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PHILLIPS COMMUNITY COLLEGE

STUDENT HANDBOOK

2026-2027



August 2026-July 2027

Name: _____

Program of Study: _____

Academic Advisor: _____

Expected Graduation Term: _____

PCCUA Email: _____

Welcome to the Ridge Runner Family

Welcome to Phillips Community College of the University of Arkansas! This handbook is designed to help you navigate your college experience and connect you with the people, programs, and resources that will support your success at PCCUA. We encourage you to refer to this handbook throughout your time at PCCUA whenever you have questions about College policies, procedures, or student resources. We wish you success as you begin your journey at PCCUA!

Student Handbook Information

This handbook is intended to serve as a practical guide to student life at Phillips Community College of the University of Arkansas. It supplements the College Catalog and official College policies by providing important information about academic expectations, student services, campus resources, and student responsibilities.

Students are responsible for becoming familiar with the information contained in this handbook, the College Catalog, and official College communications. The College reserves the right to revise policies, procedures, and other information as necessary. In the event of a conflict between this handbook and official College policies or the College Catalog, the official policy or catalog shall prevail.

Connect With PCCUA

Helena-West Helena
(870) 338-6474

DeWitt
(870) 946-3506

Stuttgart
(870) 673-4201

Website
www.pccua.edu

Admissions
admissions@pccua.edu

Registration
registration@pccua.edu

Everything we do at PCCUA is guided by our mission, core values, and commitment to student success.

Our Mission

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

PCCUA Core Values

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

Student Success

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

The Power of Education

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

Respect for All

We respect the inherent worth and dignity of every person.

PCCUA Vision

Imagine a college where...

- Students begin planning a career or academic experience early in life.
- High school students see it as a first choice for education and training.
- Student admissions, registration, and enrollment is easy.
- High quality teaching and learning experiences allow all students to succeed.
- Exceptional programs and services meet the needs of the students, community, and region.

- Barriers and obstacles which many students face are removed.
- Exceptional state of the arts technology and distance learning infrastructure is provided.
- The college is responsive to the needs of the community, even in times of crisis.
- Economic development and industry training preparing students for the workforce is a priority.
- Engaging in the lives of its students, employees, and community is a priority.
- The community views it as a partner, resource, and change agent.
- Faculty and staff are provided with professional development, training opportunities, and a positive work environment so they can ensure the best instruction, support for learning, and services.

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

Disclaimer on Accuracy of Information

While every effort has been made to ensure the accuracy of this handbook at the time of publication, errors or omissions may occur. In the event of a conflict between information contained in this handbook and official College policies, Board policies, the College Catalog, or other official College publications, the official College policy or publication will prevail.

Students are responsible for remaining informed of updates and changes to College policies and procedures. The most current information is available on the PCCUA website at www.pccua.edu

2026–2027 Academic Calendar & Important Dates

The dates below highlight important academic deadlines and events for the 2026–2027 academic year. Students should refer to the official Academic Calendar available at www.pccua.edu for the most current information and any updates.

Fall Semester 2026

Date	Event
Aug. 17 (Mon.)	Reporting Day for Faculty/Staff Awards/In Service (offices closed)
Aug. 18 (Tue.)	Registration 8:00 a.m. – 6:00 p.m.
Aug. 19 (Wed.)	Orientation for All New and Returning Students Helena-West Helena Nursing Orientation in Helena-West Helena All students admitted to the ADN & PN Program
Aug. 20 (Thu.)	Orientation for All New and Returning Students DeWitt & Stuttgart Nursing Orientation in Helena-West Helena All students admitted to the ADN & PN Program
Aug. 21 (Fri.)	Last Day for Course Registration
Aug. 24 (Mon.)	Classes Begin Fast Track 2 begins Oct. 19
Aug. 31 (Mon.)	100% Refund Deadline
Sept. 7 (Mon.)	Labor Day Holiday No classes; offices closed
Sept. 9 (Wed.)	PCCUA Admission Application File Deadline Students with incomplete admission files may be dropped from classes 50% Refund Deadline
Sept. 10 (Thu.)	Roster Verification / Census Date
Oct. 14–15 (Wed.–Thu.)	Online Midterm Proctored Exams Fast Track 1 Final Exams
Oct. 16 (Fri.)	Midterm Advisory Grades Due 4:00 p.m.
Oct. 19 (Mon.)	Fast Track 2 Begins
Oct. 23 (Fri.)	Faculty/Staff In-Service
Nov. 9 (Mon.)	Spring Registration Begins
Nov. 16 (Mon.)	Last Day to Withdraw with a "W"
Nov. 23–25 (Mon.–Wed.)	Fall Break No classes; offices open
Nov. 26–27 (Thu.–Fri.)	Thanksgiving Holiday No classes; offices closed
Nov. 30 (Mon.)	Classes Resume 8:00 a.m.
Dec. 4 (Fri.)	Priority Registration Day
Dec. 9 (Wed.)	Last Day to Receive an Instructor "W"
Dec. 9 (Wed.)	Last Day of Classes
Dec. 11 (Fri.)	Study Day Faculty available by appointment
Dec. 14–17 (Mon.–Thu.)	Final Exams
Dec. 18 (Fri.)	Final Grades Due
Dec. 21 (Mon.)	December Graduation No commencement ceremony
Dec. 22 (Tue.)	College Closes for Winter Break Offices close at 4:30 p.m. Reopen Jan. 4, 2027, at 8:00 a.m.

Spring Semester 2027

Date	Event
Jan. 4 (Mon.)	College Reopens
Jan. 6 (Wed.)	Reporting Day for Faculty/Staff Faculty/Staff In Service
Jan. 7 (Thu.)	Registration 8:00 a.m. – 6:00 p.m.
Jan. 8 (Fri.)	Last Day for Course Registration
Jan. 11 (Mon.)	Classes Begin Fast Track 2 begins Mar. 8
Jan. 18 (Mon.)	Martin Luther King Jr. Day No classes; offices closed
Jan. 19 (Tue.)	100% Refund Deadline
Jan. 27 (Wed.)	PCCUA Admission Application File Deadline Students with incomplete admission files may be dropped from classes 50% Refund Deadline
Jan. 28 (Thu.)	Roster Verification / Census Date
Feb. 19 (Fri.)	Faculty/Staff In-Service
Mar. 3–4 (Wed.–Thu.)	Online Midterm Proctored Exams Fast Track 1 Final Exams
Mar. 5 (Fri.)	Midterm Advisory Grades Due 4:00 p.m.
Mar. 8 (Mon.)	Fast Track 2 Begins
Mar. 22–26 (Mon.–Fri.)	Spring Break No classes
Mar. 29 (Mon.)	Classes Resume
Apr. 5 (Mon.)	Last Day to Withdraw with a "W" Summer & Fall Registration Begins
Apr. 23 (Fri.)	Priority Registration Day
Apr. 29 (Thu.)	Last Day to Receive an Instructor "W" Last Day of Classes
Apr. 30 (Fri.)	Study Day Faculty available by appointment
May 3–6 (Mon.–Thu.)	Final Exams
May 7 (Fri.)	Final Grades Due
May 13 (Thu.)	Graduation – Arkansas County
May 14 (Fri.)	Graduation – Phillips County
May 31 (Mon.)	Memorial Day Holiday No classes; offices closed

Summer I 2027

Date	Event
June 2 (Wed.)	Last Day for Course Registration Summer I Classes Begin
June 3 (Thu.)	100% Refund Deadline
June 9 (Wed.)	PCCUA Admission Application File Deadline Students with incomplete admission files may be dropped from classes. 50% Refund Deadline
June 14 (Mon.)	Roster Verification / Census Date
June 28 (Mon.)	Last Day to Withdraw with a "W"
July 5 (Mon.)	July 4 Holiday College closed
July 7 (Wed.)	Last Day to Receive an Instructor "W" Last Day of Classes & Final Exam
July 8 (Thu.)	Summer I Final Grades Due

Summer I Extended & Online 2027

Date	Event
June 2 (Wed.)	Summer I Extended & Online Classes Begin
June 3 (Thu.)	100% Refund Deadline
June 9 (Wed.)	PCCUA Admission Application File Deadline Students with incomplete admission files may be dropped from classes 50% Refund Deadline
June 14 (Mon.)	Roster Verification / Census Date
June 28 (Mon.)	Last Day to Withdraw with a "W"
July 5 (Mon.)	July 4 Holiday College closed
July 6 (Tue.)	Last Day to Receive an Instructor "W"
July 19 (Mon.)	Last Day of Classes
July 19–21 (Mon.–Wed.)	Final Exams Proctored Online Exams
July 22 (Thu.)	Summer I Extended Final Grades Due

Summer II 2027

Date	Event
July 12 (Mon.)	Summer II Begins
July 13 (Tue.)	100% Refund Deadline
July 19 (Mon.)	PCCUA Admission Application File Deadline Students with incomplete admission files may be dropped from classes. 50% Refund Deadline
July 20 (Tue.)	Roster Verification / Census Date
Aug. 2 (Mon.)	Last Day to Withdraw with a "W"
Aug. 11 (Wed.)	Last Day to Receive an Instructor "W" Last Day of Classes & Final Exam
Aug. 12 (Thu.)	Summer II Final Grades Due 12:00 noon

Ridge Runner Tips

- Register early for the best course selection.
- Check your PCCUA email and Workday frequently.
- Complete admission and financial aid requirements before published deadlines.
- Meet with your academic advisor before changing your schedule.
- Know refund, withdrawal, and graduation deadlines.
- Begin preparing for final exams at least one week before Final Exam Week and confirm your exam schedule with your instructor.
- Need help? Contact your advisor or Admissions and Records before a deadline passes.

Final Exam Schedules & Important Information

Fall 2026 Final Exam Schedule

The schedules below identify the official final examination times for traditional lecture courses. Students should verify final exam information with their instructor, as some programs may follow alternate schedules.

Monday & Wednesday Classes

Class Meets	Final Exam
8:00 a.m.	Mon., Dec. 14 • 8:00–9:20 a.m.
9:30 a.m.	Wed., Dec. 16 • 9:30–10:50 a.m.
11:00 a.m.	Mon., Dec. 14 • 11:00 a.m.–12:20 p.m.
12:30 p.m.	Wed., Dec. 16 • 12:30–1:50 p.m.
1:00 p.m.	Wed., Dec. 16 • 1:00–2:20 p.m.
2:00 p.m.	Mon., Dec. 14 • 2:00–3:20 p.m.

Tuesday & Thursday Classes

Class Meets	Final Exam
8:00 a.m.	Tue., Dec. 15 • 8:00–9:20 a.m.
9:30 a.m.	Thu., Dec. 17 • 9:30–10:50 a.m.
11:00 a.m.	Tue., Dec. 15 • 11:00 a.m.–12:20 p.m.
12:30 p.m.	Thu., Dec. 17 • 12:30–1:50 p.m.
1:00 p.m.	Thu., Dec. 17 • 1:00–2:20 p.m.
2:00 p.m.	Tue., Dec. 15 • 2:00–3:20 p.m.

Additional Final Exam Information

- Extended Day and Evening classes hold final exams during their regularly scheduled class meeting.
- Online Proctored Final Exams: Dec. 14–17 (Mon.–Thu.).
- Allied Health programs may administer final exams at times established by the instructor or program.
- Study Day: Fri., Dec. 11 (faculty available by appointment).
- Final grades are due in Workday by Fri., Dec. 18 at 12:00 noon.

Spring 2027 Final Exam Schedule

The schedule below identifies the official final examination times for traditional lecture courses. Students should verify final exam information with their instructor, as some programs may follow alternate schedules.

Monday & Wednesday Classes

Class Meets	Final Exam
8:00 a.m.	Mon., May 3 • 8:00–9:20 a.m.
9:30 a.m.	Wed., May 5 • 9:30–10:50 a.m.
11:00 a.m.	Mon., May 3 • 11:00 a.m.–12:20 p.m.
12:30 p.m.	Wed., May 5 • 12:30–1:50 p.m.
1:00 p.m.	Wed., May 5 • 1:00–2:20 p.m.
2:00 p.m.	Mon., May 3 • 2:00–3:20 p.m.

Tuesday & Thursday Classes

Class Meets	Final Exam
8:00 a.m.	Tue., May 4 • 8:00–9:20 a.m.
9:30 a.m.	Thu., May 6 • 9:30–10:50 a.m.
11:00 a.m.	Tue., May 4 • 11:00 a.m.–12:20 p.m.
12:30 p.m.	Thu., May 6 • 12:30–1:50 p.m.
1:00 p.m.	Thu., May 6 • 1:00–2:20 p.m.
2:00 p.m.	Tue., May 4 • 2:00–3:20 p.m.

Additional Final Exam Information

- Extended Day and Evening classes hold final exams during their regularly scheduled class meeting.
- Online Proctored Midterm & Fast Track I Final Exams: Mar. 3–4 (Wed.–Thu.).
- Online Proctored Final Exams: May 3–6 (Mon.–Thu.).
- Study Day: Fri., Apr. 30 (faculty available by appointment).
- Allied Health programs may administer final exams at times established by the instructor or program.
- Final grades are due in Workday by Fri., May 7 at 12:00 noon.

Getting Started at PCCUA

Whether you are attending PCCUA for the first time or returning for another semester, this section provides the information you need to successfully begin your college experience. From orientation and registration to paying for college and accessing your student accounts, these resources will help you get started with confidence.

Orientation

Orientation marks the beginning of your PCCUA experience. Held the week prior to the start of fall classes begin, orientation introduces new and returning students to important college resources, academic expectations, technology tools, and student services designed to support student success.

Attendance at orientation is mandatory for all new and returning students. Academic advisors register students for orientation, and students are required to attend all required orientation sessions and complete assigned orientation activities. Orientation may include in-person sessions, online learning activities, and other required components designed to prepare students for success at PCCUA. Failure to attend all required orientation sessions or complete assigned orientation activities will result in a financial charge being added to the student's account.

Admissions & Registration

Applying for Admission. Prospective students must complete the online Application for Admission before registering for classes. Applicants are responsible for submitting all required admission documents, including official high school transcripts or GED scores, official transcripts from all previously attended colleges (when applicable), immunization records, and official placement test scores, as required by College policy. In some cases, additional documentation may be required to process admission and/or financial aid, including government-issued identification, a Social Security card, or a birth certificate. Students are encouraged to complete all admission requirements as early as possible to avoid delays in registration. For complete admission requirements and to apply online, visit the PCCUA Admissions webpage.

New Student Registration. After all admission requirements have been satisfied, new students will work with an academic advisor to develop an academic plan, select appropriate courses, and register for classes. Registration is not complete until students have finalized their class schedule and all registration requirements have been satisfied. Students are encouraged to register as early as possible to maximize course availability and ensure they are prepared for the beginning of the semester. Registration dates are published in the Academic Calendar.

Returning Student Registration. Returning students should meet with their assigned academic advisor before registering each semester. During the advising appointment, students review their academic progress, update their academic plan in Workday, and register for courses that support timely degree completion. Students are encouraged to register early each semester to maximize course availability.

Academic Advising

Academic advising is an important part of your success at PCCUA. Your academic advisor will help you develop an educational plan, select appropriate courses, monitor your progress toward graduation, and connect you with campus resources. **Meeting with your advisor regularly and registering early will help you stay on track to achieve your educational goals.**

Advisor Assignment. Every degree-seeking student is assigned an academic advisor based on their declared program of study. Advisors serve as the student's primary point of contact for academic planning, course selection, registration, and graduation requirements. Students who change their program of study may be assigned a new academic advisor. Students can view their assigned academic advisor in Workday and are encouraged to contact their advisor whenever they have questions about course selection, degree requirements, or academic progress.

Advisor Directory: www.pccua.edu/advisors

Meeting with Your Advisor. Students are encouraged to meet with their academic advisor before registering each semester and whenever they have questions about course selection, degree requirements, transfer opportunities, or academic progress. During advising appointments, students and advisors review academic plans, discuss progress toward graduation, and identify resources and support services that promote student success. Students are encouraged to communicate with their advisor throughout the year to ensure they remain on track toward achieving their educational goals.

Schedule Changes (Add/Drop). Students may add or drop classes only during the published registration and add/drop period. Students should consult with their academic advisor before making schedule changes to ensure continued progress toward their educational goals. Applicable deadlines are published in the Academic Calendar.

Course Withdrawal. While academic advisors provide guidance and support, Students considering withdrawing from a course should first discuss the decision with their academic advisor. Withdrawing from a course may affect academic progress, financial aid eligibility, veterans' educational benefits, athletic eligibility, and time to graduation. Students who officially withdraw from a course by the published withdrawal deadline will receive a W on their permanent academic transcript. Students should review the Academic Calendar for withdrawal deadlines and consult with the Financial Aid Office if they receive financial assistance. **Failure to attend class or stop participating in a course does not constitute an official withdrawal.** Complete information regarding withdrawal procedures, deadlines, transcript notation, and the impact of course withdrawals is available in the College Catalog.

Paying for College

Paying for college is an important part of planning for your education. PCCUA offers a variety of financial aid programs, scholarships, payment options, and student account services to help make college affordable. Students are encouraged to apply for financial aid early, monitor their student account regularly, and meet all published payment deadlines.

Financial Aid. PCCUA is committed to helping students achieve their educational goals by providing access to federal, state, institutional, and private financial assistance programs. Students seeking financial aid should complete the Free Application for Federal Student Aid (FAFSA) each year and submit any additional documentation requested by the Office of Financial Aid as early as possible.

Applying for Financial Aid. Students should complete the FAFSA annually to determine eligibility for grants, work-study, and other financial assistance programs. Additional verification documents may be required before financial aid can be awarded. Students are responsible for monitoring their financial aid status and responding promptly to requests for additional information.

Scholarships. PCCUA offers a variety of institutional and privately funded scholarships to eligible students. Scholarship opportunities, eligibility requirements, application deadlines, and additional information are available on the PCCUA website. Students are encouraged to apply early and complete all required application materials to maximize scholarship opportunities.

Tuition and Payment Options. Tuition, fees, and eligible book rental charges are applied to a student's account upon registration. Students are responsible for ensuring their account is paid in full or covered by financial aid before published payment deadlines. Students who do not have sufficient financial aid may be required to establish a tuition payment plan through the College's approved payment provider. Complete accounts receivable information is available on the PCCUA website.

Student Account Holds. Students with outstanding financial obligations to the College may have a financial hold placed on their account. Financial holds may prevent registration, receipt of transcripts, or the release of diplomas until the account has been resolved.

Satisfactory Academic Progress (SAP). Students receiving federal, state, or institutional financial aid must maintain Satisfactory Academic Progress (SAP) as defined by federal regulations and College policy. SAP standards generally include maintaining the required cumulative grade point average, successfully completing a minimum percentage of attempted credit hours, and completing a program of study within the maximum allowable timeframe.

Students who fail to meet SAP requirements may be placed on financial aid warning or probation, required to meet additional academic requirements, or become ineligible for financial aid. Students who lose financial aid eligibility may have the opportunity to appeal in accordance with College policy.

Complete information regarding Satisfactory Academic Progress, financial aid warning and probation, appeals, and reinstatement of financial aid eligibility is available on the PCCUA website and through the Financial Aid Office.

Refunds. Tuition and fee refunds are based on the official withdrawal date and the College's published refund schedule. Students receiving financial aid should consult with the Office of Financial Aid before withdrawing from classes, as withdrawal may affect future eligibility and result in repayment obligations.

Technology & Online Learning

Technology plays an important role in your success at PCCUA. Students use several online systems to register for classes, access course materials, communicate with instructors, monitor academic progress, and manage their student accounts. Becoming familiar with these resources will help you stay informed and connected throughout your college experience.

My RidgeNet. My RidgeNet is PCCUA's secure online portal and serves as the primary access point for student technology resources. Through My RidgeNet, students can access **Workday**, **Blackboard**, **PCCUA student email**, **Microsoft 365 applications**, and other important campus resources.

New students will receive a welcome email at the personal email address used when submitting their Application for Admission. This email contains instructions for activating their **My RidgeNet** account, creating a password, and accessing their PCCUA student email account. Students who do not receive the welcome email should submit an **IT Help Desk ticket** for assistance. The first time students sign in, they will be prompted to set up **multi-factor authentication (MFA)** to help protect their account and personal information.

Returning students may sign in to **My RidgeNet** using their PCCUA student email address and previously established password. Students who have forgotten their password may use the password reset option or contact the IT Help Desk for assistance.

Workday. Accessible through **My RidgeNet**, Workday is PCCUA's student information system. Students use Workday to view class schedules, review financial aid, monitor degree progress, view grades, update personal information, and access other important academic records.

Blackboard. Blackboard is PCCUA's learning management system and serves as the online classroom for all online courses and many face-to-face courses. Accessible through **My RidgeNet**, Blackboard allows students to access course syllabi, instructional materials, assignments, grades, announcements, and other important course information. Students are expected to log in regularly, review course announcements, complete assignments by established deadlines, and communicate with their instructors as needed. Some courses may require additional software, such as Respondus LockDown Browser, or other applications to complete coursework. Students should review each course syllabus for specific technology requirements. Students who are unable to access their course(s) in Blackboard after the first day of classes should contact the IT Help Desk for assistance.

Student Email. Every PCCUA student is assigned an official College email account. Accessible through **My RidgeNet**, the student email account is the College's official method of communicating important information regarding registration, financial aid, billing, academic records, student services, campus announcements, and other official College business. Students are responsible for checking their PCCUA student email regularly and are expected to use their College email account when communicating with faculty and staff. Students should monitor their email throughout the semester to remain informed of important deadlines, requests for information, and other time-sensitive communications.

Account Access & Security. Students are responsible for protecting the confidentiality of their usernames, passwords, and multi-factor authentication (MFA) methods. Login credentials should never be shared with another person. Students should choose strong passwords, keep their authentication information secure, and promptly report suspected unauthorized account access to the IT Help Desk. Protecting account information helps safeguard personal, academic, and financial records.

Online Learning Expectations. Students enrolled in online or hybrid courses are expected to participate regularly, complete assignments by established deadlines, and communicate with their instructors as needed. Reliable internet access, regular use of **Blackboard** and **student email**, and active participation are essential for success in online learning. Students should review each course syllabus for course-specific expectations and technology requirements.

Technology Assistance. Students experiencing technical difficulties with **My RidgeNet**, **Workday**, **Blackboard**, student email, or other College technology resources should contact the PCCUA IT Help Desk for assistance. Help Desk resources and contact information are available on the PCCUA website.

Student Records & Privacy

PCCUA maintains student educational records in accordance with federal and state laws and is committed to protecting the privacy and confidentiality of student information. Students are responsible for keeping their personal information current and understanding their rights regarding access to and release of their educational records.

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 with limited exceptions permitted by law, including certain health or safety emergencies, PCCUA may disclose information from a student's educational records without the student's written consent. Students have the right to inspect and review their educational records, request the correction of inaccurate information, and control the disclosure of personally identifiable information as provided by FERPA.

Parental Access to Student Records. Under FERPA, the rights to a student's educational records transfer from the parent to the student when the student begins attending a postsecondary institution, regardless of age. Parents of students who are claimed as dependents for federal income tax purposes may, under certain circumstances, be permitted access to educational records upon providing appropriate documentation. Students who wish to authorize another individual, including a spouse, to receive information from their educational records must provide written consent in accordance with College procedures.

Directory Information. Under FERPA, PCCUA may designate certain student information as **directory information**, which may be released without the student's prior written consent unless the student requests that it remain confidential. Directory information includes a student's name, address, telephone number, PCCUA email address, date and place of birth, major field of study, enrollment status, grade level, dates of attendance, course credit load, degrees, honors, awards, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent educational institution attended. Students who wish to prevent the release of directory information must notify the Office of Admissions & Records in writing.

Student Records. PCCUA maintains official student educational records, including admission documents, enrollment records, grades, academic standing, transfer credit evaluations, and degree or certificate information. Students have the right to inspect and review their educational records in accordance with FERPA. Requests to review educational records should be directed to the Office of Admissions & Records.

Updating Personal Information. Students are responsible for keeping their personal information current throughout their enrollment at PCCUA. Changes to a student's legal name, mailing address, telephone number, personal email address, emergency contact information, or other personal information should be updated promptly through **Workday** or by contacting the Office of Admissions & Records, as applicable. Keeping this information current ensures students receive important College communications and official notifications in a timely manner.

Official Transcripts. Students may request official PCCUA transcripts through the College's online transcript request service. Transcript requests are processed in accordance with College policy. Students are encouraged to verify that all financial obligations to the College have been resolved before requesting an official transcript. Additional information regarding transcript requests, fees, and processing times is available through the Office of Admissions & Records.

Enrollment Verification. Students who need verification of enrollment for employers, insurance providers, scholarship agencies, military benefits, or other organizations may request enrollment verification through the Office of Admissions & Records. Requests are processed in accordance with College procedures.

Graduation Application. Students are responsible for submitting a graduation application by the published deadline, even if all degree or certificate requirements have been completed. **Applying for graduation is required to receive a degree or certificate and participate in commencement.** Students should meet with their academic advisor before applying for graduation to **confirm that all program requirements have been met.** Graduation application deadlines are published in the Academic Calendar and on the PCCUA website.

Campus Safety & Security

PCCUA is committed to providing a safe, secure, and supportive learning environment for students, faculty, staff, and visitors. Campus safety is a shared responsibility, and every member of the College community plays an important role in maintaining a safe campus. Students are encouraged to become familiar with College safety procedures, report emergencies or suspicious activity promptly, and participate in maintaining a respectful and secure campus environment.

Emergency Notifications. PCCUA uses the **Ridge Runner RAVE Alert** emergency notification system to communicate significant emergencies, dangerous situations, severe weather, campus closures, and other incidents that may affect campus operations. Emergency notifications may be distributed through text messages, email, voice messages, the College website, social media, and other official communication channels. Students are encouraged to keep their contact information current in **Workday** and enroll in the Ridge Runner RAVE Alert system to ensure they receive timely notifications. **Because weather and emergency conditions may vary by location, students should not assume all PCCUA campuses will be affected equally. Students should monitor official College communications for information specific to their campus.**

Timely Warnings. In accordance with the Clery Act, PCCUA issues timely warnings when certain reported crimes are considered to pose a serious or continuing threat to the campus community. Timely warnings are issued as soon as pertinent information is available and are intended to help students and employees make informed decisions to protect their personal safety.

Ridge Runner RAVE Alert. Students are strongly encouraged to enroll in the **Ridge Runner RAVE Alert** emergency notification system to receive text messages regarding emergencies, severe weather, and campus closures. Enrollment instructions are provided by the College, and students should ensure their contact information remains current to receive emergency notifications.

To Enroll: Text **PCCUASTUDENT** to **67283**.

Reporting Crimes & Emergencies. Students, employees, and visitors are encouraged to report crimes, suspicious persons, suspicious activity, or other safety concerns as soon as possible. Emergencies requiring immediate police, fire, or medical assistance should always be reported by calling **911**. Prompt reporting allows the College to respond appropriately, assist individuals in need, and maintain a safe campus environment.

Campus Safety Contacts

Campus	Campus Safety Contacts
Helena-West Helena	Day:(870) 338-6474 ext. 9999 Evening: (870) 816-0377
DeWitt	Day: (870) 946-3506 ext. 1600 Evening: (870) 816-7033
Stuttgart	Day: (870) 830-9047 ext. 1800 Evening: (501) 516-7191

Students should immediately report emergencies by calling 911. Non-emergency crimes, suspicious persons, and suspicious activity should be reported using the appropriate campus contact information listed above. The Helena-West Helena Campus maintains on-campus security while classes are in session and College employees are on duty, while the Stuttgart and DeWitt campuses rely on local law enforcement agencies for emergency response and law enforcement services.

Emergency Procedures. During an emergency, students should remain calm and follow the instructions provided by College officials, emergency responders, or the Ridge Runner Alert emergency notification system. Depending on the nature of the emergency, students may be instructed to evacuate a building, shelter in place, avoid specific areas of campus, or take other protective actions. Students should become familiar with emergency exits in the buildings they use and report any unsafe conditions to College personnel.

Emergency procedures may vary depending on the nature of the incident and the campus location. Students should always follow the directions provided by emergency personnel and College officials.

Campus Security Authorities (CSAs). Certain College officials have been designated as **Campus Security Authorities (CSAs)** under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). CSAs are responsible for receiving reports of Clery Act crimes and ensuring the information is shared with the appropriate College officials for timely assessment and reporting. Students are encouraged to report crimes and safety concerns to a CSA if they do not wish to report directly to law enforcement. Reporting to a CSA does not replace the need to contact **911** during an emergency.

Annual Security & Fire Safety Report. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), PCCUA publishes an **Annual Security & Fire Safety Report** each year. The report contains campus security policies, crime prevention information, emergency procedures, fire safety information, and crime statistics for the previous three calendar years. The report is available on the PCCUA website, and printed copies are available upon request from the Office of Human Resources.

Weapons on Campus. PCCUA is committed to providing a safe learning and working environment for all students, employees, and visitors. The possession, discharge, or use of any weapon on property owned, leased, or controlled by the University of Arkansas System is prohibited except as permitted by Arkansas law and University of Arkansas System policy.

Individuals who are authorized by law to possess a concealed handgun on campus must comply with all applicable provisions of **Ark. Code Ann. § 5-73-322** and University of Arkansas System policy. Concealed handguns may be stored only as permitted by law. This policy does not apply to certified law enforcement officers or authorized security personnel acting within the scope of their official duties. Students who violate the University's weapons policy may be subject to disciplinary action, removal from campus, criminal prosecution, or other penalties as provided by law and College policy.

Alcohol & Drug-Free Campus. PCCUA is committed to maintaining a safe, healthy, and alcohol- and drug-free learning environment for all students, employees, and visitors. The unlawful use, possession, manufacture, distribution, sale, or cultivation of illegal drugs, controlled substances, or drug paraphernalia on College property or during College-sponsored activities is prohibited. The misuse of prescription medications or the inhalation or ingestion of any substance intended to alter a person's mental or physical state is also prohibited. The possession or use of marijuana on College property or during College-sponsored activities is prohibited, including marijuana used for medicinal purposes. The possession, consumption, manufacture, distribution, sale, or serving of alcoholic beverages on College property or during College-sponsored activities is prohibited, regardless of age, unless specifically authorized by University of Arkansas System policy or College policy.

Students who violate the College's alcohol or drug policies may be subject to disciplinary action, removal from campus, referral for criminal prosecution, and other sanctions as provided by law and College policy.

Behavioral Intervention & Threat Reporting. PCCUA is committed to maintaining a safe, supportive, and respectful learning environment. Students, employees, and visitors are encouraged to report concerning disruptive, threatening, or unusual behavior that may pose a risk to an individual or the campus community. Early reporting allows the College to assess concerns, provide assistance when appropriate, and respond to situations before they escalate.

Reports may involve behavior that suggests a person may be in distress, poses a threat to themselves or others, or significantly disrupts the learning or working environment. Reports should be made to Campus Administration, the Office of Student Services, Campus Security, or another appropriate College official. Emergencies or situations involving an immediate threat should always be reported by calling **911**.

The College reviews reports in accordance with established procedures and may coordinate appropriate interventions, support services, or other actions to protect the safety and well-being of the campus community.

Title IX & Sexual Misconduct. PCCUA is committed to providing an educational and working environment free from discrimination, harassment, sexual misconduct, and retaliation. In accordance with **Title IX of the Education Amendments of 1972** and other applicable federal and state laws, the College prohibits discrimination on the basis of sex in its educational programs, activities, admissions, employment, and other College operations.

Reporting Sexual Misconduct. Students who experience or witness sexual harassment, sexual assault, dating violence, domestic violence, stalking, or other forms of sex-based misconduct are encouraged to report the incident promptly. Reports may be made to the College's **Title IX Coordinator** or another appropriate College official. Emergencies or incidents involving an immediate threat should be reported by calling **911**.

Supportive Measures. The College provides supportive measures to individuals involved in a reported incident, regardless of whether a formal complaint is filed. Supportive measures may include academic accommodations, counseling referrals, schedule modifications, no-contact directives, or other appropriate assistance designed to help students continue their education while maintaining campus safety.

Non-Retaliation. PCCUA prohibits retaliation against any individual who reports discrimination or sexual misconduct, participates in an investigation, or assists with the resolution of a complaint. Acts of retaliation may result in disciplinary action.

Title IX Contacts

Dr. Kimberley Johnson
Vice Chancellor for Student Services and Campus Life
Administration Building, Helena-West Helena Campus
(870) 338-6474, Ext. 1235
kjohnson@pccua.edu

Deputy Title IX Coordinator
Rhonda St. Columbia
Vice Chancellor for College Advancement and Resource Development
Helena-West Helena Campus
(870) 338-6474, Ext. 1130
rhonda@pccua.edu

Deputy Title IX Coordinator
Kim Kirby
Vice Chancellor, Arkansas County
Stuttgart & DeWitt Campuses
(870) 673-4201, Ext. 1813
kkirby@pccua.edu

Additional Information. Complete information regarding Title IX policies, reporting procedures, grievance processes, and contact information for the Title IX Coordinator is available on the PCCUA website.

Parking & Traffic Safety.

PCCUA is committed to maintaining a safe environment for pedestrians and motorists on all campuses. Students are expected to operate motor vehicles in a safe and responsible manner, obey all posted traffic signs and speed limits, and park only in designated parking areas. Students are responsible for complying with all posted parking regulations and instructions issued by College personnel. Vehicles parked illegally or in areas designated for emergency access, persons with disabilities, or other restricted locations may be subject to citation or towing in accordance with College policy.

Students should exercise caution when walking through parking lots and roadways and always remain alert to vehicle and pedestrian traffic.

Student Responsibility. Students share responsibility for maintaining a safe campus environment. All members of the PCCUA community are encouraged to report safety concerns, comply with College safety procedures, respect the rights of others, and contribute to a secure and welcoming learning environment.

Student Resources & Support Services

PCCUA is committed to helping every student achieve academic, personal, and professional success. The College offers a variety of academic support services, student resources, and campus programs designed to remove barriers, encourage student engagement, and help students reach their educational goals. Students are encouraged to take advantage of these services throughout their time at PCCUA.

Student Success Center. The PCCUA Student Success Center serves as a central resource for academic support and student success services. Through the Student Success Center, students can access tutoring, learning assistance, academic success resources, referrals to campus support programs, and other services designed to help them achieve their educational goals. Students are encouraged to seek assistance early and throughout the semester whenever academic or personal challenges arise.

Tutoring & Learning Assistance. PCCUA provides a variety of tutoring and learning assistance services to help students strengthen academic skills, improve course performance, and achieve their educational goals. Tutoring is available in a variety of subject areas and may be offered individually, in small groups, or through other instructional support activities. Students are encouraged to seek tutoring early in the semester whenever they need additional academic assistance. Faculty, advisors, and Student Success Center staff may also recommend tutoring or other learning support services when additional academic assistance would benefit a student's success.

STAR Center. The STAR Center provides individualized academic support designed to help students succeed throughout their college experience. STAR offers learning assistance, academic skill development, study strategies, and other support services to help students overcome academic challenges and strengthen classroom performance. Students may access STAR independently or be referred by faculty, advisors, or other College personnel. Students are encouraged to utilize the Center early and throughout the semester whenever additional academic support is needed.

Virtual Technology Academy. The Virtual Technology Academy provides students with access to technology resources and technical assistance that support learning in both face-to-face and online courses. Students may use the Virtual Technology Academy resources to complete coursework, access online instructional materials, participate in virtual learning activities, and receive technology support when needed. The Virtual Technology Academy is located in **C-204 on the Helena-West Helena Campus**, with services also available to students attending the Stuttgart and DeWitt campuses. Students are encouraged to contact the Virtual Technology Academy personnel for information about available resources and services.

Library Services. The PCCUA Library provides resources and services to support student learning, research, and academic success. Students have access to books, eBooks, online databases, journals, computers, printing, study areas, and other educational resources. Library staff are available to assist students with research, locating information, using library resources, and developing effective research skills. Library resources are available to support both face-to-face and online students. Students are encouraged to utilize the Library throughout the semester for research assistance, quiet study, and access to academic resources. The College textbook rental program, Rowdy Rents, is located in each campus library.

Accessibility Services. PCCUA is committed to providing equal access to educational opportunities for qualified students with documented disabilities. Students requesting academic accommodations should contact the Office of Disability Services as early as possible to begin the accommodation process. Accommodations are determined on an individual basis in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable College policies. Students are responsible for providing appropriate documentation of their disability and working with the Office of Disability Services to establish reasonable accommodations. Accommodations are not applied retroactively, and students are encouraged to request services before or at the beginning of each semester.

TRIO Student Support Services (SSS). The **TRIO Student Support Services (SSS)** program is a federally funded program designed to increase student retention, graduation, and transfer success. Eligible students receive individualized support services that may include academic advising, tutoring, financial literacy education, transfer assistance, career exploration, cultural enrichment activities, and assistance with developing academic and personal success skills. Participation in TRIO Student Support Services is based on federal eligibility requirements. Students who are interested in learning more about the program or determining their eligibility are encouraged to contact the TRIO Student Support Services office.

Career Pathways Initiative. The **Career Pathways Initiative** assists eligible students in overcoming barriers that may interfere with their educational success. The program provides individualized support and connections to resources that help students enroll in college, persist toward graduation, and prepare for employment or transfer opportunities. Depending on eligibility and available funding, Career Pathways participants may receive assistance with transportation, childcare, textbooks, supplies, career planning, financial literacy, and referrals to community resources. Students who are interested in learning more about Career Pathways or determining their eligibility are encouraged to contact the Career Pathways office.

Rowdy Rents. Rowdy Rents is PCCUA's textbook rental program, designed to help reduce the cost of attending college by providing required course textbooks to eligible students. Students are responsible for picking up rented textbooks before classes begin, caring for the materials throughout the semester, and returning them by the published deadline at the end of the term. Students are responsible for any charges associated with damaged, lost, or unreturned textbooks. Additional information regarding textbook rental procedures, eligibility requirements, return deadlines, and replacement charges is available through Rowdy Rents.

Food Pantry. PCCUA is committed to supporting student well-being by helping address food insecurity that may impact academic success. The Food Pantry provides eligible students with access to food and essential household items to help meet short-term needs while pursuing their education.

The Food Pantry is available to currently enrolled students at no cost. Students are encouraged to utilize this resource whenever needed. Information regarding Food Pantry locations, hours of operation, eligibility requirements, and distribution schedules is available on the PCCUA website.

Career Clothes Closet. The Career Clothes Closet provides eligible students with access to professional clothing for job interviews, internships, career fairs, clinical experiences, and other professional or academic events. The program helps students present themselves confidently while preparing for employment and career advancement opportunities. Students interested in utilizing the Career Clothes Closet or donating professional clothing are encouraged to visit the PCCUA website for information regarding eligibility, available services, and how to access the program.

Rowdy Rides. Rowdy Rides provides transportation assistance to eligible students on the Helena campus. The program is designed to reduce transportation barriers that may interfere with student success and academic progress. Transportation is available on designated routes and schedules established by the College. Students interested in utilizing Rowdy Rides should contact the Student Success Center or the Vice Chancellor for Student Services and Campus Life for route information, eligibility requirements, and scheduling details.

Veteran Services. PCCUA proudly supports veterans, active-duty service members, members of the National Guard and Reserve, and eligible dependents pursuing their educational goals. The College assists students in applying for and maintaining educational benefits administered by the U.S. Department of Veterans Affairs and provides guidance regarding certification requirements and enrollment procedures. Students planning to use veterans' educational benefits should contact the School Certifying Official as early as possible before each semester to ensure required documentation is submitted and benefits are processed in a timely manner. Additional information regarding veterans' educational benefits and required documentation is available through the Office of Admissions & Records.

Student Activities & Organizations. PCCUA encourages students to become actively involved in campus life through student organizations, leadership opportunities, service projects, cultural programs, and campus events. Participation in extracurricular activities enhances the college experience by helping students build leadership skills, develop friendships, strengthen communication and teamwork, and create a greater sense of belonging within the College community. Student organizations and activities are open to students based on each organization's eligibility requirements and College policies. Students interested in joining an existing organization or establishing a new student organization are encouraged to contact the Office of Student Services and Campus Life or visit the PCCUA website for current information. Students are also encouraged to participate in campus events, leadership opportunities, and student organizations to enhance their college experience and develop lasting connections with the PCCUA community.

Featured Student Organizations. PCCUA sponsors several student organizations that provide opportunities for leadership, mentorship, professional development, academic success, and community engagement. Featured organizations include:

Organization	Purpose
Student Government Association (SGA)	Represents the student body by serving as a liaison between students and College leadership while promoting student engagement, leadership, and campus involvement.
B.A.D.D.I.E. (Bold, Ambitious, Determined, Dynamic, Inspiring, and Empowered) Women's Mentoring Group	Provides a supportive environment where women develop self-confidence, financial literacy, leadership skills, and personal growth while building lasting relationships through mentorship and encouragement.
Men Enrolling Toward Advancement (META)	Promotes mentorship, leadership, academic achievement, and student persistence while supporting the personal and academic success of male students.
Women in CyberSecurity (WiCyS)	Promotes education, leadership, networking, and professional development for students interested in cybersecurity and related technology fields.

Additional academic, professional, service, cultural, faith-based, and special interest organizations may be available throughout the academic year. Students are encouraged to visit the PCCUA website or contact the Office of Student Services and Campus Life for current list of recognized student organizations, meeting schedules, advisor information, and participation opportunities.

Academic Policies & Expectations

PCCUA is committed to fostering academic excellence and student success. Students are expected to attend class regularly, complete coursework on time, maintain academic honesty, and become familiar with the College's academic policies and expectations. Understanding these policies helps students make informed decisions, remain in good academic standing, and successfully progress toward graduation.

Class Attendance. Regular class attendance is essential to academic success. Students are expected to attend all scheduled class meetings, actively participate in learning activities, and complete course assignments by established deadlines. Attendance requirements, participation expectations, and make-up work policies are determined by the course instructor and are outlined in each course syllabus.

Students are responsible for communicating with their instructors regarding absences and for completing any missed assignments in accordance with course requirements.

Excessive absences may negatively affect academic performance and may result in administrative action as outlined in College policy.

Additional information regarding attendance requirements is available in the College Catalog and individual course syllabi.

No-Show Policy. Students are expected to attend and actively participate in each course beginning with the first day of class. Students who fail to attend or otherwise demonstrate academic engagement as required by the course instructor may be reported as a **no-show** and administratively dropped from the course in accordance with College policy.

Students are responsible for monitoring their PCCUA student email and Workday account for important communications regarding their enrollment status. Students who are administratively dropped from a course may be responsible for tuition and fees in accordance with College policy and applicable refund deadlines.

Additional information regarding the College's No-Show Policy, attendance requirements, and refund deadlines is available in the College Catalog and on the PCCUA website.

Academic Integrity. Academic integrity is the foundation of the educational experience at PCCUA. Students are expected to complete all coursework honestly and ethically and to demonstrate integrity in examinations, assignments, research, laboratory work, and all other academic activities.

Academic misconduct includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, falsification of academic records, and other forms of dishonest academic behavior. Students who violate the College's Academic Integrity policy may be subject to disciplinary action as outlined in the Student Code of Conduct and the College Catalog. Students are encouraged to ask their instructor whenever they have questions regarding appropriate collaboration, citation of sources, or academic expectations. Additional information regarding academic integrity policies and disciplinary procedures is available in the College Catalog and Student Code of Conduct.

Artificial Intelligence (AI).

The use of artificial intelligence (AI) tools, including generative AI applications, is subject to the expectations and requirements established by each course instructor. Students are responsible for understanding and following the AI guidelines outlined in their course syllabus or provided by their instructor.

Unless specifically authorized by the instructor, students are expected to complete academic work independently and in accordance with the College's **Academic Integrity** policy. Unauthorized use of AI-generated content or other AI technologies may be considered academic misconduct. Students who have questions about the appropriate use of AI in a course should consult their instructor before using AI tools to complete assignments, projects, examinations, or other academic work.

Grades & Academic Progress. Students are responsible for monitoring their academic progress throughout each semester. Final grades are recorded in **Workday**, and students should regularly review their course grades, academic standing, and degree progress. Grading policies, methods of evaluation, and course-specific requirements are determined by the course instructor and are outlined in each course syllabus. Students who have questions regarding grades or course performance should first discuss their concerns with the course instructor.

Complete information regarding the College's grading system, grade point average (GPA), academic standing, and academic honors is available in the College Catalog.

Academic Standing. PCCUA monitors each student's academic progress to encourage success and ensure satisfactory progress toward educational goals. Students are expected to maintain satisfactory academic performance and are encouraged to regularly review their academic standing in **Workday**.

Students whose academic performance falls below College standards may be placed on an academic standing status such as **Academic Warning**, **Academic Probation**, or **Academic Suspension**, depending on their cumulative academic record. Students placed on an academic standing status are encouraged to work closely with their academic advisor and utilize available student support services to improve their academic performance. Complete information regarding academic standing requirements, grade point average (GPA) standards, appeals, and reinstatement procedures is available in the College Catalog.

Course Withdrawal. Students who are unable to complete a course should consult with their academic advisor and instructor before withdrawing. Withdrawing from a course may affect academic progress, financial aid eligibility, athletic eligibility, veterans' educational benefits, and the time required to complete a degree or certificate.

Students are responsible for officially withdrawing from a course by the published withdrawal deadline. **Failure to attend class or stop participating in a course does not constitute an official withdrawal.**

Students should review the Academic Calendar for withdrawal deadlines and consult the College Catalog for complete information regarding withdrawal procedures, grades associated with withdrawals, and the potential impact on financial aid and academic standing.

Repeating Courses. Students may repeat certain courses in accordance with College policy to improve academic performance or satisfy program requirements. Repeating a course may affect a student's grade point average (GPA), academic standing, financial aid eligibility, veterans' educational benefits, athletic eligibility, and progress toward degree completion.

Students considering repeating a course are encouraged to consult with their academic advisor before registering. Complete information regarding repeated courses, grade calculations, and applicable limitations is available in the College Catalog.

Final Examinations. Final examinations are an important part of the instructional process and are administered at the conclusion of each semester according to the official Final Examination Schedule published by the College. Students are expected to complete all required final examinations, projects, presentations, or other culminating course requirements as determined by their instructor.

Students should review the Final Examination Schedule early each semester and make travel, work, and personal arrangements accordingly. Requests for exceptions to the published examination schedule are granted only under limited circumstances and must be approved by the course instructor in accordance with College policy.

Additional information regarding final examinations is available in the College Catalog and from the course instructor.

Graduation Requirements & Application. Students are responsible for completing all degree or certificate requirements and submitting a Graduation Application by the published deadline for the term in which they expect to graduate. Applying for graduation allows the College to verify completion of all degree or certificate requirements and determine eligibility for graduation.

Students are encouraged to regularly review their academic progress in Workday and meet with their academic advisor to ensure all program requirements are satisfied prior to submitting a Graduation Application.

Graduation application deadlines are published in the Academic Calendar. Complete information regarding graduation requirements, commencement participation, honors, and degree conferral is available in the College Catalog and on the PCCUA website. Students are encouraged to apply for graduation early and consult with their academic advisor if they have questions regarding degree completion or graduation eligibility.

Student Rights, Responsibilities & Code of Conduct

PCCUA is committed to fostering a respectful, inclusive, and supportive learning environment where all students have the opportunity to learn, grow, and succeed. Every student shares responsibility for maintaining a campus community built on honesty, integrity, civility, and mutual respect. The following policies outline student rights, responsibilities, standards of conduct, and procedures for resolving concerns while promoting a safe and welcoming educational environment.

Student Rights & Responsibilities. Students at PCCUA have the right to pursue their educational goals in an environment that is safe, respectful, and free from discrimination and harassment. Students are also responsible for conducting themselves in a manner that supports the educational mission of the College, respects the rights of others, complies with College policies, and contributes positively to the campus community. Students are expected to become familiar with College policies, meet academic and financial obligations, maintain respectful behavior, and accept responsibility for their actions. By enrolling at PCCUA, students agree to abide by the policies and procedures established by the College and the University of Arkansas System.

Student Code of Conduct. The PCCUA **Student Code of Conduct** establishes the behavioral standards expected of all students and promotes a safe, respectful, and productive learning environment. Students are expected to conduct themselves in a manner that supports the educational mission of the College, respects the rights of others, protects College property, and complies with all applicable federal and state laws, University of Arkansas System policies, and College policies and procedures. Enrollment at PCCUA carries the responsibility of maintaining appropriate standards of conduct both inside and outside the classroom. Students are expected to demonstrate honesty, integrity, civility, and respect in their interactions with fellow students, faculty, staff, and visitors, whether participating in on-campus activities, online learning, or College-sponsored events.

Violations of the Student Code of Conduct may result in disciplinary action in accordance with established College procedures. Complete information regarding the Student Code of Conduct, disciplinary procedures, student rights, and the conduct process is available in the College Catalog and on the PCCUA website.

Prohibited Conduct. To maintain a safe, respectful, and productive learning environment, students are expected to comply with all College policies and refrain from conduct that disrupts the educational environment or interferes with the rights of others. Examples of prohibited conduct include, but are not limited to:

- Academic misconduct, including cheating, plagiarism, and other violations of the College's Academic Integrity policy.
- Disruptive, disorderly, threatening, or abusive behavior that interferes with College operations or the educational environment.
- Harassment, discrimination, intimidation, bullying, or retaliation.
- Acts of violence, threats of violence, or conduct that endangers the health or safety of others.
- Theft, vandalism, or damage to College property or the property of others.
- Unauthorized possession or use of alcohol, illegal drugs, or weapons in violation of College policy.
- Misuse of College technology resources, networks, or electronic communications.
- Failure to comply with the lawful directions of College officials acting within the scope of their responsibilities.

The examples above are not intended to be an all-inclusive list of prohibited behaviors. Complete information regarding prohibited conduct, disciplinary procedures, and student conduct expectations is available in the College Catalog and on the PCCUA website.

Student Complaints & Grievances. PCCUA is committed to resolving student concerns in a fair, timely, and respectful manner. Students who have questions, concerns, or complaints regarding College policy, procedure, service, or decision are encouraged to address the matter as soon as possible.

Whenever appropriate, students should first attempt to resolve concerns informally by discussing the matter with the individual directly involved. If the concern cannot be resolved informally, students may pursue the appropriate formal complaint or grievance procedure in accordance with College policy.

Students will not be subjected to retaliation for filing a complaint or grievance in good faith. Complete information regarding student complaint and grievance procedures, including academic and non-academic matters, is available in the College Catalog and on the PCCUA website.

Student Conduct Process. When an alleged violation of the Student Code of Conduct is reported, the College reviews the matter in accordance with established policies and procedures. The conduct process is designed to provide a fair, timely, and educational resolution while protecting the rights of all individuals involved. Students who are alleged to have violated the Student Code of Conduct will be notified of the reported violation and provided an opportunity to respond before a decision is made, except when immediate action is necessary to protect the health, safety, or welfare of the College community. When appropriate, the College may implement interim measures or other actions while a matter is under review. Following the conclusion of the conduct process, students will be notified of the outcome and any applicable sanctions or appeal rights in accordance with College policy.

Complete information regarding the Student Conduct Process, disciplinary procedures, interim measures, and student appeal rights is available in the College Catalog and on the PCCUA website.

Non-Discrimination & Equal Opportunity. PCCUA is committed to providing an educational and working environment free from unlawful discrimination and harassment. The College does not discriminate on the basis of race, color, national origin, age, disability, religion, genetic information, protected veteran status, sex, pregnancy, sexual orientation, gender identity, or any other characteristic protected by applicable federal or state law in its educational programs, activities, admissions, employment, or other College operations.

Students who believe they have experienced discrimination, harassment, or retaliation are encouraged to report their concerns promptly through the appropriate College procedures. Reports will be reviewed in accordance with applicable College policies and federal and state laws.

Complete information regarding the College's Non-Discrimination Policy, complaint procedures, and reporting options is available in the College Catalog and on the PCCUA website.

Quick Reference & Important Information

The following resources and contact information are provided for your convenience. Keep this section bookmarked for quick access to important offices, online resources, and services you may need throughout your time at PCCUA.

Resource	Purpose
My RidgeNet	Access your student account and College technology resources.
Workday	Register for classes, view grades, monitor degree progress, review financial aid, and update personal information.
Blackboard	Access course materials, assignments, grades, and communicate with instructors.
PCCUA Student Email	Official method of communication between the College and students. Check your email daily.
College Catalog	Academic programs, policies, graduation requirements, and course descriptions.
Academic Calendar	Registration dates, payment deadlines, holidays, withdrawal deadlines, and final exam schedules.
Student Handbook	Student policies, services, campus resources, and important information.

Office	Assistance Provided
Admissions & Records	Admission, registration, transcripts, graduation, residency, enrollment verification
Financial Aid	FAFSA, scholarships, grants, loans, work-study
Business Office	Tuition payments, payment plans, student accounts
Student Success Center	Academic support, tutoring, referrals, student success resources
Student Services	Student activities, support services, campus life
Information Technology (IT)	Passwords, My RidgeNet, Blackboard, technology support
Library/Rowdy Rents	Research assistance, databases, computers, study space , textbook rental
Disability Services	Academic accommodations

Office	Assistance Provided
Veterans Services	VA educational benefits
TRIO Student Support Services	Academic support and transfer assistance
Career Pathways Initiative	Student support and resource referrals

Important Reminders

- ✓ Check your **PCCUA student email** every day.
- ✓ Monitor **Workday** regularly for registration, grades, financial aid, and account information.
- ✓ Read each course syllabus carefully.
- ✓ Register for classes early each semester.
- ✓ Meet with your academic advisor regularly.
- ✓ Ask for help early—PCCUA offers many resources to support your success.
- ✓ Keep your contact information current in Workday.

Stay Connected. Stay informed and engaged by regularly visiting the PCCUA website, checking your student email, monitoring Workday, and following PCCUA's official social media channels. Participating in campus events, student organizations, and College activities is a great way to build connections, develop leadership skills, and enhance your college experience.

Important Campus Contacts

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

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

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

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Weekly Planner

Week of:

Monday	Task	Priority			✓
Tuesday	Task	Priority			✓
Wednesday	Task	Priority			✓
Thursday	Task	Priority			✓
Friday	Task	Priority			✓
Saturday/Sunday	Task	Priority			✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority			✓
Tuesday	Task	Priority			✓
Wednesday	Task	Priority			✓
Thursday	Task	Priority			✓
Friday	Task	Priority			✓
Saturday/Sunday	Task	Priority			✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓

Weekly Planner

Week of:

Monday	Task	Priority			✓
Tuesday	Task	Priority			✓
Wednesday	Task	Priority			✓
Thursday	Task	Priority			✓
Friday	Task	Priority			✓
Saturday/Sunday	Task	Priority			✓

Weekly Planner

Week of:

Monday	Task	Priority			✓
Tuesday	Task	Priority			✓
Wednesday	Task	Priority			✓
Thursday	Task	Priority			✓
Friday	Task	Priority			✓
Saturday/Sunday	Task	Priority			✓

Weekly Planner

Week of:

Monday	Task	Priority	✓
Tuesday	Task	Priority	✓
Wednesday	Task	Priority	✓
Thursday	Task	Priority	✓
Friday	Task	Priority	✓
Saturday/Sunday	Task	Priority	✓



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