from below			BIOL 24004 (BIOL 2404)	Anatomy/Physiology I		
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24104 (BIOL 2414)	Anatomy/Physiology II		
ENGL 26383 (ENGL 2663)	African Amer. Literature				4 Hours from below		
ARHS 10003 (ARTA 1003)	Fine Arts			ASTR 12031 (PHSC 1204)	Intro to Astronomy		
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14104 (CHEM 1414)	General Chemistry I		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			CHEM 14204 (CHEM 1424)	General Chemistry II		
Foreign Language Elective				PHSC 10004 (PHSC 1004)	Physical Science I		
Group II (ACTS)	Social Science – 21 Hrs.	Sem	Grade	PHYS 20104 (PHYS 2014)	General Physics I		
	3 Hours from below			PHYS 20204 (PHYS 2024)	General Physics II		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II				3 hours from below		
	3 Hours from below			MATH 11003 (MATH 1103)	College Algebra		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			MATH 12003 (MATH 1203)	Trigonometry		
	15 Hours from below			MATH 11103 (MATH 1113)	Quantitative Reasoning		
GEOG 11003 (GEOG 1103)	Intro to Geography			MATH 24005 (MATH 2405)	Calculus I		
HIST 11103 (HIST 1113)	World Civilizations I			MATH 25005 (MATH 2505)	Calculus II		
HIST 12103 (HIST 1123)	World Civilizations II			MATH 26003 (MATH 2603)	Calculus III		
HIST 21003 (HIST 2113) or HIST 22003 (HIST 2123)	U.S. History I or U.S. History II			Group IV (ACTS)	Physical Education-1 Hr.	Sem	Grade
PLSC 21003 (PLSC 2103)	State & Local Government			PEAC	Any PEAC Course		
PSYC 11003 (PSYC 1103)	General Psychology						
PSYC 21003 (PSYC 2103)	Human Growth & Dev.			Group V (ACTS)	Computer Tech.-3 Hrs.	Sem	Grade
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
				Approved Electives – 6 Hrs.		Sem	Grade
				Any ACTS course to total 60 hours.			
Program/Graduation Requirements							
Total Program Hours		60 Hours		Deficiencies:			
Hours Completed at PCCUA							
Hours Transferred							
Total Hours							
Grade Point Average (GPA)							
Advisor (Signature)				Vice Chancellor/Dean (Signature)			

(ACTS#)



Associate of Arts: Physical Education

Name					Student ID					Phone					
Address											Email				
Group I (ACTS)	English / Fine Arts – 18 Hrs.	Sem	Grade	Group III (ACTS)				Sciences / Math – 11 Hrs.	Sem	Grade					
	12 Hours from below							4 Hours from below							
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)				General Biology I							
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10204 (BIOL 1024)				Botany for Non-Majors							
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 10504 (BIOL 1054)				General Zoology							
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)				General Botany							
	6 Hours from below			BIOL 24004 (BIOL 2404)				Anatomy/Physiology I							
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			BIOL 24104 (BIOL 2414)				Anatomy/Physiology II							
ENGL 26603 (ENGL 2663)	African Amer. Literature			BIOL 20004 (BIOL 2004)				Microbiology							
ARHS 10003 (ARTA 1003)	Fine Arts I							4 Hours from below							
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 14104 (CHEM 1414)				General Chemistry I							
PHIL 11003 (PHIL 1103)	Intro to Philosophy			CHEM 14204 (CHEM 1424)				General Chemistry II							
Foreign Language Elective				PHSC 10004 (PHSC 1004)				Physical Science I							
Group II (ACTS)	Social Science – 15 Hrs.	Sem	Grade	ASTR 12031 (PHSC 1204)				Intro to Astronomy							
	3 Hours from below			PHYS 20104 (PHYS 2014)				General Physics I							
PLSC 20003 (PLSC 2003)	Amer. Federal Government			PHYS 20204 (PHYS 2024)				General Physics II							
	3 Hours from below							3 Hours from below							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 11003 (MATH 1103)				College Algebra							
	9 Hours from below			MATH 12003 (MATH 1203)				Trigonometry							
ECON 21003 (ECON 2103)	Macroeconomics			MATH 11103 (MATH 1113)				Quantitative Reasoning							
ECON 22003 (ECON 2203)	Microeconomics			MATH 24005 (MATH 2405)				Calculus I							
GEOG 11003 (GEOG 1103)	Intro to Geography			MATH 25005 (MATH 2505)				Calculus II							
HIST 11103 (HIST 1113)	World Civilizations I			MATH 26003 (MATH 2603)				Calculus III							
HIST 11203 (HIST 1123)	World Civilizations II			Group IV (ACTS)				Physical Education - 13 Hrs.	Sem	Grade					
HIST 10293	Arkansas History			HEAL 10003 (HEAL 1003)				Health & Safety							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			PEAC 14242 or PEAC 14343				Fitness Concepts or Con. of Fitness & Wellness							
PLSC 21003 (PLSC 2103)	State & Local Gov.			PEAC 23343				Prin. & Problems of Coaching							
PSYC 11003 (PSYC 1103)	General Psychology			PEAC 24343				First Aid							
SOCI 21363 (SOCI 1013)	Fund of Sociology			Any approved PEAC course to total 13 Hrs.											
				Group V (ACTS)				Computer Tech. - 3 Hrs.	Sem	Grade					
				BUSI 11363				Microcomputer Bus. Apps							
				CPSI 10103 (CPSI 1003)				Computer Infor. Systems							
				EDHP 21373				Computers in Education							
Program/Graduation Requirements															
Total Program Hours	60 Hours	Deficiencies:													
Hours Completed at PCCUA															
Hours Transferred															
Total Hours															
Grade Point Average (GPA)															
Advisor (Signature)				Vice Chancellor/Dean (Signature)											

(ACTS#)



Associate of Arts: Political Science

Name					Student ID					Phone				
Address										Email				
Group I (ACTS)	English / Fine Arts-18 Hrs.	Sem	Grade	Group III (ACTS)				Sciences / Math – Cont.		Sem	Grade			
	12 Hours from below:							4 Hours from below;						
ENGL 10103 (ENGL 1013)	Composition I			ASTR 12031 (PHSC 1204)				Intro to Astronomy						
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14104 (CHEM 1414)				General Chemistry I						
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			CHEM 14204 (CHEM 1424)				General Chemistry II						
SPCH 24353 (SPCH 1003)	Fund. of Speech			PHSC 10004 (PHSC 1004)				Physical Science I						
	6 Hours from below:			PHYS 20104 (PHYS 2014)				General Physics I						
ENGL 21103 (ENGL 2113) or ENGL 21203 (ENGL 2123)	World Literature I or World Literature II			PHYS 20204 (PHYS 2024)				General Physics II						
ENGL 26603 (ENGL 2663)	African American Lit.							3 Hours from below;						
ARHS 10003 (ARTA 1003)	Fine Arts I			MATH 11003 (MATH 1103)				College Algebra						
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 12003 (MATH 1203)				Trigonometry						
PHIL 11003 (PHIL 1103)	Intro to Philosophy			MATH 11103 (MATH 1113)				Quantitative Reasoning						
THTR 10003 (DRAM 1003)	Intro to Theatre			MATH 24005 (MATH 2405)				Calculus I						
Foreign Language Elective				MATH 25005 (MATH 2505)				Calculus II						
Group II (ACTS)	Social Science-15 Hrs.	Sem	Grade	MATH 25003 (MATH 2603)				Calculus III						
	3 Hours from below:			Group IV (ACTS)				Physical Education-1 Hr.		Sem	Grade			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			PEAC				Any Selected PEAC Course						
	3 Hours from below:													
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Group V (ACTS)				Computer Technology-3 Hrs.		Sem	Grade			
	9 Hours from below:			CPSI 10103 (CPSI 1003)				Computer Info. Systems						
ECON 21003 (ECON 2103)	Macroeconomics			Group VI (ACTS)				Political Science Core Courses-12 Hrs.		Sem	Grade			
ECON 22003 (ECON 2203)	Microeconomics			ECON 21003 (ECON 2103)				Macroeconomics						
GEOG 11003 (GEOG 1103)	Intro. to Geography			ECON 22003 (ECON 2203)				Microeconomics						
HIST 11103 (HIST 1113)	World Civilizations I			HIST 11103 (HIST 1113)				World Civilizations I						
HIST 11203 (HIST 1123)	World Civilizations II			HIST 11203 (HIST 1123)				World Civilizations II						
HIST 10293	Arkansas History			HIST 10293				Arkansas History						
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)				U.S. History I or U.S. History II						
PSYC 21003 (PSYC 1103)	General Psychology			PLSC 21003 (PLSC 2103)				State & Local Government						
SOCI 21363 (SOCI 1013)	Fund. of Sociology			PSYC 21003 (PSYC 1103)				General Psychology						
Group III (ACTS)	Sciences & Math-11 Hrs.	Sem	Grade	SOCI 21363 (SOCI 1013)				Fund. of Sociology						
	4 Hours from below:													
BIOL 10004 (BIOL 1014)	General Biology I													
BIOL 10204 (BIOL 1024)	Botany for non-Majors													
BIOL 10504 (BIOL 1054)	General Zoology													
BIOL 14444 (BIOL 1034)	General Botany													
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I													
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II													
Program/Graduation Requirements														
Total Program Hours	60 Hours	Deficiencies:												
Hours Completed at PCCUA														
Hours Transferred														
Total Hours														
Grade Point Average (GPA)														
Advisor (Signature)					Vice Chancellor/Dean (Signature)									

(ACTS #)

UofA

PHILLIPS COMMUNITY COLLEGE

Associate of Science: Biology

Name					Student ID					Phone					
Address											Email				
Group I (ACTS)		English / Fine Arts—12 Hrs.		Sem	Grade	Group III (ACTS)		Sciences / Math—30 Hrs.		Sem	Grade				
		9 Hours from below:						16 Hours from below:							
ENGL 10103 (ENGL 1013)		Composition I				BIOL 10004 (BIOL 1014)		General Biology I							
ENGL 10203 (ENGL 1023)		Composition II				BIOL 10504 (BIOL 1054)		General Zoology							
SPCH 24353 (SPCH 1003)		Fund. of Speech				BIOL 14444 (BIOL 1034)		General Botany							
		3 Hours from below:				BIOL 24004 (BIOL 2404)		Anatomy/Physiology I							
ENGL 21103 (ENGL 2113)		World Literature I				BIOL 24104 (BIOL 2414)		Anatomy/Physiology II							
ENGL 21203 (ENGL 2123)		World Literature II						8 Hours from below;							
ENGL 26603 (ENGL 2663)		African American Literature				CHEM 14104 (CHEM 1414)		General Chemistry I							
ARHS 10003 (ARTA 1003)		Fine Arts				CHEM 14204 (CHEM 1424)		General Chemistry II							
MUSC 20003 (MUSC 1003)		Music Appreciation				PHSC 10004 (PHSC 1004)		Physical Science I							
PHIL 11003 (PHIL 1103)		Intro. to Philosophy				PHUS 20104 (PHYS 2014)		General Physics I							
THTR 10003 (DRAM 1003)		Intro. to Theatre				PHYS 20204 (PHYS 2024)		General Physics II							
Group II (ACTS)		Social Science – 9 Hrs.		Sem	Grade			6 Hours from below:							
		3 Hours from below:				MATH 11003 (MATH 1103)		College Algebra							
PLSC 20003 (PLSC 2003)		Amer. Federal Government				MATH 12003 (MATH 1203)		Trigonometry							
		3 Hours from below:				MATH 24005 (MATH 2405)		Calculus I							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)		U.S. History I or U.S. History II				MATH 25005 (MATH 2505)		Calculus II							
		3 Hours from below:				MATH 26003 (MATH 2603)		Calculus III							
ECON 21003 (ECON 2103)		Macroeconomics				Group IV (ACTS)		Physical Education-1 Hr.		Sem	Grade				
ECON 22003 (ECON 2203)		Microeconomics				PEAC		Any Selected PEAC Course							
GEOG 11003 (GEOG 1103)		Intro. to Geography													
HIST 11103 (HIST 1113)		World Civilizations I				Group V (ACTS)		Computer Tech.- 3 Hrs.		Sem	Grade				
HIST 11203 (HIST 1123)		World Civilizations II				CPSI 10103 (CPSI 1003)		Computer Info. Systems							
PLSC 21003 (PLSC 2103)		State & Local Government				Approved Electives – 5 Hrs.				Sem	Grade				
PSYC 11003 (PSYC 1103)		General Psychology				Any ACTS Course to total 6 hours									
SOCI 21363 (SOCI 1013)		Fund. of Sociology				BIOL 10204 (BIOL 1024)		Botany for non-Majors							
						MATH 21373		Applied Math for Science							
Program/Graduation Requirements															
Total Program Hours		60 Hours		Deficiencies:											
Hours Completed at PCCUA															
Hours Transferred															
Total Hours															
Grade Point Average (GPA)															
Advisor (Signature)						Vice Chancellor/Dean (Signature)									

(ACTS #)

UofA

PHILLIPS COMMUNITY COLLEGE

Associate of Science: Business

Name		Student ID		Phone	
Address				Email	

Group I (ACTS)	English / Fine Arts – 12 Hrs.	Sem	Grade	Group III (ACTS) continued	Sciences and Math–14 Hrs.	Sem	Grade
	9 Hrs. from below:				4 Hrs. from below:		
ENGL 10103 (ENGL 1013)	Composition I			ASTR 12034 (PHSC 1204)	Astronomy		
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14104 (CHEM 1414)	General Chemistry I		
SPCH 24353 (SPCH 1003)	Fund of Speech			CHEM 14204 (CHEM 1424)	General Chemistry II		
	3 Hrs. from below:			PHSC 10004 (PHSC 1004)	Physical Science I		
ENGL 21103 (ENGL 2113)	World Literature I			PHYS 20105 (PHYS 2014)	General Physics I		
ENGL 21203 (ENGL 2123)	World Literature II			PHYS 20205 (PHYS 2024)	General Physics II		
ENGL 26603 (ENGL 2663)	African-American Lit				6 Hrs. from below:		
ARHS 10003 (ARTA 1003)	Fine Arts			MATH 11003 (MATH 1103)	College Algebra		
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 11103 (MATH 1113) or MATH 22003	Quantitative Reasoning or Survey of Calculus		
PHIL 11003 (PHIL 1103)	Intro to Philosophy			Group IV (ACTS)	Physical Education – 1 Hr.	Sem	Grade
Group II (ACTS)	Social Science – 9 Hrs.	Sem	Grade	PEAC			
	3 Hrs. from below:						
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Group V (ACTS)	Computer Tech. – 3 Hrs.	Sem	Grade
	3 Hrs. from below:			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			CPSI			
	3 Hrs. from below:			Group VI (ACTS)	Required Courses – 21 Hrs.	Sem	Grade
ECON 22003 (ECON 2203)	Microeconomics			ACCT 20003 (ACCT 2003)	Principles of Accounting I		
PSCY 11003 (PSYC 1103)	General Psychology			ACCT 20103 (ACCT 2013)	Principles of Accounting II		
SOCI 21363 (SOCI 1013)	Fund of Sociology			BLAW 20303 (BLAW 2003)	Legal Environ. of Business		
Group III (ACTS)	Sciences and Math–14 Hrs.	Sem	Grade	BUSI 20103 (BUSI 2013)	Business Communication		
	4 Hrs. from below:			BUSI 21003 (BUSI 2103)	Business Statistics		
BIOL 10004 (BIOL 1014)	General Biology I			ECON 21003 (ECON 2103)	Macroeconomics		
BIOL 10204 (BIOL 1024)	Botany for non-Majors			Approved 3-hour Business Elective			
BIOL 10504 (BIOL 1054)	General Zoology						
BIOL 14444 (BIOL 1034)	General Botany						
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I						
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean (Signature)

(ACTS#)

NOTE: Pre-Pharmacy Majors Use This Program of Study



Associate of Science: General Science

Name					Student ID					Phone					
Address											Email				
Group I (ACTS)	English / Fine Arts–12 Hrs.	Sem	Grade	Group III (ACTS)				Sciences / Math – Cont.		Sem	Grade				
	9 Hours from below:							12 Hours from below;							
ENGL 10103 (ENGL 1013)	Composition I			ASTR 12031 (PHSC 1204)				Intro to Astronomy							
ENGL 10203 (ENGL 1023)	Composition II			CHEM 14104 (CHEM 1414)				General Chemistry I							
SPCH 24353 (SPCH 1003)	Fund. of Speech			CHEM 14204 (CHEM 1424)				General Chemistry II							
	3 Hours from below:			CHEM 21454				Organic Chemistry I							
ENGL 21103 (ENGL 2113)	World Literature I			CHEM 22454				Organic Chemistry II							
ENGL 21203 (ENGL 2123)	World Literature II			PHSC 10004 (PHSC 1004)				Physical Science I							
ENGL 26603 (ENGL 2663)	African American Literature			PHYS 20104 (PHYS 2014)				General Physics I							
ARHS 10003 (ARTA 1003)	Fine Arts			PHYS 20204 (PHYS 2024)				General Physics II							
MUSC 20003 (MUSC 1003)	Music Appreciation							6 Hours from below:							
PHIL 11003 (PHIL 1103)	Intro. to Philosophy			MATH 11003 (MATH 1103)				College Algebra							
THTR 10003 (DRAM 1003)	Intro to Theatre			MATH 12003 (MATH 1203)				Trigonometry							
Foreign Language Elective				MATH 24005 (MATH 2405)				Calculus I							
Group II (ACTS)	Social Science – 9 Hrs.	Sem	Grade	MATH 25005 (MATH 2505)				Calculus II							
	3 Hours from below:			MATH 26003 (MATH 2603)				Calculus III							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Group IV (ACTS)				Physical Education-1 Hr.		Sem	Grade				
	3 Hours from below:			PEAC				Any Approved PEAC Course							
PLSC 20003 (PLSC 2003)	Amer. Federal Government														
	3 Hours from below:			Group V (ACTS)				Computer Technology–3 Hrs.		Sem	Grade				
ECON 21003 (ECON 2103)	Macroeconomics			CPSI 10103 (CPSI 1003)				Computer Info. Systems							
ECON 22003 (ECON 2203)	Microeconomics			EDHP 21373				Computers in Education							
GEOG 11003 (GEOG 1103)	Intro. to Geography			Approved Electives- 5 Hrs.						Sem	Grade				
HIST 11103 (HIST 1113)	World Civilizations I			Any ACTS course to total 60 hours.											
HIST 11203 (HIST 1123)	World Civilizations II			BIOL 10204 (BIOL 1024)				Botany for non-Majors							
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 21373				Applied Math for Science							
PLSC 21003 (PLSC 2103)	State & Local Gov.														
PSYC 11003 (PSYC 1103)	General Psychology														
SOCI 21363 (SOCI 1013)	Fund. of Sociology														
Group II (ACTS)	Sciences / Math–30 Hrs.	Sem	Grade												
	12 Hours from below														
BIOL 10004 (BIOL 1014)	General Biology														
BIOL 10504 (BIOL 1054)	General Zoology														
BIOL 14444 (BIOL 1034)	General Botany														
BIOL 24004 (BIOL 2404)	Anatomy/Physiology I														
BIOL 24104 (BIOL 2414)	Anatomy/Physiology II														
Program/Graduation Requirements															
Total Program Hours	60 Hours	Deficiencies:													
Hours Completed at PCCUA															
Hours Transferred															
Total Hours															
Grade Point Average (GPA)															
Advisor (Signature)				Vice Chancellor/Dean (Signature)											

(ACTS#)

UofA

PHILLIPS COMMUNITY COLLEGE

Associate of Science: Mathematics

Name		Student ID		Phone	
Address				Email	

Group I (ACTS)	English / Fine Arts–12 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math-27 Hrs.	Sem	Grade
	9 Hours from below:				8 Hours from below:		
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)	General Biology I		
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10504 (BIOL 1054)	General Zoology		
SPCH 24353 (SPCH 1003)	Fund. of Speech			BIOL 14444 (BIOL 1034)	General Botany		
	3 Hours from below:				8 Hours from below:		
ENGL 21130 (ENGL 2113) or	World Literature I or			CHEM 14104 (CHEM 1414)	General Chemistry I		
ENGL 21203 (ENGL 2123)	World Literature II			CHEM 14204 (CHEM 1424)	General Chemistry II		
ENGL 26603 (ENGL 2663)	African American Lit.			CHEM 21454	Organic Chemistry I		
ARHS 10003 (ARTA 1003)	Fine Arts			CHEM 22454	Organic Chemistry II		
MUSC 20003 (MUSC 1003)	Music Appreciation			PHYS 20104 (PHYS 2014)	General Physics I		
PHIL 11003 (PHIL 1103)	Intro. to Philosophy			PHYS 20204 (PHYS 2024)	General Physics II		
THTR 10003 (DRAM 1003)	Intro. to Theatre				11 Hours from below:		
Foreign Language Elective				MATH 11003 (MATH 1103)	College Algebra		
Group II (ACTS)	Social Science – 9 Hrs.	Sem	Grade	MATH 12003 (MATH 1203)	Trigonometry		
	3 Hours from below:			MATH 24005 (MATH 2405)	*Calculus I		
PLSC 20003 (PLSC 2003)	Amer. Federal Government			MATH 25005 (MATH 2505)	*Calculus II		
	3 Hours from below:			MATH 26003 (MATH 2603)	*Calculus III		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Group IV (ACTS)	Physical Ed.-1 Hr.	Sem	Grade
	3 Hours from below:			PEAC	Any Approved PEAC Course		
ECON 21003 (ECON 2103)	Macroeconomic						
ECON 22003 (ECON 2203)	Microeconomics			Group V (ACTS)	Computer Tech.–3 Hrs.	Sem	Grade
GEOG 11003 (GEOG 1103)	Intro. to Geography			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
HIST 11103 (HIST 1113)	World Civilizations I			Approved Electives–8 Hrs.		Sem	Grade
HIST 11203 (HIST 1123)	World Civilizations II			Any ACTS course to total 60 hours.			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			BIOL 10204 (BIOL 1024)	Botany for non-Majors		
PLSC 21003 (PLSC 2103)	State & Local Gov.						
PSYC 11003 (PSYC 1103)	General Psychology						
SOCI 21363 (SOCI 1013)	Fund. of Sociology						

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean (Signature)

(ACTS#)

*Highly recommended courses

UofA

PHILLIPS COMMUNITY COLLEGE

Associate of Science: Physics

Name				Student ID				Phone			
Address								Email			

Group I (ACTS)	English / Fine Arts–12 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math-27 Hrs.	Sem	Grade
	9 Hours from below:				8 Hours from below:		
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)	General Biology I		
ENDL 10203 (ENGL 1023)	Composition II			BIOL 10504 (BIOL 1054)	General Zoology		
SPCH 24353 (SPCH 1003)	Fund of Speech			BIOL 14444 (BIOL 1034)	General Botany		
	3 Hours of from below:				5 Hours from below:		
ENGL 21103 (ENGL 2113)	World Literature I			PHYS 20105 (PHYS 2015)	General Physics		
ENGL 21203 (ENGL 2123)	World Literature II				14 Hours from below:		
ENGL 26603 (ENGL 2663)	African American Literature			CHEM 14014 (CHEM 1414)	General Chemistry I		
ARHS 10003 (ARTA 1003)	Fine Arts I			CHEM 10204 (CHEM 1424)	General Chemistry II		
MUSC 20003 (MUSC 1003)	Music Appreciation			MATH 11003 (MATH 1103)	College Algebra (required)		
PHIL 11003 (PHIL 1103)	Intro. to Philosophy			MATH 12003 (MATH 1203)	Trigonometry		
THTR 10003 (DRAM 1003)	Intro. to Theatre			MATH 24005 (MATH 2405)	*Calculus I		
Foreign Language Elective				MATH 25005 (MATH 2505)	*Calculus II		
Group II (ACTS)	Social Science–9 Hrs.	Sem	Grade	MATH 26003 (MATH 2603)	*Calculus III		
	3 Hours from below:			Group IV (ACTS)	Physical Ed.-1 Hr.	Sem	Grade
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			PEAC	Any Approved PEAC Course		
	3 Hours from below:						
PLSC 20003 (PLSC 2003)	Amer. Federal Government			Group V (ACTS)	Computer Tech–3 Hrs.	Sem	Grade
	3 Hours from below:			CPSI 10103 (CPSI 1003)	Computer Info. Systems		
ECON 21003 (ECON 2103)	Macroeconomics			Approved Electives–8 Hrs.		Sem	Grade
ECON 22003 (ECON 2203)	Microeconomics			Any ACTS course to total 60 hours.			
GEOG 11003 (GEOG 1103)	Intro. to Geography			BIOL 10204 (BIOL 1024)	Botany for non-Majors		
HIST 11103 (HIST 1113)	World Civilizations I			MATH 21373	Applied Math for Science		
HIST 11203 (HIST 1123)	World Civilizations II						
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II						
PLSC 21003 (PLSC 2103)	State & Local Gov.						
PSYC 11003 (PSYC 1103)	General Psychology						
SOCI 21363 (SOCI 1013)	Fund. of Sociology						

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean (Signature)	

(ACTS#)

*Highly recommended courses



Associate of Science: Pre-Engineering

Name					Student ID			Phone		
Address								Email		
Group I (ACTS)	English / Fine Arts–12 Hrs.	Sem	Grade	Group III (ACTS)	Sciences / Math–21 Hrs.	Sem	Grade			
	9 Hours from below:				4 Hours from below:					
ENGL 10103 (ENGL 1013)	Composition I			BIOL 10004 (BIOL 1014)	General Biology I					
ENGL 10203 (ENGL 1023)	Composition II			BIOL 10504 (BIOL 1054)	General Zoology					
SPCH 24353 (SPCH 1003)	Fund. of Speech			BIOL 14444 (BIOL 1034)	General Botany					
	3 Hours from below:				8 Hours from below:					
ENGL 21103 (ENGL 2113)	World Literature I			CHEM 14104 (CHEM 1414)	General Chemistry I					
ENGL 21203 (ENGL 2123)	World Literature II			CHEM 14204 (CHEM 1424)	General Chemistry II					
ARHS 10003 (ARTA 1003)	Fine Arts			CHEM 21454	Organic Chemistry I					
MUSC 20003 (MUSC 1003)	Music Appreciation			CHEM 22454	Organic Chemistry II					
PHIL 11003 (PHIL 1103)	Intro. to Philosophy				9 Hours from below:					
THTR 10003 (DRAM 1003)	Intro. to Theatre			MATH 11003 (MATH 1103)	College Algebra					
Foreign Language Elective				MATH 12003 (MATH 1203)	Trigonometry					
Group II (ACTS)	Social Science–9 Hrs.	Sem	Grade	MATH 24005 (MATH 2405)	*Calculus I					
	3 Hours from below:			MATH 25005 (MATH 2505)	*Calculus II					
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			MATH 26003 (MATH 2603)	*Calculus III					
	3 Hours from below:			Group IV (ACTS)	Physical Ed.-1 Hr.	Sem	Grade			
PLSC 20003 (PLSC 2003)	Amer. Federal Government			PEAC	Any Selected PEAC Course					
	3 Hours from below;									
ECON 21003 (ECON 2103)	Macroeconomics			Group V (ACTS)	Tech & Pre-Eng.-7 Hrs.	Sem	Grade			
ECON 22003 (ECON 2203)	Microeconomics			CPSI 10103 (CPSI 1003)	Computer Info. Systems					
GEOG 11003 (GEOG 1103)	Intro. to Geography			DFTG 10404	Intro. to CAD I					
HIST 11103 (HIST 1113)	World Civilizations I			DFTG 11404	Intro. to CAD II					
HIST 11203 (HIST 1123)	World Civilizations II			Approved Electives – 10 Hrs.	.	Sem	Grade			
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II			Any ACTS course to total 60 hours.						
PLSC 21003 (PLSC 2103)	State & Local Gov.			BIOL 10204 (BIOL 1024)	Botany for non-Majors					
PSYC 11003 (PSYC 1103)	General Psychology									
SOCI 21363 (SOCI 1013)	Fund. of Sociology									
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean (Signature)						

(ACTS)

*Highly recommended classes/electives



Associate of Applied Science: Behavioral Health Technology

Name					Student ID					Phone					
Address											Email				
Group I (ACTS)	English / Fine Arts–9 Hrs.	Sem	Grade	Group V (ACTS)	Computer Technology–3 Hrs.	Sem	Grade								
ENGL 10103 (ENGL 1013)	Composition I			CPSI 10103 (CPSI 1003)	Computer Info. Systems or										
ENGL 10203 (ENGL 1023)	Composition II				3 Hours of Tech. Electives										
SPCH 24353 (SPCH 1003)	Fund of Speech			Specialized Course Requirements – 21 Hrs.				Sem	Grade						
Group II (ACTS)	Social Science–12 Hrs.	Sem	Grade	HBHE 10363	Health Care & Delivery (F)										
PSYC 11003 (PSYC 1103)	General Psychology			HBHE10043	Chronic & Inf. Diseases (SP)										
PSYC 21003 (PSYC 2103)	Human Growth & Dev.			SOCI 12363 (SOCI 2013)	Theories/Treatment of Social Problems (SP)										
SOCI 21363 (SOCI 1013)	Sociology			HBHE 13003	Behavioral Health Issues (F)										
SOCI 22363	The Family			HBHE 14003	Practicum in BH										
Group III (ACTS)	Science / Math–6 Hrs.	Sem	Grade	HBHE 15003	Practicum Seminar										
	Science – 3 Hrs. from below			HIMT 11303	Medical Terminology I										
BIOL 10363	Intro to Anatomy				(F) Fall										
	Math – 3 Hrs. from below	Sem	Grade		(SP) Spring										
MATH 11003 (MATH 1103)	College Algebra			Electives	Approved Electives – 6 Hrs.	Sem	Grade								
MATH 10133	Technical Math			Electives from any of the approved electives in the AA transfer program to total 60 hours											
MATH 11103 (MATH 1113)	Quantitative Reasoning														
Group IV (ACTS)	Physical Ed.-3 Hrs.	Sem	Grade												
HEAL 10003 (HEAL 1003)	Health & Safety														
Program/Graduation Requirements															
Total Program Hours	60 Hours	Deficiencies:													
Hours Completed at PCCUA															
Hours Transferred															
Total Hours															
Grade Point Average (GPA)															
Advisor (Signature)				Vice Chancellor/Dean (Signature)											

(ACTS #)



Associate of Applied Science: Business Management

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)	English / Fine Arts – 6 Hours	Semester	Grade		
ENGL 10103 (ENGL 1013)	Composition I				
ENGL 10203 (ENGL 1023)	Composition II				
Group II (ACTS)	Social Sciences – 6 Hours	Semester	Grade		
ECON 21003 (ECON 2103)	Macroeconomics				
ECON 22003 (ECON 2203)	Microeconomics				
Group III (ACTS)	Science / Mathematics – 3 Hours	Semester	Grade		
MATH 11003 (MATH 1103)	College Algebra				
MATH 10133	Technical Math				
MATH 11103 (MATH 1113)	Quantitative Reasoning				
Group IV	Physical Education – None Required				
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade		
CPSI 10103 (CPSI 1003)	Computer Information Systems				
Group VI (ACTS)	Required Courses – 42 Hours	Semester	Grade		
BUSI 10103 (BUSI 1013)	Introduction to Business				
ACCT 20003 (ACCT 2003)	Principles of Accounting I				
ACCT 20103 (ACCT 2013)	Principles of Accounting II				
BLAW 20303 (BLAW 2003)	Legal Environment of Business				
BUSI 20103 (BUSI 2013)	Business Communication				
ACCT 28333	Computerized Accounting				
BUSI 23333	Principles of Management				
BUSI 27353	Business Management Internship				
BUSI 21003 (BUSI 2103)	Business Statistics				
BUSI 12353	Advanced MS Office Applications				
BUSI 12853	Integrated Office Projects				
CPSI 13343	Programming/Coding for Web Design				
CPSI 27343	Relational Database				
BUSI 11003 (BUSI 1103)	Keyboarding/Document Processing				
Program/Graduation Requirements					
Total Program Hours	60 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean (Signature)			

(ACTS #)



Associate of Applied Science: Construction Technology

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)		English / Fine Arts – 9 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
SPCH 24353 (SPCH 1003) or BUSI 16353 (BUSI 2013)		Fundamentals of Speech or Business Communication			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
PSYC 11003 (PSYC 1103)		General Psychology			
SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science / Mathematics – 3 Hours		Semester	Grade
MATH 11003 (MATH 1103)		College Algebra			
MATH 10133		Technical Mathematics			
MATH 11103 (MATH 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
Group VI		Required Courses – 33 Hours		Semester	Grade
CTTE 10043		Construction I			
CTTE 11363		Construction II			
INEG 10103		Industrial Safety and Sanitation			
AMST 13303		Industrial Electricity			
AMST 16303		Basics of Blueprints and Industrial Measurements			
AMST 12343		Principles of HVAC			
WELD 11595		Introduction to Welding			
WELD 12595		Arc Welding I			
WELD 14595		Inert Gas Welding I			
Electives		Electives – 9 Hours from below		Semester	Grade
AMST 20803		Excavator Operations			
AMST 20903		Backhoe Operations			
AMST 12303		Intro to Manufacturing			
MSTE 10131		Forklift Certification			
WELD 13595		Arc Welding II			
WELD 16595		Inert Gas Welding II			
Program/Graduation Requirements					
Total Program Hours		60 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Associate of Applied Science: Criminal Justice

Name					Student ID			Phone		
Address								Email		
Group I (ACTS)	English / Fine Arts–9 Hrs.	Sem	Grade	Group V (ACTS)	Computer Tech.–3 Hrs.	Sem	Grade			
	9 Hours from below			CPSI 10103 (CPSI 1003)	Computer Info. Systems					
ENGL 10103 (ENGL 1013)	Composition I			CPSI 15343	Computer Operating Systems					
ENGL 10203 (ENGL 1023)	Composition II			Group VI	Criminal Justice–30 Hrs.	Sem	Grade			
SPCH 24353 (SPCH 1003)	Fund of Speech			CRJU 10303	Law Enforcement					
Group II (ACTS)	Social Science–12 Hrs.	Sem	Grade	CRJU 10203 (CRJU 1023)	Introduction to Criminal Justice					
SOCI 12363 (SOCI 2013)	Theories and Treatments of Social Problems			CRJU 12303	Advanced Law Enforcement					
PLSC 20003 (PLSC 2003)	Amer. Federal Government			CRJU 14303	Juvenile Justice					
PSYC 11003 (PSYC 1103)	General Psychology			CRJU 16303	Correction Systems and Practices					
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology			CRJU 24073	Legal Aspects of Law Enforcement					
Group III (ACTS)	Science / Math–3 Hrs.	Sem	Grade	CRJU 20483	Criminal Procedures and Evidence					
MATH 10133	Technical Math			CRJU 26073	Investigation and Courtroom Protocols					
MATH 11003 (MATH 1103)	College Algebra			CRJU 26373	Criminology					
MATH 11103 (MATH 1113)	Quantitative Reasoning			CRJU 27373	Criminal Justice Internship					
Group IV (ACTS)	Physical Education–0 Hrs.	Sem	Grade	Electives	Approved Electives–3 Hrs.	Sem	Grade			
				CRJU 11153	Foundations Criminal Justice					
				CRJU 11233	Special Topics in Advanced Law Enforcement					
					Other Approved Electives					
Program/Graduation Requirements										
Total Program Hours	60 Hours	Deficiencies:								
Hours Completed at PCCUA										
Hours Transferred										
Total Hours										
Grade Point Average (GPA)										
Advisor (Signature)				Vice Chancellor/Dean (Signature)						

(ACTS #)



Associate of Applied Science: Early Childhood Education

Name		Student ID		Phone	
Address				Email	

Group I (ACTS)	English / Fine Arts – 6 Hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I		
ENGL 10203 (ENGL 1023)	Composition II		
Group II (ACTS)	Social Science – 9 Hours	Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology		
SOCI 21363 (SOCI 1013)	Sociology		
SOCI 22363 (PSYC 2103)	The Family		
Group III (ACTS)	Science / Math – 3 Hours	Semester	Grade
MATH 11003 (MATH 1103) or	College Algebra or		
MATH 10133 or	Technical Mathematics or		
MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group IV (ACTS)	Physical Education – 3 Hours	Semester	Grade
ECED 11053	Health, Safety & Nutrition		
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade
EDHP 21373	Computers in Education OR		
	Three hours of CT electives		
Group VI (ACTS)	Required Courses – 35 Hours	Semester	Grade
ECED 20071	Field Experience I		
ECED 10143	Fundamentals of Childcare		
ECED 21061	Field Experience II		
ECED 14033	Child Development		
ECED 12003	Applications of Childcare		
ECED 10103	Foundations of ECED		
ECED 21053	Child Guidance		
ECED 22053	Math & Science for ECED		
ECED 24053	Infants/Toddlers Curriculum		
ECED 25053	Literacy & Language Arts		
ECED 26053	Preschool Curriculum		
ECED 28053	Future Perspectives		
ECED 29053	Practicum		
Electives	Approved Elective – 1 Hour	Semester	Grade
UNIV 11261	Student Success II OR		
	1-hour of advisor-approved electives		
EDHP 11373	Intro to Education		

Program/Graduation Requirements			
Total Program Hours	60 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean (Signature)	

(ACTS#)



Associate of Applied Science: General Technology

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)	English / Fine Arts – 9 Hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I				
ENGL 10203 (ENGL 1023)	Composition II				
SPCH 24353 (SPCH 1003)	Fundamentals of Speech				
Group II (ACTS)	Social Sciences – 3 Hours			Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology				
SOCI 21353 (SOCI 1013)	Fundamentals of Sociology				
Group III (ACTS)	Science / Mathematics – 3 Hours			Semester	Grade
MATH 11003 (MATH 1103)	College Algebra				
MATH 10133	Technical Mathematics				
MATH 11103 (MATH 1113)	Quantitative Reasoning				
Group IV	Physical Education – None Required				
Group V (ACTS)	Computer Technology – 3 Hours			Semester	Grade
CPSI 10103 (CPSI 1003)	Computer Information Systems				
Group VI	Required Courses – 37 Hours			Semester	Grade
INEG 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
AMST 16303	Basics of Blueprints & Industrial Measurements				
AMST 11404	Intro to Programmable Logic Controllers (PLC)				
AMST 12343	Principles of HVAC				
AMST 14303	Hydraulics and Pneumatics				
AMST 17303	Principles of Industrial Machines				
AMST 12303	Intro to Manufacturing				
AMST 12133	Design for Manufacturing				
AMST 12203	Manufacturing Production Processes				
AMST 12333	Manufacturing Power & Equipment				
AMST 12703	Manufacturing, Engineering Design and Problem Solving				
Electives	Electives – 5 Hours from below			Semester	Grades
CTTE 10043	Construction I				
MSTE 10131	Forklift Certification				
WELD 11595	Intro to Welding				
WELD 12595	Arc Welding I				
WELD 14595	Inert Gas Welding I				
Program/Graduation Requirements					
Total Program Hours	60 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean (Signature)			

(ACTS #)



Associate of Applied Science: Graphic Communications

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)		English / Fine Arts – 9 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
SPCH 24353 (SPCH 1003)		Fundamentals of Speech			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
PSYC 11003 (PSYC 1103)		General Psychology			
SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science / Mathematics – 3 Hours		Semester	Grade
MATH 11003 (MATH 1103)		College Algebra			
MATH 10133		Technical Math			
MATH 11103 (MATH 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
GDES 27404		Computer Graphics			
Group VI		Required Courses – 42 Hours		Semester	Grade
ARTS 10003 or GDES 13303		Freehand Drawing or Illustration I			
ARTS 14343 or GDES 14303		Drawing or Illustration II			
ARTS 26343		Art Seminar			
CPSI 13343		Programming/Coding for Web Design			
GDES 25303		Digital Imaging I			
GDES 27303		Digital Imaging II			
GDES 10303		Graphic Art & Design I			
GDES 11303		Graphic Art & Design II			
GDES 11404		Printmaking			
GDES 12303		Typography			
GDES 16404		Digital Photography			
GDES 22404		Two-Dimensional Design			
GDES 23303		Printing Layout & Design			
Program/Graduation Requirements					
Total Program Hours		60 Hours		Deficiencies:	
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Associate of Applied Science: Information Systems Technology

Name		Student ID		Phone	
Address					Email

Group I (ACTS)	English / Fine Arts – 6 Hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I		
ENGL 10203 (ENGL 1023)	Composition II		
Group II (ACTS)	Social Sciences – 3 Hours	Semester	Grade
ECON 21003 (ECON 2103)	Macroeconomics		
PSYC 11003 (PSYC 1103)	General Psychology		
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology		
Group III (ACTS)	Science / Mathematics – 3 Hours	Semester	Grade
MATH 11003 (MATH 1103)	College Algebra		
MATH 10133	Technical Math		
MATH 11103 (MATH 1113)	Quantitative Reasoning		
Group IV	Physical Education – None Required		
Group V (ACTS)	Computer Technology – 3 Hours	Semester	Grade
CPSI 10103 (CPSI 1003)	Computer Information Systems		
Group VI (ACTS)	Required Courses – 30 Hours	Semester	Grade
BUSI 20103 (BUSI 2013)	Business Communication		
CPSI 16343	Introduction to Programming/Coding in Visual Basic		
ISYS 17303	Network Administration		
ISYS 12333	MS Networking Essentials		
ISYS 13333	Help Desk Support		
ISYS 14333	Linux Operating Systems		
ISYS 16303	Introduction to Cloud Computing		
ISYS 17333	Introduction to Virtualization		
ISYS 19303	Maintaining & Managing Personal Computers		
ISYS 21303	Information Security Essentials: Introduction to Cyber Security		

Select From Information Systems Technology Degree Options							
PCCUA (ACTS)	Programming/Coding Option 15 Hours	Sem	Grade	PCCUA (ACTS)	Cyber Security Option 15 Hours	Sem	Grade
CPSI 13343	Programming/Coding for Web Design			ISYS 10303	Scripting Fundamentals		
CPSI 26343	Coding in Java/Java Script			ISYS 11303	Advanced Linux Operating System		
CPSI 27343	Relational Database Apps			ISYS 12303	Intrusion Detection/Prevention		
CPSI 19343	Programming/Coding in C#			ISYS 13303	Network Security Fundamentals		
CPSI 12443	Web Applications Coding			ISYS 14303	Ethical Hacking/Networking Defense		

Program/Graduation Requirements		
Total Program Hours	60 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point Average (GPA)		
Advisor (Signature)		Vice Chancellor/Dean (Signature)

(ACTS #)



Associate of Applied Science: Medical Office Technology

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)		English and Fine Arts – 6 Hours		Semester	Grade
ENGL 10103 (ENGL 1013)		Composition I			
ENGL 10203 (ENGL 1023)		Composition II			
Group II (ACTS)		Social Sciences – 3 Hours		Semester	Grade
ECON 21003 (ECON 2103)		Macroeconomics			
PSYC 11003 (PSYC 1103)		General Psychology			
SOCI 21363 (SOCI 1013)		Fundamentals of Sociology			
Group III (ACTS)		Science and Mathematics – 3 Hours		Semester	Grade
MATH 11003 (MATH 1103)		College Algebra			
MATH 10133		Technical Math			
MATH 11103 (MATH 1113)		Quantitative Reasoning			
Group IV		Physical Education – None Required			
Group V (ACTS)		Computer Technology – 3 Hours		Semester	Grade
CPSI 10103 (CPSI 1003)		Computer Information Systems			
Group VI		Required Courses – 39 Hours		Semester	Grade
ACCT 20003 (ACCT 2003)		Principles of Accounting I			
BUSI 20103 (BUSI 2013)		Business Communication			
ACCT 28333		Computerized Accounting			
BIOL 10363		Intro to Anatomy			
BUSI 12353		Advanced MS Office Applications			
BUSI 12853		Integrated Office Projects			
HIMT 11303		Medical Terminology I			
HIMT 12303		Medical Terminology II			
BUSI 11003 (BUSI 1103)		Keyboarding/Document Processing			
HIMT 15303		Intro to Medical Coding			
HIMT 20303		Electronic Health Records			
HIMT 26303		Intermediate Medical Coding			
HIMT 12103		Medical Office Internship			
		Approved Electives – 6 Hours		Semester	Grade
BUSI 10103 (BUSI 1013)		Intro to Business			
ACCT 20103 (ACCT 2013)		Principles of Accounting II			
BUSI 23333		Principles of Management			
CPSI 13343		Programming/Coding for Web Design			
CPSI 27343		Relational Database			
ISYS 13333		Help Desk Support			
ISYS 19303		Maintaining and Managing PCs			
Program/Graduation Requirements					
Total Program Hours		60 Hours		Deficiencies:	
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Associate of Applied Science: Health Sciences

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)	English / Fine Arts - 6 hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I				
ENGL 10203 (ENGL 1023)	Composition II				
Group II (ACTS)	Social Science - 3 hours			Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology				
Group III (ACTS)	Sciences / Math – 11 Hours			Semester	Grade
	8 hours of the following				
BIOL 24004 (BIOL 2404)	Anatomy and Physiology I				
BIOL 24104 (BIOL 2414)	Anatomy and Physiology II				
	3 hours of the following			Semester	Grade
MATH 11003 (MATH 1103)	College Algebra				
Group VI	Physical Education – None Required			Semester	Grade
Group V (ACTS)	Computer Technology - 3 hours			Semester	Grade
CPSI	Any approved 3 credit hour course				
Group VI	Required Courses - 28 Hours			Semester	Grade
NURS 10757	Concepts of Nursing Care for Patients with Chronic, Stable Conditions				
NURS 20959	Concepts of Nursing Care for Patients with Acute, Stable Conditions				
NURS 21212	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions				
Electives (ACTS)	Approved Electives – 9 Hours			Semester	Grade
NURS 12353	Normal Nutrition				
NURS 22353	Pharmacology for Nurses				
NURS 13353	Dosage Calculation for Nurses				
NURS 10151	Special Topics in Nursing I				
NURS 10251	Special Topics in Nursing II				
NURS 20351	Special Topics in Nursing III				
NURS 20451	Special Topics in Nursing IV				
SOCI 21363 (SOCI 1013)	Fundamentals of Sociology				
BIOL 20005 (BIOL 2004)	Microbiology				
SPCH 24353 (SPCH 1003)	Speech				
PSYC 21003 (PSYC 2103)	Human Growth and Development				
PHIL 11003 (PHIL 1103)	Philosophy				
HIST 21103 (HIST 2113)	US History to 1877				
HIST 21203 (HIST 2123)	US History since 1877				
BUSI 28353 (BUSI 2103)	Business Statistics				
Program/Graduation Requirements					
Total Program Hours	60 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean (Signature)			

(ACTS #)



Associate of Applied Science: Medical Laboratory Technology

Name		Student ID		Phone	
Address					Email

Group I (ACTS)	English / Fine Arts - 6 hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I	Level I	
ENGL 10203 (ENGL 1023)	Composition II	Level II	
Group II (ACTS)	Social Science - 3 hours	Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology	Summer after Level II	
SOCI 21363 (SOCI 1013)	Fund of Sociology		
HIST 11103 (HIST 1113) or HIST 11203 (HIST 1123)	World Civilizations I World Civilizations II		
HIST 21103 (HIST 2113) or HIST 21203 (HIST 2123)	U.S. History I or U.S. History II		
ECON 21003 (ECON 2103)	Macroeconomics		
ECON 22003 (ECON 2203)	Microeconomics		
PLSC 20003 (PLSC 2003)	American Federal Government		
Group III (ACTS)	Sciences / Math – 14 hours	Semester	Grade
	11 hours of the following		
BIOL 10353	Intro to Anatomy and Physiology	Level I	
CHEM 12104 (CHEM 1214) or CHEM 14104 (CHEM 1414)	Chemistry I for Health Sciences or General Chemistry I	Level I	
BIOL 2404 (BIOL 2404)	Anatomy & Physiology I	Level II	
	3 hours of the following	Semester	Grade
MATH 11003 (MATH 1103)	College Algebra	Level I	
Group IV	Physical Education - None Required	Semester	Grade
Group V (ACTS)	Computer Technology – 3 hours	Semester	Grade
CPSI 10103 (CPSI 1003)	Computer Information Systems	Level III	
Group VI	Required Courses - 43 hours	Semester	Grade
MLSC 11404	MLS Fundamentals	Fall, Level I	
MLSC 12505	Hematology and Coagulation	Spring, Level II	
MLSC 13505	Immunology and Immunohematology	Spring, Level II	
MLSC 20505	Clinical Chemistry	Fall, Level III	
MLSC 21505	Pathogenic Microbiology	Fall, Level III	
MLSC 20203	Phlebotomy	Fall, Level III	
MLSC 21101	Instrumentation	Fall, Level III	
MLSC 22303	Clinical Experience I	Spring, Level IV	
MLSC 24303	Clinical Experience II	Spring, Level IV	
MLSC 26303	Clinical Experience III	Spring, Level IV	
MLSC 28303	Clinical Experience IV	Spring, Level IV	
MLSC 21303	Selected Topics	Spring, Level IV	

- Courses with a MLS prefix must be taken in the sequence prescribed.
- General education courses may be taken earlier than prescribed or as a prescribed co-requisite.

Program/Graduation Requirements			
Total Program Hours	69 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point average (GPA)			

Advisor (Signature)		Vice Chancellor/Dean (Signature)	
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(ACTS #)



Associate of Applied Science: Nursing

Name		Student ID		Phone	
Address				Email	

Group I (ACTS)	English / Fine Arts - 6 hours	Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I	Pre-requisite completed before program admission	
ENGL 10203 (ENGL 1023)	Composition II	Spring, Level II	
Group II (ACTS)	Social Science - 3 hours	Semester	Grade
PSYC 11003 (PSYC 1103)	General Psychology	Fall, Level I	
Group III (ACTS)	Sciences / Math – 11 Hours	Semester	Grade
	8 hours of the following		
BIOL 24004 (BIOL 2404)	Anatomy and Physiology I	Pre-requisite completed before program admission	
BIOL 24104 (BIOL 2414)	Anatomy and Physiology II	Fall, Level I	
	3 hours of the following	Semester	Grade
MATH 11003 (MATH 1103)	College Algebra	Pre-requisite completed before program admission	
Group IV	Physical Education – None Required	Semester	Grade
Group V	Computer Technology - 3 hours	Semester	Grade
CPSI	Any approved 3 credit hour course	Fall, Level III	
Group VI	Required Courses - 40 Hours	Semester	Grade
NURS 10757	Concepts of Nursing Care for Patients with Chronic, Stable Conditions	Fall, Level I	
NURS 20959	Concepts of Nursing Care for Patients with Acute, Stable Conditions	Spring, Level II	
NURS 21212	Concepts of Nursing Care for Patients with Chronic and Acute, Unstable Conditions	Fall, Level III	
NURS 21312	Concepts of Nursing Care for Patients with Complex Conditions	Spring, Level IV	

- Pre-requisites must be completed with a grade of “C” or better before making application to the ADN program.
- Science courses taken more than 5 years before admission to the ADN program must be repeated.
- General education courses may be taken earlier than prescribed or as prescribed co-requisites.
- Courses with a NURS prefix must be taken in sequence prescribed.
- Nursing course must be completed with a “C” or better.
- Nursing courses older than 3 years will not count toward meeting curricular requirements for graduation from the Associate Degree Nursing program.
- Nursing Success is required by all ADN students.

Program/Graduation Requirements		
Total Program Hours	63 Hours	Deficiencies:
Hours Completed at PCCUA		
Hours Transferred		
Total Hours		
Grade Point average (GPA)		

Advisor (Signature)		Vice Chancellor/Dean (Signature)	
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(ACTS #)



Technical Certificate: Advanced Manufacturing

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)	English / Fine Arts – 6 Hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I				
SPCH 24353 (SPCH 1003)	Fundamentals of Speech				
Group II	Social Science – None Required				
Group III	Science / Math – 3 Hours			Semester	Grade
MATH 10133	Technical Math or higher				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 24 Hours			Semester	Grade
INEG 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
AMST 17303	Principles of Industrial Machines				
AMST 12303	Intro to Manufacturing				
AMST 12133	Design for Manufacturing				
AMST 12203	Manufacturing Production Processes				
AMST 12333	Manufacturing Power & Equipment Systems				
AMST 12703	Manufacturing, Engineering, Design & Problem Solving				
Program/Graduation Requirements					
Total Program Hours	33 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean (Signature)			

(ACTS #)



Technical Certificate: Behavioral Health Technology

Name			Student ID			Phone		
Address						Email		
Group I (ACTS)			English / Fine Arts – 6 Hours			Semester	Grade	
ENGL 10103 (ENGL 1013)			Composition I					
SPCH 24353 (SPCH 1003)			Fundamentals of Speech					
Group II (ACTS)			Social Science – 9 Hours from the following			Semester	Grade	
PSYC 11003 (PSYC 1103)			General Psychology					
PSYC 21003 (PSYC 2103)			Human Growth & Development					
SOCI 21363 (SOCI 1013)			Fundamentals of Sociology					
SOCI 22363			The Family					
Group III (ACTS)			Science / Math – 3 Hours			Semester	Grade	
MATH 10373			Elementary Algebra or higher					
Group IV			Physical Education – None Required					
Group V (ACTS)			Computer Technology – 3 Hours from below			Semester	Grade	
CPSI 10103 (CPSI 1003)			Computer Information Systems					
BUSI 11363			Microcomputer Business Applications					
EDHP 21373			Computers in Education or A combination of 1-hour workshops					
Group VI			Required Courses – 12 Hours			Semester	Grade	
HBHE 10003			Health Care & Delivery (F)					
HBHE 11003			Chronic & Infectious Disease (S)					
HBHE 13003			Behavioral Health Issues (F)					
HIMT 11303 or ECED 11053			Medical Terminology I or Health, Safety, and Nutrition					
			(F) Fall					
			(S) Spring					
Program/Graduation Requirements								
Total Program Hours			33 Hours		Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean (Signature)			

(ACTS #)



Technical Certificate: Construction Technology

Name			Student ID			Phone		
Address						Email		
Group I	English / Fine Arts –4 Hours				Semester	Grade		
ENGL 10383 / ENGL 10181	Basic Writing I/Lab or higher							
Group II	Social Science – None Required							
Group III	Science / Math – 3 Hours				Semester	Grade		
MATH 10133	Technical Math or higher							
Group IV	Physical Education – None Required							
Group V	Computer Technology – None Required							
Group VI	Required Courses – 23 Hours				Semester	Grade		
CTTE 10043	Construction I							
CTTE 11363	Construction II							
INEG 10103	Industrial Safety and Sanitation							
AMST 13303	Industrial Electricity							
AMST 16303	Basics of Blueprints and Industrial Measurements							
AMST 12343	Principles of HVAC							
WELD 11595	Introduction to Welding							
Program/Graduation Requirements								
Total Program Hours				30 Hours	Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean (Signature)			

(ACTS #)



Technical Certificate: Cosmetology

Name			Student ID			Phone		
Address						Email		
Group I	English / Fine Arts – None Required							
Group II	Social Science – None Required							
Group III	Science / Math – None Required							
Group IV	Physical Education – None Required							
Group V	Computer Technology – None Required							
Group VI	Fall or Spring Enrollment: Required Courses – 45 Hours					Semester	Grade	
	Required Courses: 15 Hours							
COSM 10555	Cosmetology Science and Theory I							
COSM 10444	Cosmetology Practical Applications I							
COSM 10646	Cosmetology Clinical Experience I							
	Required Courses: 15 Hours					Semester	Grade	
COSM 20555	Cosmetology Science and Theory II							
COSM 10454	Cosmetology Practical Applications II							
COSM 10656	Cosmetology Clinical Experience II							
	Required Courses: 15 Hours					Semester	Grade	
COSM 20305	Cosmetology Science and Theory III							
COSM 20444	Cosmetology Practical Applications III							
COSM 20656	Cosmetology Clinical Experience III							
Summer Elective	Summer Enrollment – 6 Hours					Semester	Grade	
COSM 20646**	Cosmetology Theory and Practical Application							
Fall or Spring Electives	Electives					Semester	Grade	
COSM 19353**	Special Problems							
COSM 20746**	Cosmetology Clinical Experience IV							
Program/Graduation Requirements								
Total Program Hours			45 Hours	Deficiencies:				
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean (Signature)			

(ACTS #)

**These courses are used to meet State clock-hour requirements.



Technical Certificate: Early Childhood Education

Name			Student ID			Phone		
Address						Email		
Group I (ACTS)			English / Fine Arts – 3 Hours			Semester	Grade	
ENGL 10383			Basic Writing I or higher English					
Group II (ACTS)			Social Science – None required			Semester	Grade	
Group III (ACTS)			Science / Math – 3 Hours			Semester	Grade	
MATH course			Any math course					
Group IV (ACTS)			Physical Education – 3 Hours			Semester	Grade	
ECED 11053			Health, Safety, and Nutrition					
Group V (ACTS)			Computer Technology – None required					
Group VI (ACTS)			Required Courses – 11 Hours			Semester	Grade	
ECED 20071			Field Experience I					
ECED 10143			Fundamentals of Childcare					
ECED 21061			Field Experience II					
ECED 14033			Child Development					
ECED 12003			Applications of Childcare					
Electives			Directed Electives – 10 Hours			Semester	Grade	
ECED 10103			Foundation of ECED					
ECED 21053			Child Guidance					
ECED 22053			Math & Science/ECED					
ECED 24053			Infants/Toddlers Curriculum					
ECED 25053			Literacy & Language Arts					
ECED 26053			Preschool Curriculum					
EDHP 21373			Computers in Education or Three (3) hours of CT electives					
SOCI 22363			The Family					
			Other advisor-approved ECD or EN electives					
This certificate has been developed for people interested in studying and working with young children in preschool and day care centers. The program is designed for full-time childcare providers who have completed 480 hours of childcare. Under certain conditions students who have not met this requirement may be accepted in the program; however, they will have to earn 480 hours of experience before program completion. PCCUA can place students in volunteer internships. Completion time is one year. Students enroll in 12+ credit hours per semester and 3-6 college credit hours in the summer.								
Program/Graduation Requirements								
Total Program Hours			30 Hours		Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)						Vice Chancellor/Dean (Signature)		

(ACTS #)



Technical Certificate: Graphic Communications

Name			Student ID			Phone		
Address						Email		
Group I (ACTS)			English / Fine Arts – 3 Hours			Semester	Grade	
ENGL 10103 (ENGL 1013)			Composition I					
Group II (ACTS)			Social Science – None Required					
Group III			Science / Math – 3 Hours			Semester	Grade	
MATH 10133			Technical Math or higher					
Group IV			Physical Education – None Required					
Group V (ACTS)			Computer Technology – 3 Hours			Semester	Grade	
CPSI 10103 (CPSI 1003)			Computer Information Systems					
GDES 27404			Computer Graphics					
Group VI			Required Courses – 21 Hours			Semester	Grade	
ARTS 10003 or GDES 13303			Freehand Drawing or Illustration I					
GDES 25303			Digital Image Production I					
GDES 27303			Digital Image Production II					
GDES 10303			Graphic Art & Design I					
GDES 11303			Graphic Art & Design II					
GDES 12303			Typography					
GDES 23303			Printing Layout & Design					
Program/Graduation Requirements								
Total Program Hours			30 Hours		Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean (Signature)			

(ACTS #)



Technical Certificate: Phlebotomy

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)	English / Fine Arts – 3 hours			Semester	Grade
ENGL 10103 (ENGL 1013)	Composition I			Level I	
Group II	Social Science – None Required			Semester	Grade
Group III	Sciences / Math – 3 hours of the following			Semester	Grade
BIOL 10363	Intro to Anatomy and Physiology			Level I	
	3 hours of the following			Semester	Grade
MATH 10373 with MAH 10072	Elementary Algebra or college level math			Level I	
Group IV	Physical Education – None Required			Semester	Grade
Group V (ACTS)	Computer Technology – 3 hours			Semester	Grade
CPSI 10103 (CPSI 1003)	Computer Information Systems			Level I	
Group VI	Required Courses – 15 Hours			Semester	Grade
HIMT 11303	Medical Terminology I			Level I	
ALHE 11404	Phlebotomy Procedures			Level II	
ALHE 12404	Special Techniques			Level II	
ALHE 13404	Phlebotomy Skills			Level II	
Level I courses must be in progress or completed before making an application to the Phlebotomy Program.					
Program/Graduation Requirements					
Total Program Hours	27 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Technical Certificate: Practical Nursing

Name		Student ID		Phone	
Address				Email	
Group I (ACTS)	English / Fine Art – 3 hours		Semester		Grade
ENGL 10103 (ENGL 1013)	Composition I		Pre-requisite completed before program admission		
Group II	Social Science – None Required		Semester		Grade
Group III	Sciences / Math – 3 hours of the following		Semester		Grade
MATH 10133 or MATH 11473	Technical Math or Intermediate Algebra or higher		Prerequisite completed before program admission		
Group IV	Physical Education – None Required		Semester		Grade
Group V	Computer Technology – None Required		Semester		Grade
Group VI	Required Courses – 36 Hours		Semester		Grade
PNUR 10969	Concepts of Practical Nursing in the Care of Patients with Chronic, Stable Conditions		Level I		
PNUR 10363	Human Structure and Function		Level I		
PNUR 11212	Concepts of Practical Nursing in the Care of Patients with Acute, Stable Conditions		Level II		
PNUR 21212	Concepts of Practical Nursing in the Care of Patients with Complex Conditions		Level III		
- Prerequisites must be completed with a grade of “C” or better before making application to the PN program. - PNP courses must be taken in sequence prescribed above. - Once a student enrolls in the PN program, if the student is unsuccessful in any PNP course, the student does not have the option to use a general education course in lieu of a required PNP course to satisfy degree requirements. - BY 154 and BY 164 with a grade of C or better taken within the last five (5) years may be substituted for PNP 103 prior to admission to the PN program. - Students taking developmental level courses before enrolling in the PN program are strongly encouraged to take Intro to Anatomy and Physiology and Medical Terminology I and II.					
Program/Graduation Requirements					
Total Program Hours	42 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS#)



Technical Certificate in Teaching

Name			Student ID			Phone		
Address						Email		
Group I (ACTS)			English / Fine Arts – 9 Hours			Semester	Grade	
ENGL 10103 (ENGL 1013)			Composition I					
SPCH 24353 (SPCH 1003)			Fundamentals of Speech					
ARHS 10003 (ARTA 1003)			Fine Arts					
Group II			Social Science – None Required			Semester	Grade	
Group III (ACTS)			Science / Math – 13 Hours			Semester	Grade	
BIOL 10004 (BIOL 1014)			General Biology I					
MATH 11003 (MS 1103) OR MATH 11103 (MS 1113)			College Algebra OR Quantitative Reasoning					
MATH 22173			Math Structures I					
MATH 22273			Math Structures II					
Group IV			Physical Education – None Required					
Group V (ACTS)			Computer Tech. – 3 Hours from below			Semester	Grade	
CPSI 10103 (CPSI 1003)			Computer Information Systems					
EDHP 21373			Computers in Education					
Group VI			Required Courses – 6 Hours			Semester	Grade	
EDHP 11373			Intro to Education					
ECED 14033			Child Development					
Program/Graduation Requirements								
Total Program Hours			31 Hours		Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean (Signature)			

(ACTS #)



Technical Certificate: Welding Technology

Name			Student ID			Phone		
Address						Email		
Group I			English / Fine Arts –3 Hours			Semester		Grade
ENGL 10383			Basic Writing I/Lab (or higher)					
Group II			Social Science – None Required					
Group III			Science / Math – 3 Hours			Semester		Grade
MATH 10133			Technical Math or higher					
Group IV			Physical Education – None Required					
Group V			Computer Technology – None Required					
Group VI			Required Courses – 28 Hours			Semester		Grade
WELD 11595			Introduction to Welding					
WELD 12595			Arc Welding I					
WELD 11073 or AMST 16303			Welding Blueprint Reading or Basics of Blueprints & Industrial Measurements					
WELD 13595			Arc Welding II					
WELD 14595			Inert Gas Welding I					
WELD 16595			Inert Gas Welding II					
Program/Graduation Requirements								
Total Program Hours			34 Hours		Deficiencies:			
Hours Completed at PCCUA								
Hours Transferred								
Total Hours								
Grade Point Average (GPA)								
Advisor (Signature)					Vice Chancellor/Dean (Signature)			

(ACTS #)



Certificate of Proficiency: Accounting

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 12 Hours			Semester	Grade
BUSI 10353	Intro to Accounting				
ACCT 20003 (ACCT 2003)	Accounting I				
ACCT 20103 (ACCT 2013)	Accounting II				
ACCT 28333	Computerized Accounting				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Advanced Manufacturing

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 12 Hours			Semester	Grade
AMST 12303	Intro. To Manufacturing				
AMST 12133	Design for Manufacturing				
AMST 12203	Manufacturing Production Processes				
AMST 12333	Manufacturing Power & Equipment Systems				
Program/Graduation Requirements					
Total Program Hours		12 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Agri Mechanics and Technology

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 14 Hours			Semester	Grade
AFLS 10203	Careers in Agriculture				
AGRI 12003	Small Engines/Power Units				
MSTE 10404	Fundamentals of Mechanics				
MSTE 11434	Basic Shop				
Program/Graduation Requirements					
Total Program Hours	14 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Applied Mechanical Technology

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 14 Hours			Semester	Grade
AMST 12303	Introduction to Manufacturing				
AMST 13303	Industrial Electricity				
ELTE 11404	Basic Electricity				
ELTE 14404	Industrial Mechanics				
Program/Graduation Requirements					
Total Program Hours	14 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Business

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 15 Hours			Semester	Grade
BUSI 10353	Introduction to Accounting				
BUSI 10103 (BUSI 1013)	Introduction to Business				
CPSI 10103 (CPSI 1003)	Computer Information Systems				
BUSI 11003 (BUSI 1103)	Keyboarding/Document Processing				
	Business Elective - 3 Hours				
Program/Graduation Requirements					
Total Program Hours		15 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: CDL/Truck Driving

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 17 Hours			Semester	Grade
TRDR 10404	Truck Driving I				
TRDR 10303	Truck Driving II				
TRDR 10202	Truck Maintenance and Road Safety				
TRDR 11202	Road Regulations and Rules				
TRDR 10606	Road Internship				
Program/Graduation Requirements					
Total Program Hours	17 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Cosmetology Manicuring

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 18 Hours			Semester	Grade
COSM 15545	Cosmetology Manicuring Theory				
COSM 15110	Cosmetology Manicuring Lab				
COSM 15343	Nail Technology				
Program/Graduation Requirements					
Total Program Hours	18 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Construction Technology

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 12 Hours			Semester	Grade
CTTE 10043	Construction I				
INEG 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
AMST 16303	Basics of Blueprints and Industrial Measures				
Program/Graduation Requirements					
Total Program Hours	12 Hours		Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Cyber Security

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 18 Hours			Semester	Grade
ISYS 12333	MS Network Essentials				
ISYS 14333	Linux Operating Systems				
ISYS 21303	Intro. to Cyber Security				
ISYS 10303	Scripting Fundamentals				
ISYS 11303	Advanced Linux Operating Systems				
ISYS 12303	Intrusion Detection/Prevention				
Program/Graduation Requirements					
Total Program Hours		18 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Child Development/Early Childhood Education

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Childcare Training & Observation – 17 Hours		Semester		Grade
ECED 10103	Foundations of ECED				
ECED 10143	Fundamentals of Childcare				
ECED 11053	Health, Safety and Nutrition				
ECED 12003	Applications of Childcare				
ECED 14033	Child Development				
ECED 20071	Field Experience I				
ECED 21061	Field Experience II				
	Or Approved Elective				
Group II					

DIRECT ASSESSMENT PROGRAM ENTRANCE REQUIREMENTS

1. 18 years or older
2. Hold high school diploma or equivalent
3. Be able to speak, read, and write well enough to fulfill responsibilities
4. Sign a statement of ethical conduct
5. Must be employed as a lead caregiver in a group of at least 8 children ages 3-5 (10 children must be enrolled in the total program)
6. 480 hours of experience working with children ages birth to five years (within the last five years)

TRAINING PROVIDED

1. Minimum of 120 clock hours of formal CDA training (minimum of 10 hours each area):
 - a. Safety health, and learning environment
 - b. Physical and intellectual development
 - c. Social and emotional development
 - d. Developing interpersonal relationships
 - e. Management of program operation
 - f. Commitment to teaching and professionalism
 - g. Observing and recording children's behavior
 - h. Child growth and development
2. Observations on teaching site
3. Writing resume, portfolio, competency statements
4. All training necessary to pass the CDA Assessment
5. CPR for infants and children

FEES

A fee of \$350 is assessed for Early Childhood Field Experience I (ECD 1001) and \$375 is assessed for Field Experience II (ECD 1101).

For information, call Christi Freeman, (870) 673-4201, ext. 1840, or Yvette Robertson Barnes at (870) 338-6474, ext. 1307.

Program/Graduation Requirements			
Total Program Hours	17 Hours	Deficiencies:	
Hours Completed at PCCUA			
Hours Transferred			
Total Hours			
Grade Point Average (GPA)			
Advisor (Signature)		Vice Chancellor/Dean (Signature)	

(ACTS #)



Certificate of Proficiency: Emergency Medical Technician

Name		Student ID		Phone	
Address				Email	
Group I		English / Fine Arts – None Required			
Group II		Social Sciences – None Required			
Group III		Science / Math – None Required			
Group IV		Physical Education – None Required			
Group V		Computer Technology – None Required			
Group VI		Required Courses- 16 credit hours			Semester
					Grade
EMSC 10110 (10 hrs)		Emergency Medical Training			
HIMT 11303		Medical Terminology I			
HBHE 11003		Chronic and Infectious Diseases			
Program/Graduation Requirements					
Total Program Hours	16 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		



Certificate of Proficiency: General Welding Techniques

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours			Semester	Grade
WELD 11595	Introduction to Welding				
WELD 12595	Arc Welding I				
WELD 14595	Inert Gas Welding I				
Program/Graduation Requirements					
Total Program Hours	15 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Graphic Communications

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 13 Hours			Semester	Grade
ARTS 10003 or GDES 13303	Free Hand Drawing or Illustration I				
GDES 25303	Digital Image Production I				
GDES 10303	Graphic Art & Design I				
GDES 22404	Two-Dimensional Design I				
Program/Graduation Requirements					
Total Program Hours	13 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Heavy Equipment Operations & Maintenance

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Sciences – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 16 hours			Semester	Grade
AMST 16303	Basics of Blueprints & Industrial Measurements				
AMST 20803	Excavator Operations				
AMST 20903	Backhoe Operations				
AMST 20703	Bulldozer Operations				
INEG 10103	Industrial Safety and Sanitation				
MSTE 10131	Forklift Certification				
Program/Graduation Requirements					
Total Program Hours	16 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: HVAC

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 12 Hours			Semester	Grade
INEG 10103	Industrial Safety and Sanitation				
AMST 13303	Industrial Electricity				
AMST 16303	Basics of Blueprints and Industrial Measurements				
AMST 12343	Principles of HVAC				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Inert Gas Welding

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours			Semester	Grade
WELD 11595	Introduction to Welding				
WELD 14595	Inert Gas Welding I				
WELD 16595	Inert Gas Welding II				
Program/Graduation Requirements					
Total Program Hours	15 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Law Enforcement

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Sciences – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 9 hours			Semester	Grade
CRJU 10303	Law Enforcement				
CRJU 10203 (CRJU 1023)	Introduction to Criminal Justice				
	3 Hours from below				
CRJU 12303	Advanced Law Enforcement				
CRJU 14303	Juvenile Justice				
CRJU 11033	Special Topics/Law Enforcement				
CRJU 11233	Special Topics/Advanced Law Enforcement				
Program/Graduation Requirements					
Total Program Hours	9 Hours		Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Maintaining & Managing Personal Computers

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 12 Hours			Semester	Grade
CPSI 10103 (CPSI 1003) or CPSI 15343	Computer Information Systems or Computer Operating Systems				
ISYS 12333	MS Network Essentials				
ISYS 19303	Maintaining & Managing Personal Computers				
ISYS 21303	Introduction to Cyber Security				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Medical Coding

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 17 Hours			Semester	Grade
BIOL 10363	Introduction to Anatomy				
HIMT 11303	Medical Terminology I				
HIMT 12303	Medical Terminology II				
HIMT 15303	Introduction to Medical Coding				
HIMT 26303	Intermediate Medical Coding				
HIMT 29202	Medical Coding Certification Prep				
Program/Graduation Requirements					
Total Program Hours		17 Hours	Deficiencies:		
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Mild Steel Welding

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses – 15 Hours			Semester	Grade
WELD 11595	Introduction to Welding				
WELD 12595	Arc Welding I				
WELD 13595	Arc Welding II				
Program/Graduation Requirements					
Total Program Hours	15 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: MS Operating Systems Desktop Support

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Course Number (ACTS)	Required Courses – 12 Hours			Semester	Grade
CPSI 10303 (CPSI 1003) or CPSI 15343	Computer Information Systems or Computer Operating Systems				
ISYS 17303	Network Administration				
ISYS 13333	Help Desk Support				
ISYS 16303	Introduction to Cloud Computing				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)



Certificate of Proficiency: Nursing Assistant

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI	Required Courses- 10 credit hours			Semester	Grade
ISHP 10303	Nursing Assistant Clinical				
ISHP 10707	Nursing Assistant Theory				
Program/Graduation Requirements					
Total Program Hours	10 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		



Certificate of Proficiency: Programming/Coding

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required				
Group II	Social Science – None Required				
Group III	Science / Math – None Required				
Group IV	Physical Education – None Required				
Group V	Computer Technology – None Required				
Group VI (ACTS)	Required Courses – 18 Hours			Semester	Grade
CPSI 10303 (CPSI 1003)	Computer Information Systems*				
CPSI 16343	Introduction to Programming/Coding in Visual Basic*				
CPSI 13343	Programming/Coding for Web Design*				
CPSI 26343	Coding in Java/Java Script*				
CPSI 19343	Programming/Coding in C#*				
CPSI 12443	Web Applications Coding*				
Program/Graduation Requirements					
Total Program Hours	18 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)			Vice Chancellor/Dean (Signature)		

(ACTS #)

*Prerequisites or departmental approval required.



Certificate of Proficiency in Teaching

Name		Student ID		Phone	
Address				Email	
Group I	English / Fine Arts – None Required	Semester	Grade		
Group II	Social Science – None Required	Semester	Grade		
Group III (ACTS)	Science / Math – 3 Hours from below	Semester	Grade		
MATH 11003 (MS 1103)	College Algebra				
MATH 11103 (MS 1113)	Quantitative Reasoning				
Group IV	Physical Education – None Required				
Group V (ACTS)	Computer Technology – 3 Hours from below	Semester	Grade		
CPSI 10103 (CPSI 1003)	Computer Information Systems				
EDHP 21373	Computers in Education				
Group VI	Required Courses – 6 Hours from below	Semester	Grade		
EDHP 11373	Intro to Education				
ECED 14033	Child Development				
Program/Graduation Requirements					
Total Program Hours	12 Hours	Deficiencies:			
Hours Completed at PCCUA					
Hours Transferred					
Total Hours					
Grade Point Average (GPA)					
Advisor (Signature)		Vice Chancellor/Dean (Signature)			

(ACTS #)

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Advisors,

Your work is truly impactful in the lives of students. Every day, you guide and inspire, helping to shape the future by offering students the support and direction they need to navigate their academic journeys.

As advisors, you play a pivotal role in ensuring that each student's experience is not just educational but transformational. You may not realize it, but you are making an impact on the students at Phillips Community College of the University of Arkansas.

Thank you for your commitment to the student's success!

